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| OMES logo | Supervisor Control Panel Video Transcript |

Linda: Welcome to another learn quick bit video. I'm Linda [and I'm Tom] and we're from OMES. This video will focus on the supervisor control panel. So from your welcome page in your Learn Center, we want you to click on the supervisor control panel. This will take you to your team monitor. What's that Tom?

Tom: Your team is a list of all the people that you supervise Linda.

Linda: I see here it shows all their records and just like on the other pages we've been to, you have the icons at the top that you can use for filtering. And also each individual record has information in it as well. Now we're in card view. Can we change it to list view too?

Tom: We could, we can switch to list view. Let's see what that looks like. I think I like the card view better.

Linda: So, in each record there is individual information, and the record [Tom is hovering with his mouse over a record] shows an assignment. It says number seven in that record you're on Tom. What does that mean?

Tom: That means that this user has seven assignments.

Linda: So you can basically go to each individual employee and you can look at how their trainings are going now. If I'm somewhere else in this record, how do I get back to that homepage of the team monitor?

Tom: There's two ways you can do that. You can click the back button at the top [right screen] or on the left side, you can click team monitor [link just below the due date].

Linda: Now let's look at two other icons before we move on. Over on the right hand side, we have a little check box. You click on that and an email icon appears. You can actually send an email message to selected users.

Tom: What's the other one?

Linda: For the other one, if you put your mouse over [small icon on the right side of screen above the employee records] shows it is management reports which will be covered in another video. Ok, so where are we going to go now?

Tom: Let's look at the views option. We've got a pull down arrow here. Everything we've talked about so far has been under the supervisor widget view. Let's look at the transcript view.

Linda: This gives you access to your employee transcripts. Just like an employee can do, you can go to each individual and you can click on them and you can look at what's on their transcript. The other cool thing is you can look at each item on the transcript or you can export.

Tom: You can export it just like learners can with several different options such as a PDF, a PDF with credits, a Microsoft Excel file or you can download it to your local machine.

Linda: Now to get out of this page and change views. You're going to have to use your back button or your team monitor button

Tom: I'll use the back button this time. Now what's another view we have?

Tom: The final view is supervisor approvals.

Linda: This shows all the records and in here you can quickly see if there's anybody who's waiting on an approval. From your icons at the top you see one pending and then if you look down on the records you can also see that one employee record is pending. An enrollment does not mean that they're actually in the class until you complete the pending. How do we do that Tom?

Tom: Let's click on this one enrollment [places mouse over a number by pending in the first record] and take a look at that. The enrollment will appear and I'll show the start and end date, the category, Over on the right hand side you have two choices. You can click approve or disapprove and basically a message will appear. You can make comments and they will get notified on whatever decision you make. From here, before we change screens, Tom, I just want to point out there's another link at the bottom of this page. It says click for more supervisor functions. We're going to cover that in another video. Now how do we get back to our home page?

Tom: Again, you can either use the back button or team monitor.

Linda: That really completes the supervisor control panel. From here you can approve, you can look at transcripts, and you can follow and track your employees training. To leave here you can go home you can sign out from the left tab options. Tom, do you have any other words for viewers?

Tom: Until next time, keep on learning.