Main Menu
Most functions available to employees can be accessed through the main menu

Custom Toolbars
All the employees have access to two toolbars: personal and global

My Job
When a Learner logs in, they will have access to all of their Assigned Processes, Sub Processes and Tasks in the My Job tree

Report Manager
A Learner has access to the Report Manager to create their own Self Reports

Prerequisites
Similar to university courses, a Task can contain Task Prerequisites.
The system can be set to Enforce Prerequisites, which means that if a Task contains a Prerequisite, the Prerequisite must be completed before attempting the attached Task

Resources
Each Task can contain Course, TRACCable and/ or URL Resources. They can either be displayed in a flat list, or sorted using Categories and Sub Categories

① **Take Knowledge Assessment** Access a Practice or Final Knowledge Assessment	② **View Coaching Report** If you have ASSESS, a completed Capability Assessment can be viewed using this option	③ **View Capability Assessment** Opens the attached Capability Assessment, which displays the actions and steps required to complete the Capability Assessment	④ **Request Capability Assessment** Once the Learner is confident in their ability to complete the Capability Assessment actions, they can request a Capability Assessment from their Supervisor	⑤ **Send Feedback** The Learner can send a message to their Supervisor regarding content within the Task	⑥ **View Task History** All of the status changes, or color changes, for this Employee on this Task are displayed and explained	⑦ **View Schedule** This task can be added as learning to your occupational development schedule (Schedule)	⑧ **Access SCORM Resource** Open a SCORM resource for review only (equal to practice assessment), or for credit (equal to final assessment)
	OPTIONAL						**OPTIONAL**