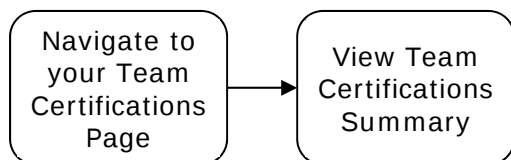


Job Aid: Viewing Team Certification Summary

Process

Process flow



Process steps

Step	Action
1. Navigate to your Team Certifications Page	Navigate to: Menu > My Team
2. View Team Certifications Summary	- Click the Employee's name link of the desired team member. Result: The Employee's plan window launches. - Click the plan name header, Learning & Certifications, to view in-progress learning. - Use Show filters to set the Type filter to Certification to view only certifications.

References

- Saba Online Help
- http://sabacloud.com/support/index.php/Main_Page