

Job Aid: Access, Modify, and Configure Talent Profiles

Purpose

The purpose of the Access and Modify Talent Profiles job aid is to guide you through the step-by-step process of accessing, modifying, and configuring talent profiles.

In this Job Aid, you will learn how to:

- Access and Modify Talent Profiles from User Record

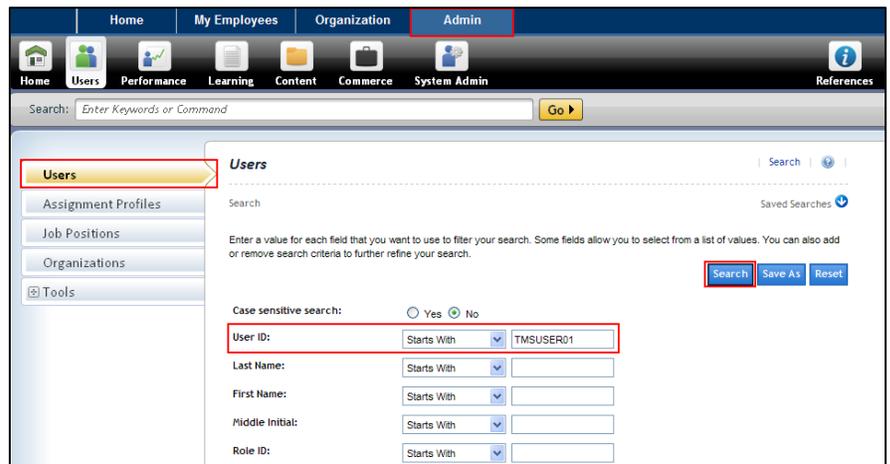


Task A. Access and Modify Talent Profiles from User Record

Talent Profile: Accessing

Note: Verify that the **Admin** tab is selected.

1. Navigate to **Users > Users**.
2. Enter criteria to search for a user record.
3. Click **Search**.



The screenshot shows the TMS Admin interface. The 'Admin' tab is selected in the top navigation bar. The 'Users' menu item is highlighted in the left sidebar. The main content area shows the 'Users' search page. The search criteria are as follows:

- Case sensitive search: Yes No
- User ID: Starts With
- Last Name: Starts With
- First Name: Starts With
- Middle Initial: Starts With
- Role ID: Starts With

The 'Search' button is highlighted in red.

Talent Profile: Adding

4. Click the **Edit** icon for the user record.

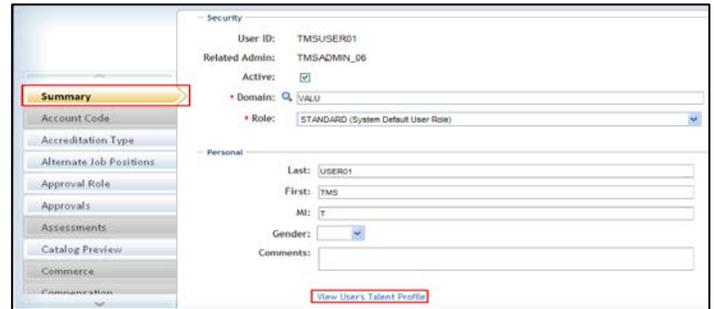


The screenshot shows the 'Field Chooser' table with the following data:

User ID	Emp Type	Domain ID	User Name	Notify
TMSUSER01		VALU	USER01, TMS T	<input type="checkbox"/>

The 'Edit' icon (a small square with a pencil) is highlighted in red for the first row.

5. On the Summary tab and in the Personal section, click the **View User's Talent Profile** link. The user's talent profile displays in a separate browser window.
6. Locate the section in which you want to edit information.



7. For this example, in the **Awards** section, click on the **Edit** button and a new window will appear.



8. Enter **Certified Project Manager** with a date awarded of **05/01/2011**.
9. Click **Save** to save your changes and you will be returned to the user's talent profile window.
10. Close the browser window.

