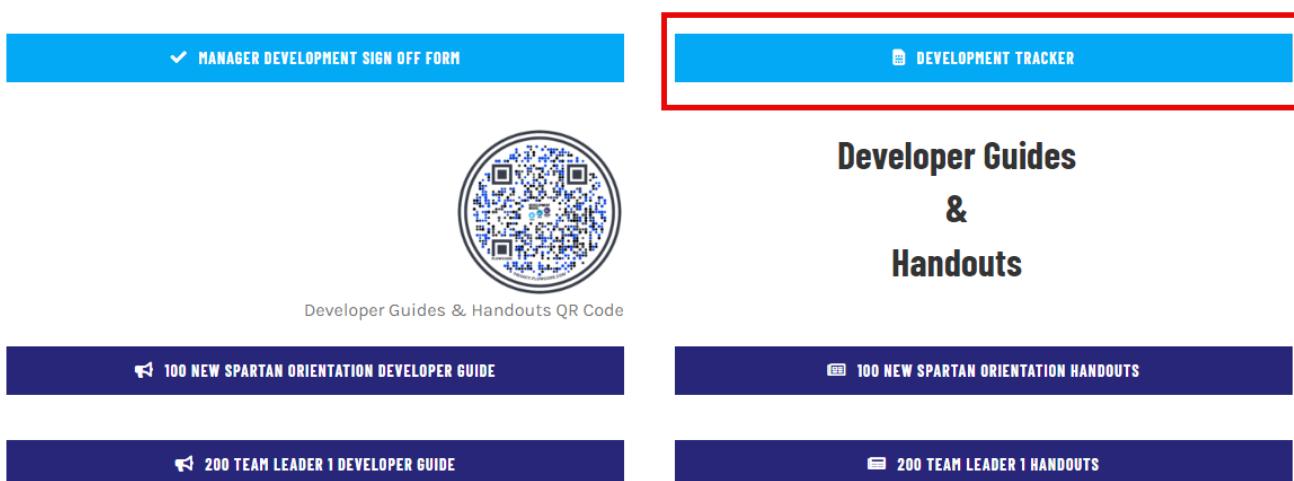


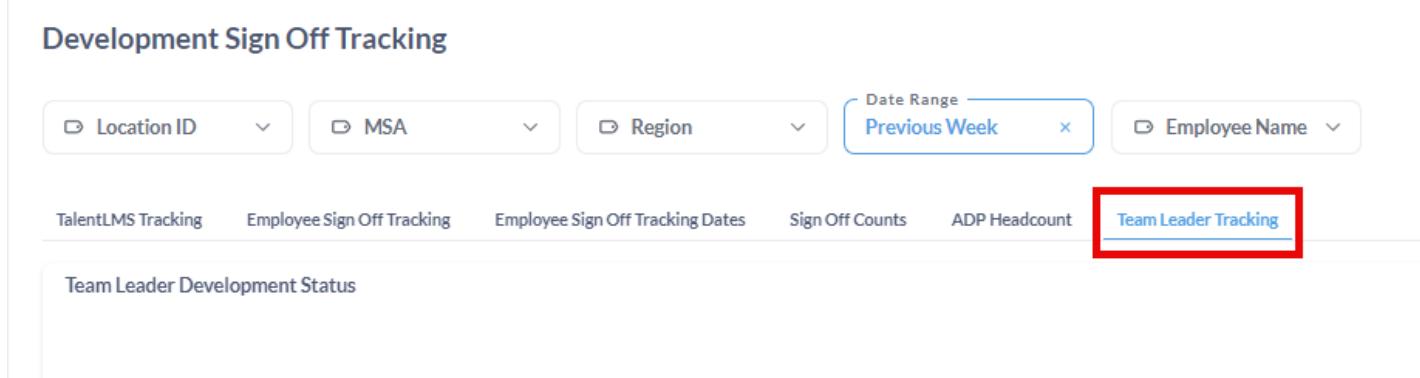
DEVELOPMENT TRACKER EXPORT INSTRUCTIONS

1. Click on the Development Tracker link on the Development page on the Intranet



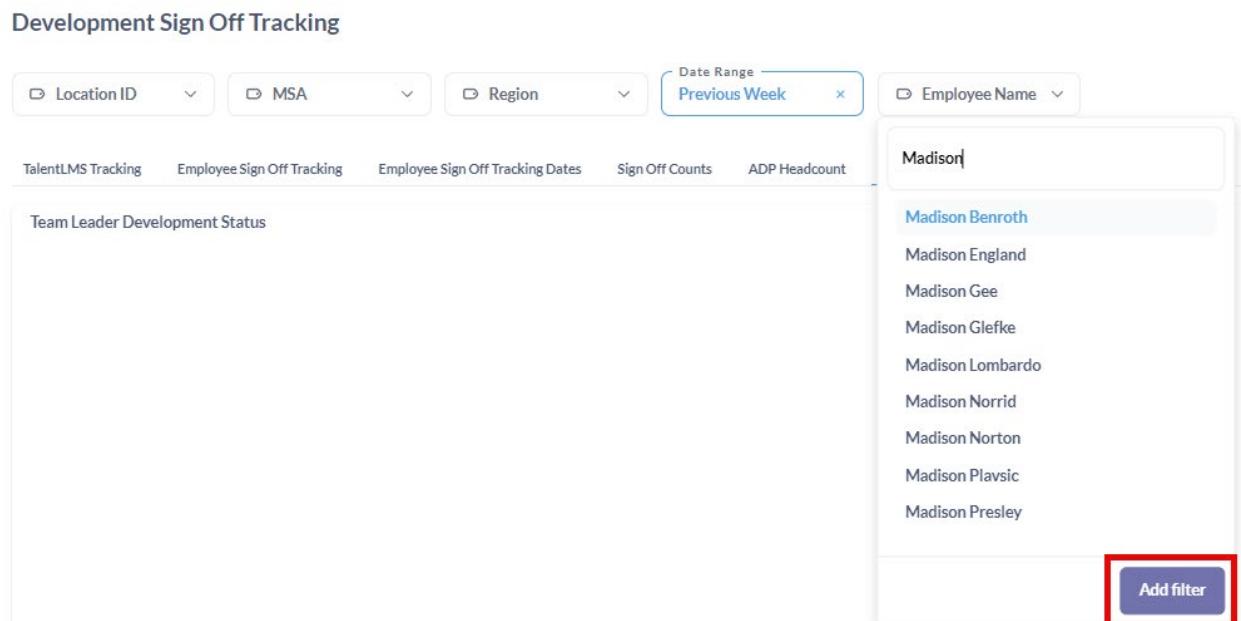
The screenshot shows the 'Development Sign Off' page. At the top, there are two blue buttons: 'MANAGER DEVELOPMENT SIGN OFF FORM' on the left and 'DEVELOPMENT TRACKER' on the right, with the latter being highlighted by a red box. Below these buttons is a large QR code labeled 'Developer Guides & Handouts QR Code'. To the right of the QR code is the text 'Developer Guides & Handouts' with an ampersand. Below this are four dark blue buttons: '100 NEW SPARTAN ORIENTATION DEVELOPER GUIDE', '100 NEW SPARTAN ORIENTATION HANDOUTS', '200 TEAM LEADER 1 DEVELOPER GUIDE', and '200 TEAM LEADER 1 HANDOUTS'.

2. Go to the Team Leader Tracking tab



The screenshot shows the 'Development Sign Off Tracking' page. At the top, there are several dropdown filters: 'Location ID', 'MSA', 'Region', 'Date Range (Previous Week)', and 'Employee Name'. Below these filters is a navigation bar with tabs: 'TalentLMS Tracking', 'Employee Sign Off Tracking', 'Employee Sign Off Tracking Dates', 'Sign Off Counts', 'ADP Headcount', and 'Team Leader Tracking', with 'Team Leader Tracking' being highlighted by a red box. The main content area is titled 'Team Leader Development Status'.

3. Type their name into the Employee Name field and select them from the list.
4. Click the "Add filter" button



The screenshot shows the 'Development Sign Off Tracking' page with the 'Employee Name' filter field containing 'Madison'. A dropdown menu lists several suggestions: 'Madison Benroth', 'Madison England', 'Madison Gee', 'Madison Glefke', 'Madison Lombardo', 'Madison Norrid', 'Madison Norton', 'Madison Plavsic', and 'Madison Presley'. At the bottom right of the filter field is a blue button labeled 'Add filter', which is highlighted by a red box.

