

Administrative View

Ribbon Bar

Common functions for the learner are displayed in the ribbon. The ribbon bar items change and display relevant functions dependent on the currently selected item in the TRACCESS system.

Organization

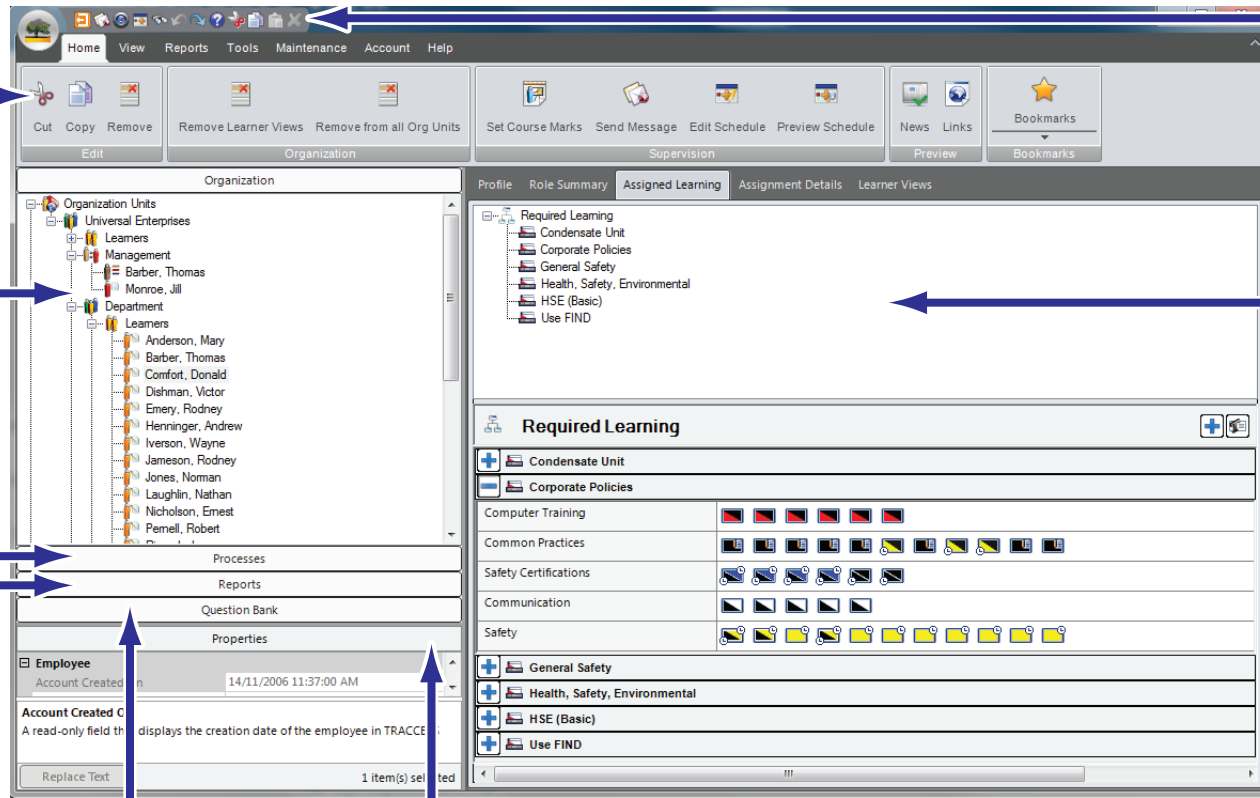
This is where you create your Organization Structure which includes Organization Units and Employees. Employees with Supervisor and Operational Administrator roles have access to this tree

Processes

This is where you create your Process Structure which includes Process Sets, Processes, Sub Processes, Tasks and Task Properties (Resources, Capability Assessments and Knowledge Assessments). Employees with Subject Matter Expert roles have access to this tree

Reports

This is where you create your Reports. Employees with Supervisor, Operational Administrator and Reporter roles have access to this tree



Quick Access Bar

Gives you one-click access to your most commonly used functions.

Context View

Depending on the object that is selected in the tree, the Context View automatically updates to display properties of the object.

For example, in this graphic an Employee (Donald Comfort) is selected in the tree. Donald Comfort has his own Profile, Role Summary, Assigned Learning, Assignment Details and Learner View tabs in the Context View. From here, a Supervisor can access all of the information on Donald Comfort

Question Bank

This area allows you to create, contain and reuse questions in any number of Knowledge Assessments. Employees with Subject Matter Expert access, and with a particular permission set, have access to this tree

Properties

Each of the objects that is selected (in the tree or in the Context View) contains Properties. These Properties can often only be edited in the Properties section