

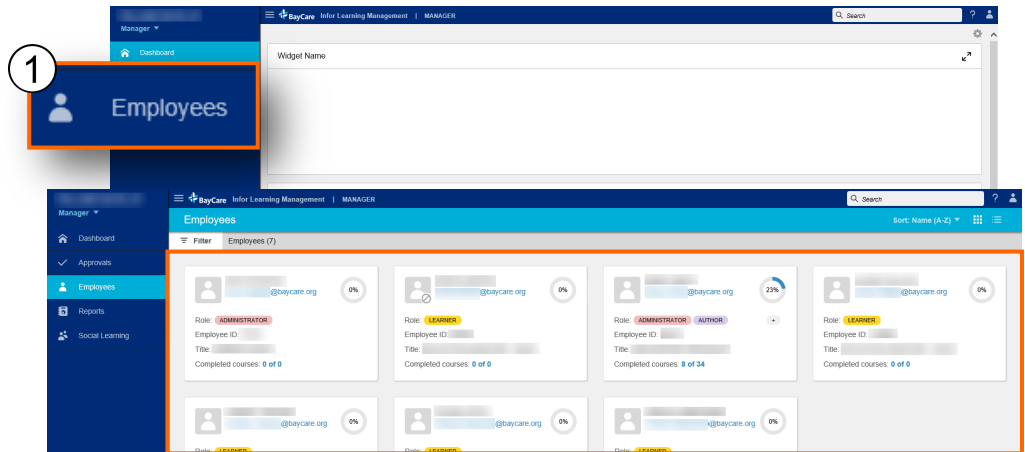
# Manager Functions in the OLC

Follow the steps below to perform the following team member tasks:

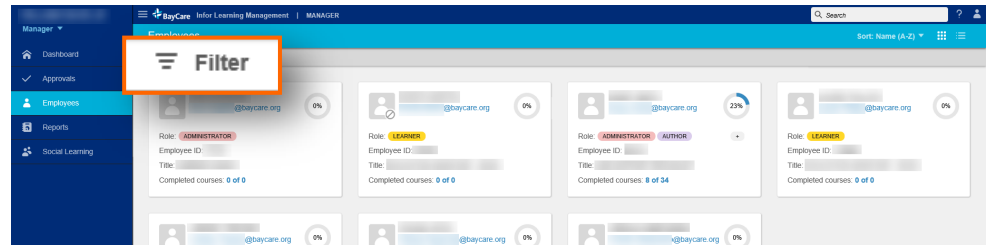
- Search For and View Team Members
- View Team Member Transcript

## Search For and View Team Members

1. Click **Employees** from the menu.



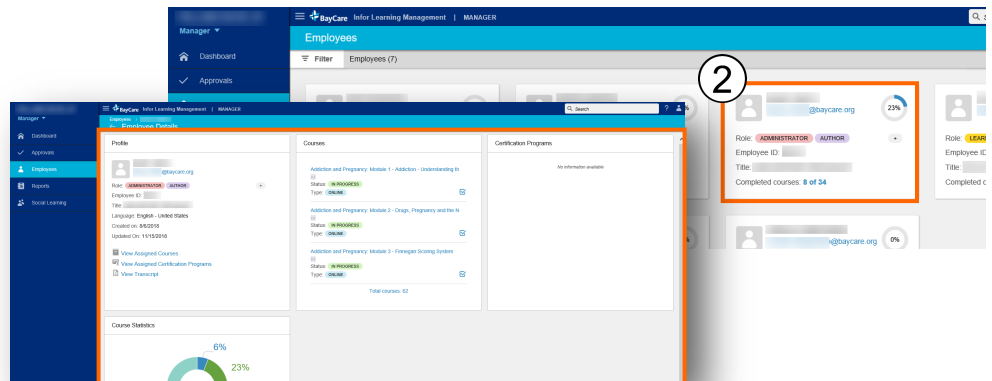
Employee listings display on the right side of the screen.



**Note:** Click the **Filter** button to narrow the list by active/inactive status.

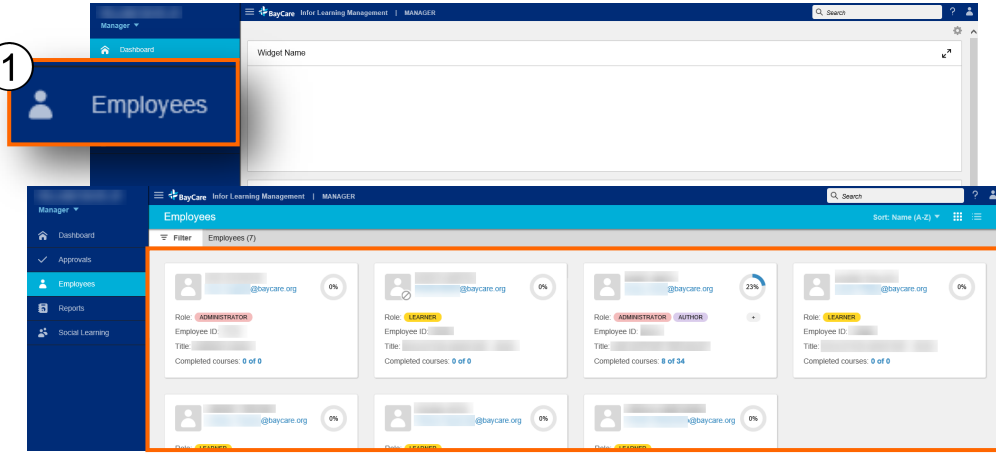
2. Click an employee name. The following employee widgets display on the right side of the screen:

- Profile
- Courses (Enrolled)
- Certification Programs (Enrolled)
- Course Statistics



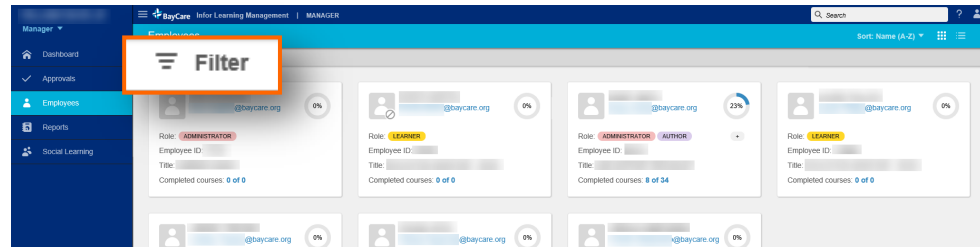
# View Team Member Transcript

1. Click **Employees** from the menu.

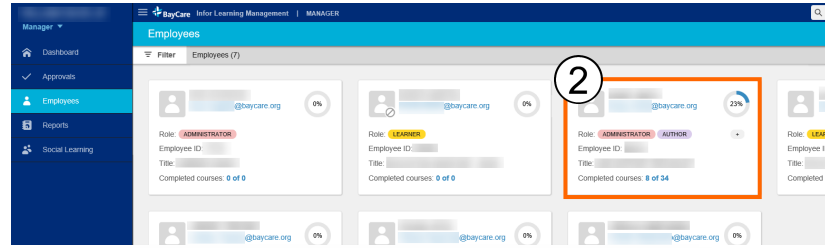


Employee listings display on the right side of the screen.

**Note:** Click the **Filter** button to narrow the list by active/inactive status.



2. Click an **employee name**.



3. From the employee *Profile* widget, click **View Transcript**.



The employee transcript opens on the right side of the screen.

