



### INTERPRET ORGANIZATION UNITS

#### Before You Begin

Ensure that you have read and understood the resources within the **Use TRACCESS CI to Configure/ Administrate Employees** Process before completing this exercise.


If there are Knowledge Assessments for these Tasks, they should also be completed prior to beginning this exercise.

#### Learning Exercise

- 1 You are a consultant who works with TTG. Create your own company name as an Organization Unit.
- 2 Within your company's Organization Unit, create five employees, and assign them as either Learners or Management.  
*Use your imagination to create the employee names.  
 Ensure that the following fields have been entered: First Name, Last Name, Employee ID, and Email Address.  
 Enable the **Must Change Password at First Login** checkbox.  
 Please Note: there must be at least one of each of the following: Learner, Reporter, Supervisor and Administrator.  
 Keep track of these names/ roles, as they may be used in future exercises.*

First Name	Last Name	Employee ID	Email Address	Employee Role

- 3 In the previous step, you created a Learner, Supervisor, Operational Administrator and Reporter. If all employees are created in the Organization Manager, and the Subject Matter Expert and System Owner roles also exist in the system, why are you unable to create employees with these roles in the Organization Manager?

-  Ensure that you have completed the [Create Process Sets, Processes, Sub processes, and Tasks Learning Exercises](#) in order to complete the next step.
- 4 Assign the **Comply with Company Policies**, **Use TRACCESS CI** and **Use TRACCESS CI to Learn** Processes to this Organization Unit.
- 5 Set one of the above processes as the Primary Process for each of your newly created employees.

#### 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.