

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

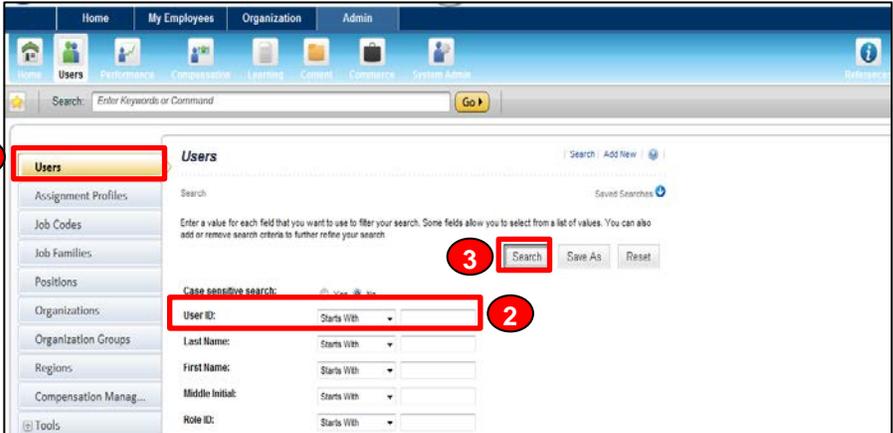


Task A. Access and Modify Talent Profiles from User Record

Talent Profile: Accessing

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

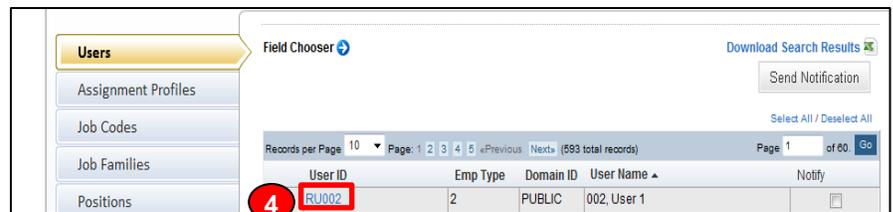
1. Navigate to **Users > Users**.
2. Enter criteria to search for a user record.
3. Click **Search**.



The screenshot shows the 'Users' page in the TMS system. The 'Admin' tab is selected in the top navigation bar. The left sidebar has 'Users' highlighted with a red box and a circled '1'. The main content area has a search form with 'User ID' entered in the 'Case sensitive search' field, highlighted with a red box and a circled '2'. The 'Search' button is highlighted with a red box and a circled '3'.

Talent Profile: Adding

4. Click the **User ID** for the user record.



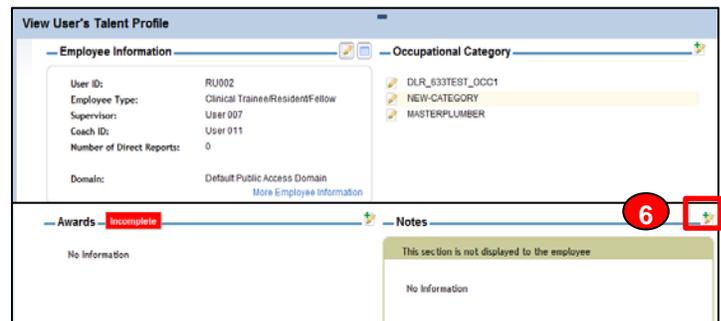
The screenshot shows the search results table for 'Users'. The table has columns for 'User ID', 'Emp Type', 'Domain ID', 'User Name', and 'Notify'. The 'User ID' 'RU002' is highlighted with a red box and a circled '4'.

User ID	Emp Type	Domain ID	User Name	Notify
RU002	2	PUBLIC	002, User 1	<input type="checkbox"/>

- To the right of the Summary area and in the Actions section, click the **View User's Talent Profile** link. The user's talent profile displays in a separate browser window.



- Locate the section in which you want to edit information. For this example, in the **Awards** section, click on the **Edit** icon and a new window will appear.



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

