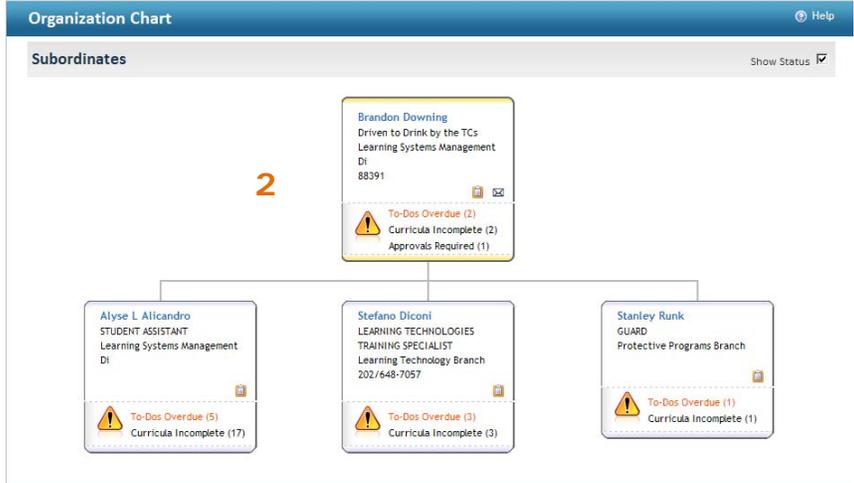
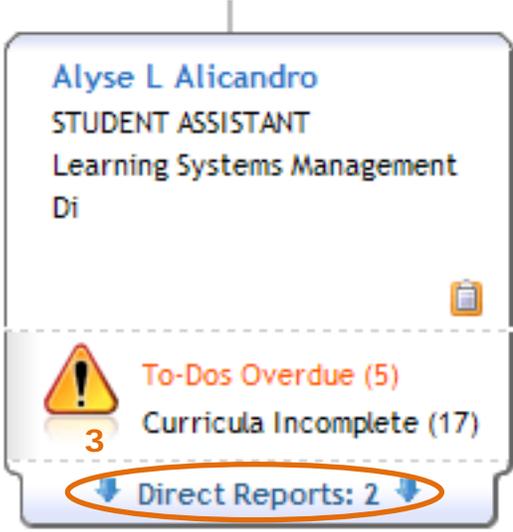
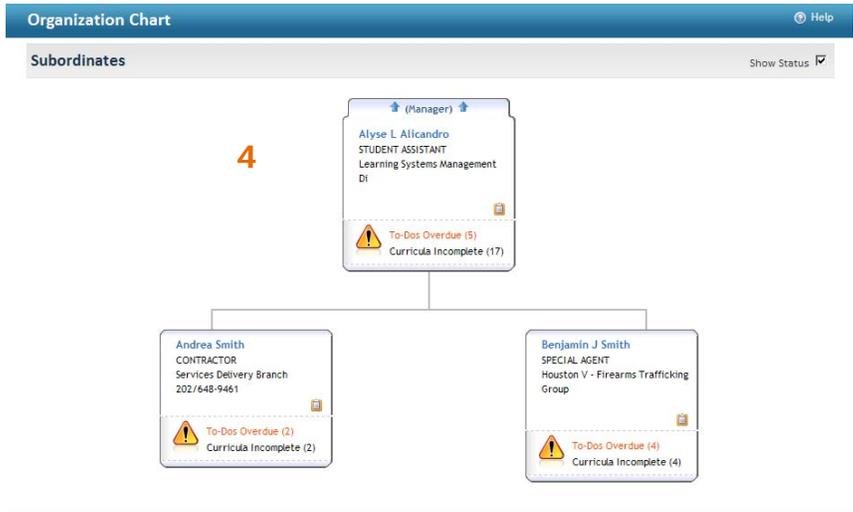


<h2 style="color: #C85130;">Before You Start:</h2>		<p>IMPORTANT: The reporting structure in LearnATF comes directly from HRConnect. If you see employees who do not report to you or are missing employees on your Organization Chart, please contact your HRConnect Division Liaison to make corrections.</p>
<h1 style="color: #C85130; font-size: 2em;">1.</h1>	<p>To access the Organization Chart, log in to LearnATF and select the My Employees tab and then select the Organization Chart link.</p>	
<h1 style="color: #C85130; font-size: 2em;">2.</h1>	<p>Your Organization Chart appears.</p>	

<p>3.</p>	<p>Click the Direct Reports link on the user card.</p>	
<p>4.</p>	<p>The Organization Chart will expand for reviewing indirect reports.</p>	
<p>5.</p>	<p>To return to your My Employees page, click the My Employees tab.</p>	

