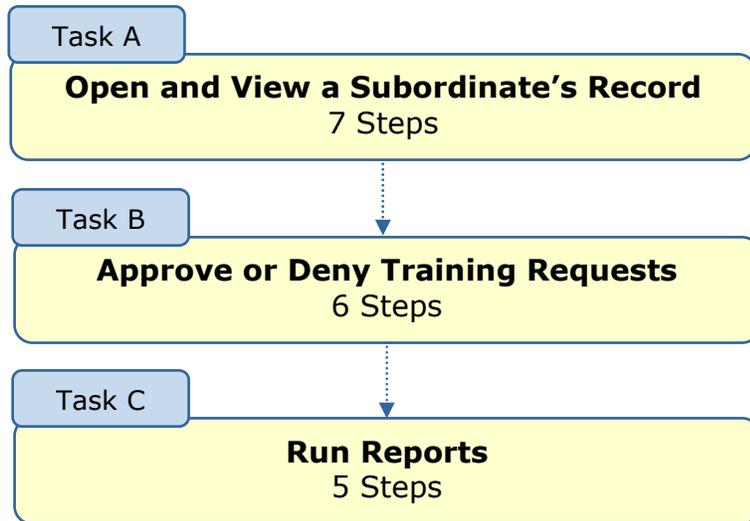


## Job Aid: Managing Subordinates – Supervisor

### Purpose

The purpose of this job aid is to guide supervisor users through the step-by-step process of managing subordinates within SATERN.



### Task A: Open and View a Subordinate's Record

<p><b>1</b> Navigate to <b>My Employees &gt; Subordinates</b> from the top menu.</p>	
<p>The Subordinates Chart displays.</p>	

**2** The **flag icon** (🚩) indicates the employee is flagged as a risk.

**3** The **Home icon** (🏠) opens the employee's Home page. You can navigate through the employee view of Plateau.

**4** Click the **Snapshot icon** (📄) to gain a snapshot of the subordinate's status and records.

**2** 🚩 **John E Siemering**  
Executive Vice President North America  
KSO North America  
703.292.0299

**3** 🏠 **4** 📄

- ⚠️ **Learning: Overdue (1)**  
Curricula: Current
- ⚠️ **Reviews: Overdue (1)**
- ⚠️ **Assessments: Overdue (1)**
- Goals: None
- Approvals: None

📄 **Direct Reports: 3** 📄

**5** The snapshot is launched in a separate window. Click **Close** to return to the organization chart.

**5** Close

**Amber L Fullerton**

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202.358.1626

**Date in Position:** 8/26/2009  
**Hire Date:**  
**Prior Positions:**

**Performance:**  
No Reviews have been completed.

**Strengths:**  
No competencies have been assessed.

**Areas for improvement:**  
No competencies have been assessed.

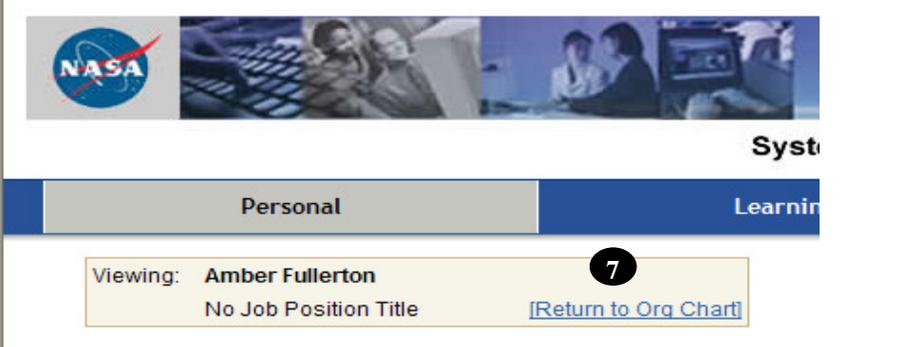
**Learning Plan**  
2 behind, 5 on target **Go**

Title	Due Date	Status
⚠️ SENSITIVE BUT UNCLASSIFIED AWARENESS TRAINING	2/14/2009	Available
⚠️ BASIC IT SECURITY FOR 2009	5/29/2009	Available
BOOKS 24 X 7		In progress

[more]

