



INTERPRET ORGANIZATION MANAGER

Before You Begin

Ensure that you are signed into TRACCESS.

The Organization Manager in TRACCESS is the main window utilized for the administration of employees and organizational units. Within this window, employees can be created, edited and added to either new or existing organizational units. As well, employees can be assigned with Learner and Manager roles.

The following exercise will guide you in navigation throughout the Organization Manager.

Learning Exercise

- 1 Interpret the **Tree Control** at the left side of the Organization Manager window

Here, all Organization Units can be expanded and viewed in a manner similar to Windows Explorer. The expansion of each Organization Unit will display the Learners and Management associated with that Unit, as well as any Sub-Units it may hold

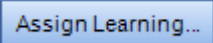
Click Learners to view assigned learners within the Context View

Click Management to view assigned learners within the Context View
- 2 Click an Organization Unit to view its details within the Context View

By clicking an Organization Unit, the details of assigned learning are displayed
- 3 Click the **Assigned Learning** tab to display the learning associated with that Organization Unit

Associated Processes and Tasks are displayed in a tree view, and can be expanded for further details
- 4 Click the **Assignment Details** tab to display the learning associated with that Organization Unit, as well as all preceding Organization Units

Associated Processes and Tasks are displayed in a tree view

Click the  button to edit learning assignments for each Organization Unit.
- 5 Click the **Contents** tab to display content descriptions of each Organization Unit

All description information associated with each Process is now displayed

Feedback & Evaluation

When you have completed this exercise, request a Capability Assessment from your supervisor. Your supervisor will contact you regarding scheduling of the Capability Assessment.