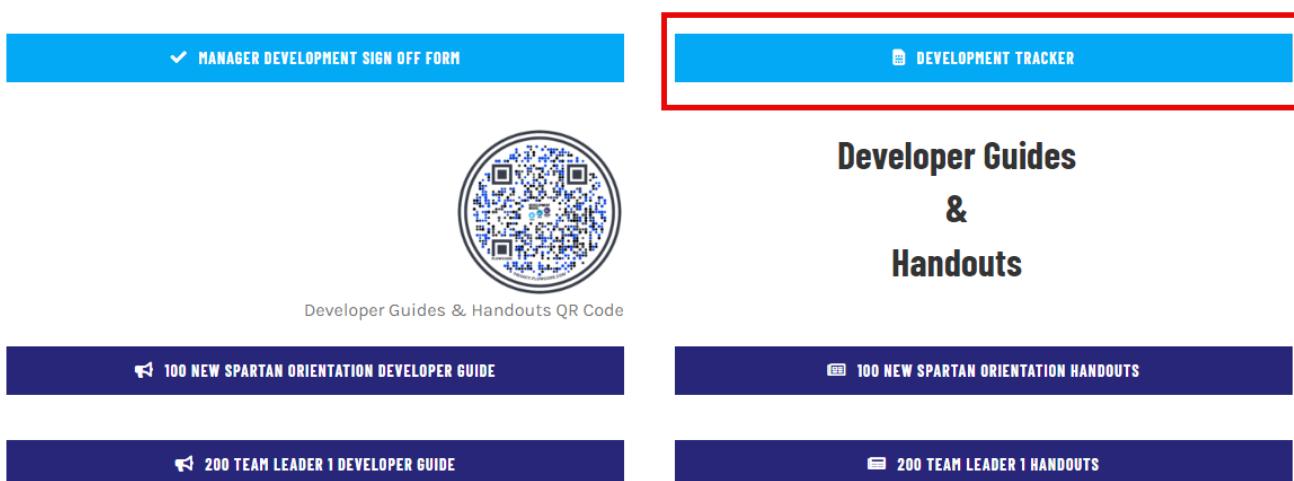


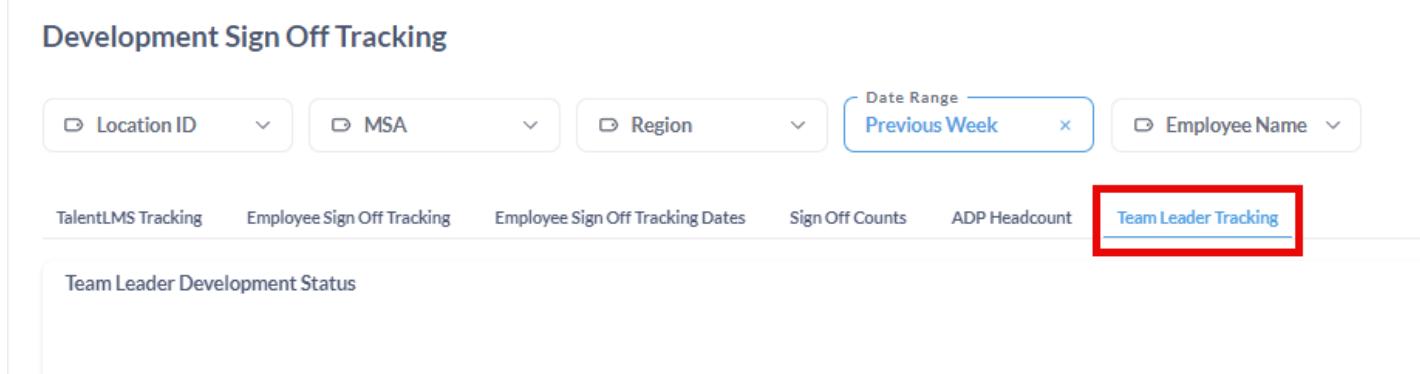
DEVELOPMENT TRACKER EXPORT INSTRUCTIONS

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



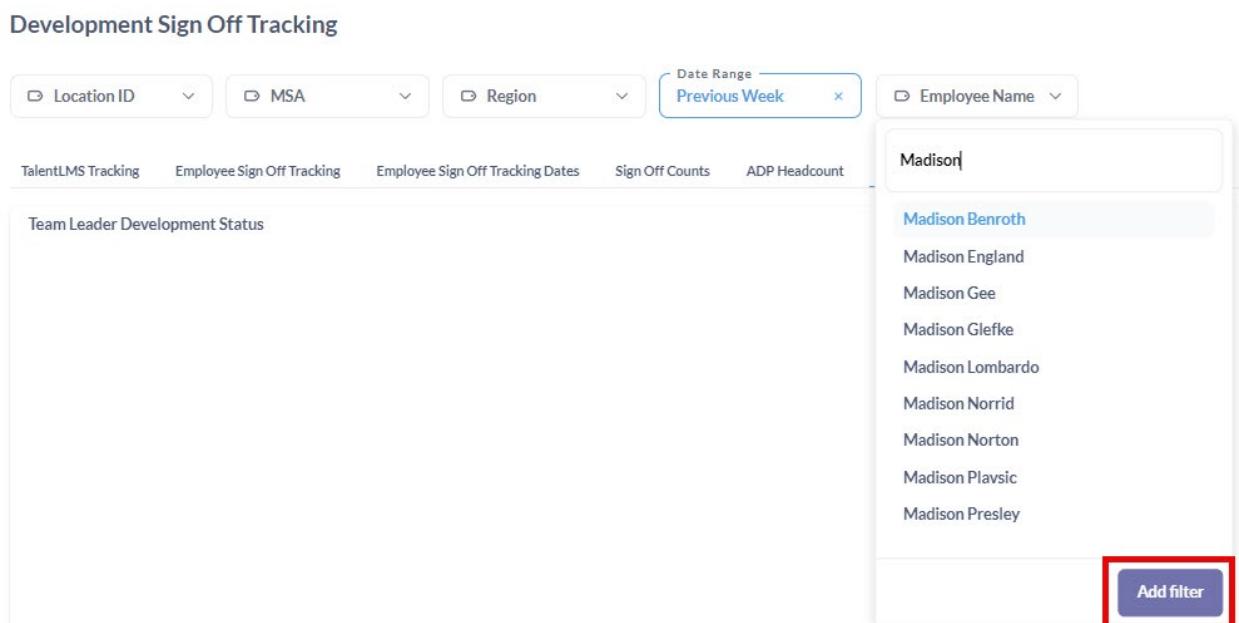
The screenshot shows the 'Development Sign Off' page. At the top left is a blue bar with the text '✓ MANAGER DEVELOPMENT SIGN OFF FORM'. At the top right is a red-bordered blue bar with the text 'DEVELOPMENT TRACKER'. Below these are two sections: 'Developer Guides & Handouts' and '100 NEW SPARTAN ORIENTATION DEVELOPER GUIDE' (with a QR code). Further down are sections for '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 dropdowns for Location ID, MSA, Region, and Employee Name, followed by a Date Range set to 'Previous Week'. Below these are tabs for TalentLMS Tracking, Employee Sign Off Tracking, Employee Sign Off Tracking Dates, Sign Off Counts, ADP Headcount, and Team Leader Tracking, with 'Team Leader Tracking' highlighted by a red box. A sidebar on the left shows '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 field containing 'Madison'. A dropdown menu lists names starting with 'Madison', including '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 dropdown is a red-bordered 'Add filter' button.

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” or “csv” and the report will download

NOTE: Only “xlsx” and “csv” file types will be accepted.

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
NOTE: Only “xlsx” and “csv” file types will be accepted.



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](#)