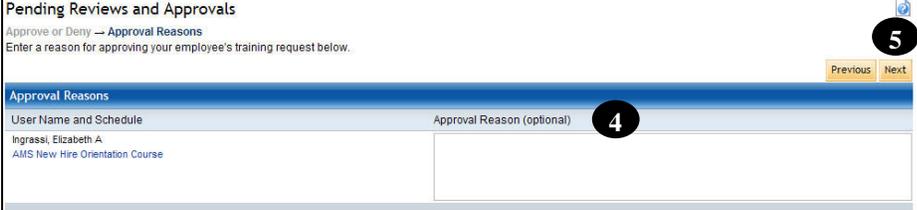
**Curricula**  
1 Incomplete, 0 Complete **Go**

Curriculum Title	Next Action Date	Status
⚠️ HQ Required Training for Contractors	5/29/2009	Incomplete

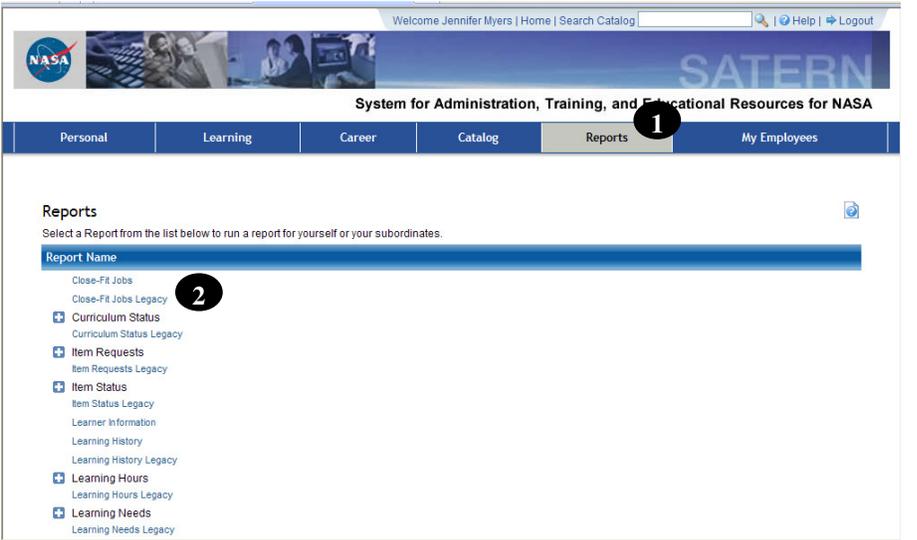
<p><b>6</b> Click the links listed for <b>Learning, Curricula, Reviews, Assessments, Goals, or Approvals</b> to navigate to the subordinate's record for additional details.</p>	 <p><b>Note:</b> The Alert icon (⚠) indicates overdue, incomplete, or behind status.</p>
<p><b>7</b> When you are finished viewing or editing the subordinate's record, return to your own session by clicking the <b>Return to Org Chart</b> link.</p>	

## Task B: Approve or Deny Training Requests

<p><b>1</b> Navigate to <b>Personal &gt; Approvals</b>.</p> <p><b>or</b></p> <p><b>1</b> From the Home Page, click the <b>You have User training approvals</b> link.</p>	
--	--

<p><b>2</b> Click the <b>Approve</b> radio button next to the user's request.</p> <p><b>3</b> Click <b>Next</b>.</p>	
<p><b>4</b> <i>Optional:</i> Enter reasons for approval.</p> <p><b>5</b> Click <b>Next</b>.</p>	
<p><b>6</b> Click <b>Confirm</b>. Notifications are sent to all affected users.</p>	

## Task C: Run Reports

<p><b>1</b> Click <b>Reports</b> from the top menu.</p> <p><b>2</b> Click a <b>Report Name</b> to open the report.</p>	
--	--



- 3** Enter the report criteria.  
*Note: Available criterion will vary depending on the report.*
- 4** Click **Run Report**.
- or**
- 5** Click the **Back to Browse Reports** link to return to the list of reports.
- 5** *Note: Click **Help** (📄) for additional information on reports.*

**5** Reports 🔍

[Back to Browse Reports](#)

**3** Run Learning History

Learner:  Self  Direct Subordinates  All Subordinates  All

Report Title:

Report Header:

Report Footer:

Report Destination:

Report Format:

Mask Learner IDs

Page Break Between Records

Completed Date From:

Completed Date To:

Report Type:  Summary  Detail

Include:  Item Events  External Events  Both

Print Comments:  Yes  No

Sort Items:  Completion Date  Item ID

**4**