Reviewing the Chart

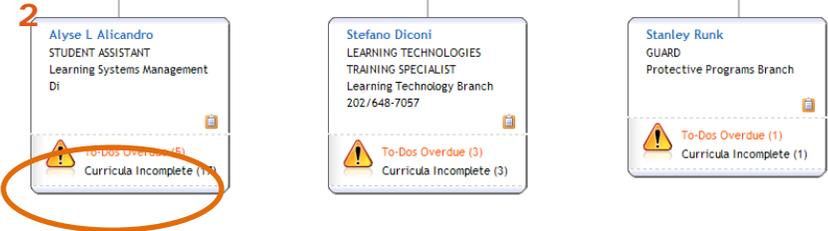
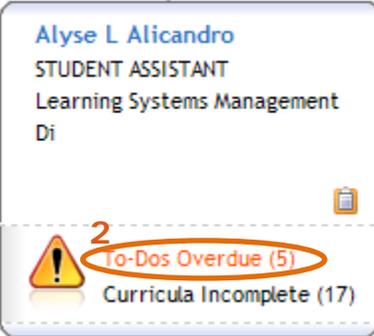
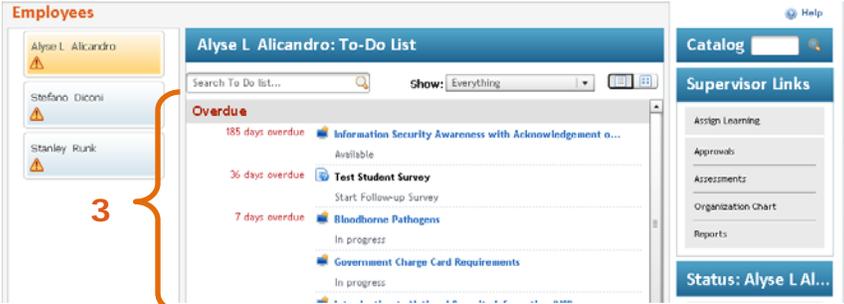
1. On the **Organization Chart** page, uncheck the **Show Status** box.

The screenshot shows the 'Organization Chart' interface. At the top right, there is a 'Show Status' checkbox which is checked and circled in orange. Below the header, a hierarchy of employee cards is displayed. The top card is for Brandon Downing (Learning Systems Management, DI 88391), which includes a 'To-Dos Overdue (2)' alert, 'Curricula Incomplete (2)', and 'Approvals Required (1)'. Below him are three subordinates: Alyse L. Alicandro (Student Assistant, Learning Systems Management, DI), Stefano Diconi (Learning Technologies Training Specialist, Learning Technology Branch, 202/648-7057), and Stanley Runk (Guard, Protective Programs Branch). Each subordinate card also displays 'To-Dos Overdue' and 'Curricula Incomplete' counts.

2. The employees' statuses are no longer displayed. This format allows a more streamlined view of your reporting structure.
IMPORTANT: If you see any errors, please contact your HRConnect Liaison to make updates. Supervisory information in **LearnATF** comes directly from HRConnect.

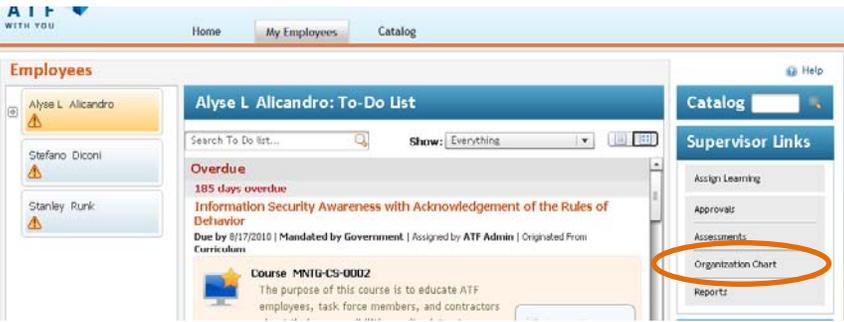
The screenshot shows the same 'Organization Chart' interface, but the 'Show Status' checkbox is now unchecked. The employee cards are displayed in a more streamlined format, showing only the employee's name, title, and department, without the 'To-Dos Overdue' or 'Curricula Incomplete' alerts. A large orange number '2' is overlaid on the chart area.

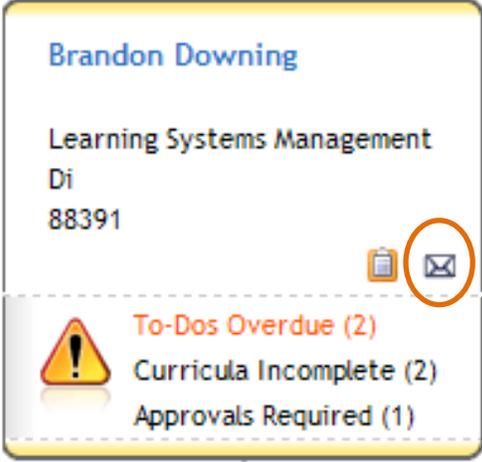
Overdue Alerts

<p>1.</p>	<p>Overdue Alerts appear to alert you that an employee is overdue for training.</p>	
<p>2.</p>	<p>To view the overdue training, click on the To-Dos Overdue link.</p>	
<p>3.</p>	<p>The employee's overdue training appears.</p>	

<p>4.</p> <p>To return to the Organization Chart, click the Organization Chart link on the right side under Supervisor Links.</p>		
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How to Send an Email to an Employee

<p>1.</p> <p>After logging in to the LearnATF, click on the My Employees tab.</p>		
<p>2.</p> <p>The My Employees page displays, click the Organization Chart link.</p>		

<p>3.</p>	<p>On the <u>Employee card</u>, click the <u>Email Icon</u>.</p>	
<p>4.</p>	<p>Microsoft Outlook will open giving you the option to send a training reminder or message to your employee.</p>	