Job Aid: Viewing *My Team*

Core Concepts

What is My Team?

The *My Team* page provides quick access to common tasks that summarize information about your team. It is accessible to people assigned as a manager in the system.

The actions that you can take from the *My Team* page include:

- Meet Now
- Leave an Impression
- Assign Learning
- Assign Goals
- Assign Review
- Assign Mentors
- Assign Skills
- Schedule a Meeting
- Add a completed course
- Nudge
- View Mentors
- View Upcoming and Past Due Activities for Team Members
- View Team Member Certifications
- View Team Member Skills
- View Team Member Curricula
- View Team Member Enrollments
- View Team Member Goals
- View Team Member Plan Items

Process

Process flow

View My Team Page

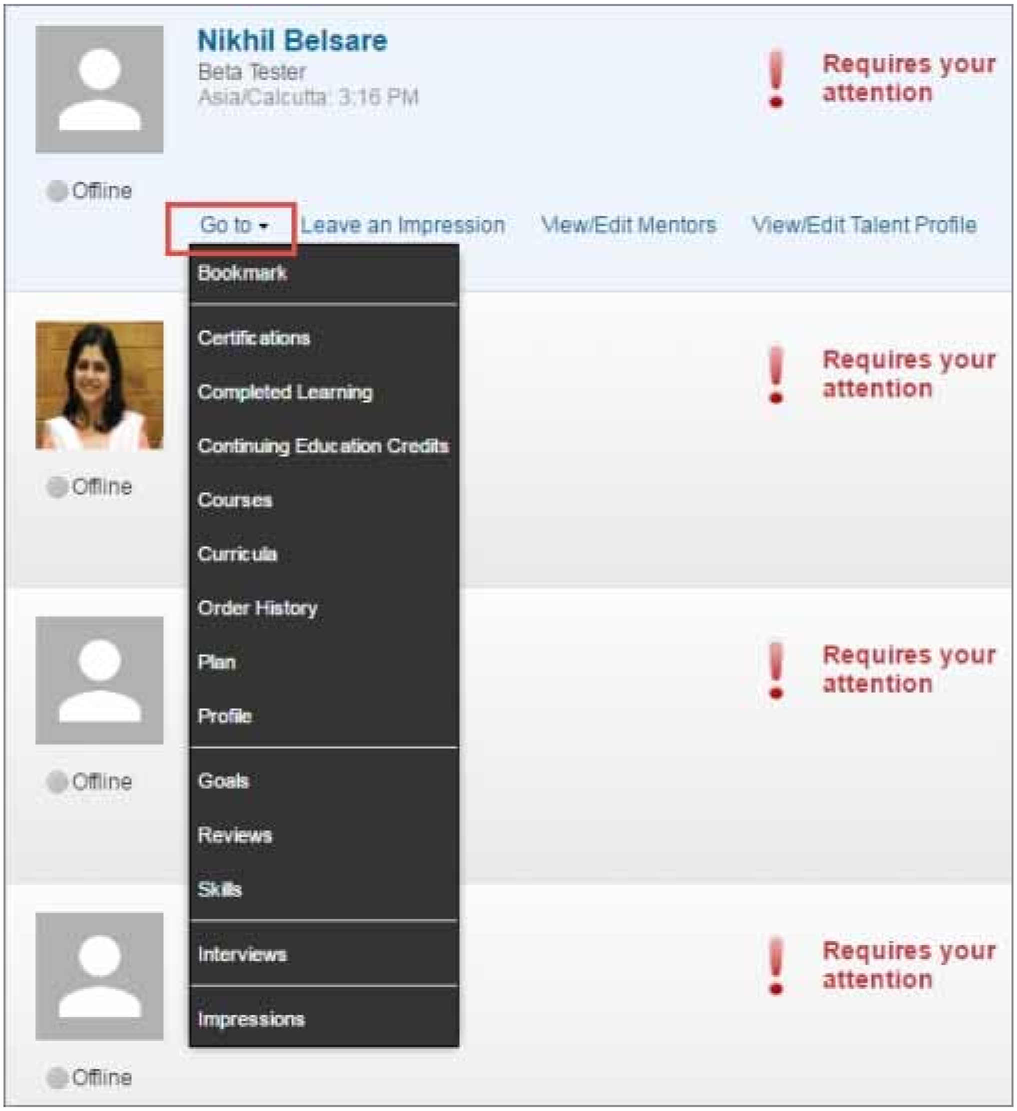
Process steps

Step	Action
1. View My Team Page	• Navigate to: **Menu** > **My Team**

Additional Information

The **Go to** dropdown menu is available next to the user's name for the following manager roles:

- Manager (Direct Team / Indirect Team)
- Alternate Manager
- Position Manager



The following actions are available under the Go to dropdown menu:

- Interviews
- Skills
- Reviews
- Goals
- Plan
- Impressions
- Profile
- Bookmarks
- Courses
- Certifications
- Curricula
- Completed Learning
- Continuing Education Credits
- Order History

The actions in this menu are grouped by functional areas such as Learning, Performance, and so on for better usability, and listed in an alphabetical order.

➲ *NOTE: The availability of certain actions is service driven.*

Do position Managers have access to analytics from My Team?

Position managers can access Analytics from My Team. Clicking **My Team** > **Analytics** will list reports that are shared with them.

➲ *Note: In order to view or schedule these reports, the VIEW and SCHEDULE Report privileges have to be enabled on the **Analytics Report Definition** component using security roles.*

References

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