

# DEVELOPMENT TRACKER EXPORT INSTRUCTIONS

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

## Development Sign Off

✓ MANAGER DEVELOPMENT SIGN OFF FORM

DEVELOPMENT TRACKER



Developer Guides & Handouts QR Code

## Developer Guides & Handouts

100 NEW SPARTAN ORIENTATION DEVELOPER GUIDE

100 NEW SPARTAN ORIENTATION HANDOUTS

200 TEAM LEADER 1 DEVELOPER GUIDE

200 TEAM LEADER 1 HANDOUTS

2. Go to the Team Leader Tracking tab

### Development Sign Off Tracking

Location ID MSA Region Date Range Previous Week Employee Name

TalentLMS Tracking Employee Sign Off Tracking Employee Sign Off Tracking Dates Sign Off Counts ADP Headcount **Team Leader Tracking**

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

### Development Sign Off Tracking

Location ID MSA Region Date Range Previous Week Employee Name

TalentLMS Tracking Employee Sign Off Tracking Employee Sign Off Tracking Dates Sign Off Counts ADP Headcount

Team Leader Development Status

Madison

Madison Benroth  
Madison England  
Madison Gee  
Madison Glefke  
Madison Lombardo  
Madison Norrid  
Madison Norton  
Madison Plavsic  
Madison Presley

Add filter

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

[Team Leader Tracking](#)

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"

[Team Leader Tracking](#)

moduleNameFull ^	Completed ^	...
100 New Spartan Orientation	✓	Download results
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

[Team Leader Tracking](#)

moduleNameFull ^	Completed ^	...
100 New Spartan Orientation	✓	Download full results
107 Leadership 30-Workshop	-	.csv
108 Compensation-Workshop	-	xlsx
109 Safety-Workshop	-	.json
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



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