5. Click on the three dots in the upper right corner of the results

moduleNameFull	Completed	...
100 New Spartan Orientation	✓	
107 Leadership 30-Workshop	-	
108 Compensation-Workshop	-	
109 Safety-Workshop	-	
201 Game Plan	✓	
202 Equipment Knowledge—Tunnel	✓	
203 The Lot	✓	
204 Equipment Knowledge—Equipment Room	✓	
205 Leadership-Workshop	-	
206 Product Knowledge	✓	
207 Completing the Sale Part 1 (DRB)	-	
208 Completing the Sale Part 2 (DRB)	-	

6. Click on “Download results”

moduleNameFull	Completed	...
100 New Spartan Orientation	✓	
107 Leadership 30-Workshop	-	
108 Compensation-Workshop	-	
109 Safety-Workshop	-	
201 Game Plan	✓	
202 Equipment Knowledge—Tunnel	✓	

7. Select “xlsx” and the report will download

moduleNameFull	Completed	...
100 New Spartan Orientation	✓	
107 Leadership 30-Workshop	-	
108 Compensation-Workshop	-	
109 Safety-Workshop	-	
201 Game Plan	✓	
202 Equipment Knowledge—Tunnel	✓	
203 The Lot	✓	
204 Equipment Knowledge—Equipment Room	✓	
205 Leadership-Workshop	-	
206 Product Knowledge	✓	
207 Completing the Sale Part 1 (DRB)	-	
208 Completing the Sale Part 2 (DRB)	-	

8. Upload the report to the Promotion Request Form



Promotion Request Form

Manager Name *

Test

Manager

Location *

000 - Demo

Date *

3/1/2024



Employee Name *

Test

Employee

Employee Email *

testemployee@test.com

Employee Number *

99999

Employee Hire Date *

2/6/2024



Current Position *

Team Leader 1

New Position *

Team Leader 2

Has Test Employee completed all Development Modules and obtained Development Sign Off on all Team Leader 1 modules and workshops as designated in the WhiteWater Career Path? *

Yes No

Upload the Development Tracker Report for Test Employee *

[Upload](#)

or drag files here.



[team_leader_development_status_2024-03-01T10_35_25.8646455-06_00.xlsx](#)

4.6 KB

[Download](#) [Delete](#)

[Click here to access the Development Tracker](#)