

1. Select **My Team** to display your manager functions.
2. Click the **My Team** app.

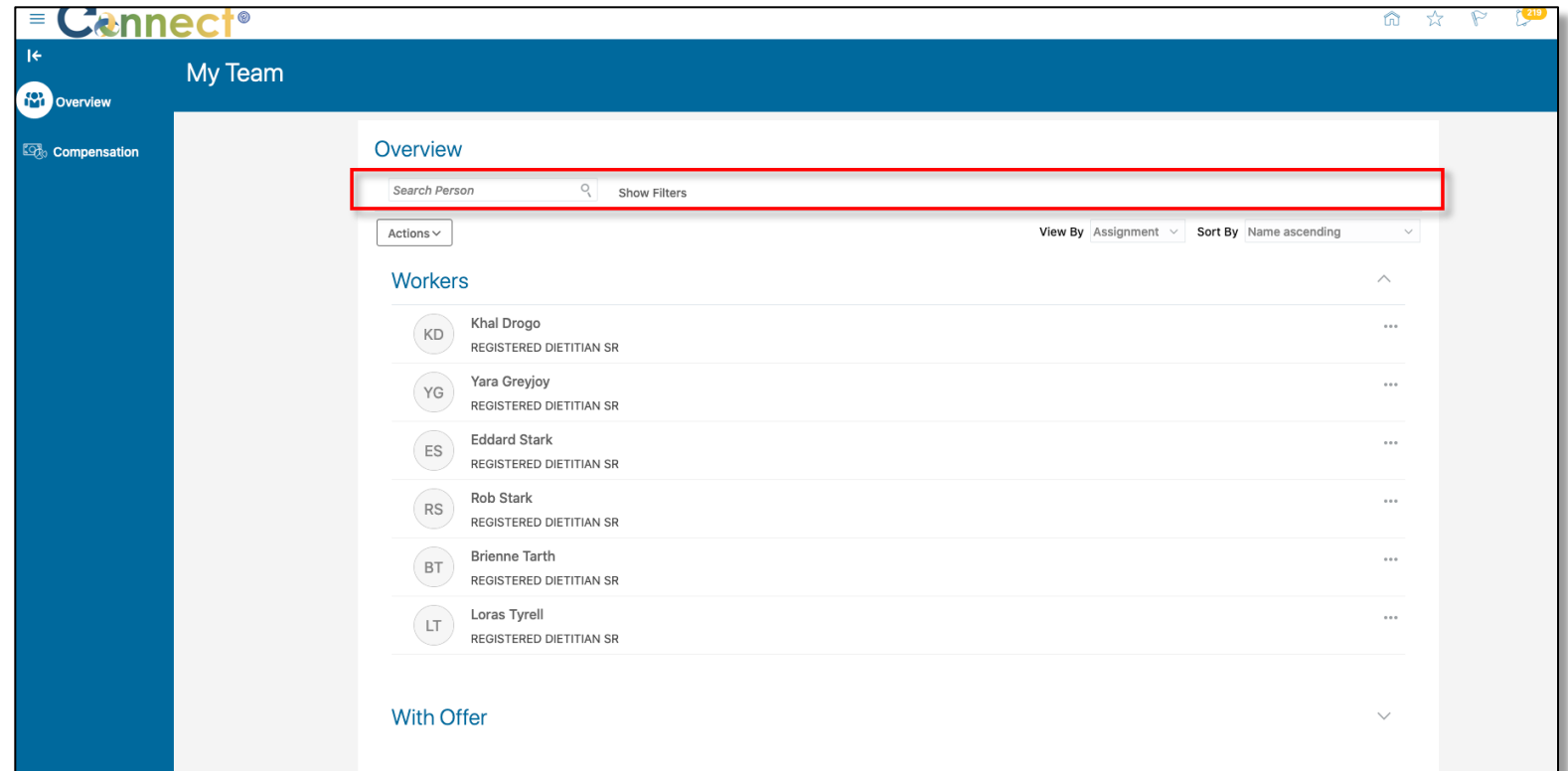
The screenshot displays the Connect MSS user interface. At the top left is the 'Connect' logo. The main header area says 'Good evening, Arya Stark!'. Below this is a navigation bar with several menu items: 'Me', 'My Team', 'My Client Groups', 'Benefits Administration', 'Risk Management', 'Sales', and 'Service'. The 'My Team' item is highlighted with a red box. A red arrow points from this box to the 'My Team' app icon in the 'APPS' section. The 'APPS' section contains a grid of icons for various functions: 'My Team', 'Onboarding', 'Hiring', 'Performance Overview', 'Career Overview', 'Performance', 'Talent Review', and 'Learning'. The 'My Team' app icon is also highlighted with a red box.

3. This page contains 2 main windows, **Overview** and **Compensation**. To change the main view, use the menu located on the left side of the screen.

The screenshot displays the 'My Team' page in the Connect MSS application. The left sidebar menu is visible, with 'Overview' and 'Compensation' options highlighted by a red rectangular box. The main content area is titled 'Overview' and features a search bar labeled 'Search Person' and a 'Show Filters' button. Below the search bar, there are 'Actions' and 'View By' (set to 'Assignment') and 'Sort By' (set to 'Name ascending') dropdown menus. The main content area displays a list of workers under the heading 'Workers'. Each worker entry includes a circular icon with initials, the worker's name, and their title 'REGISTERED DIETITIAN SR'. The workers listed are: KD (Khal Drogo), YG (Yara Greyjoy), ES (Eddard Stark), RS (Rob Stark), BT (Brienne Tarth), and LT (Loras Tyrell). At the bottom of the list, there is a 'With Offer' section.

Initials	Name	Title
KD	Khal Drogo	REGISTERED DIETITIAN SR
YG	Yara Greyjoy	REGISTERED DIETITIAN SR
ES	Eddard Stark	REGISTERED DIETITIAN SR
RS	Rob Stark	REGISTERED DIETITIAN SR
BT	Brienne Tarth	REGISTERED DIETITIAN SR
LT	Loras Tyrell	REGISTERED DIETITIAN SR

4. There will be a **search box** and a list of currently active **filters** under the Overview title.



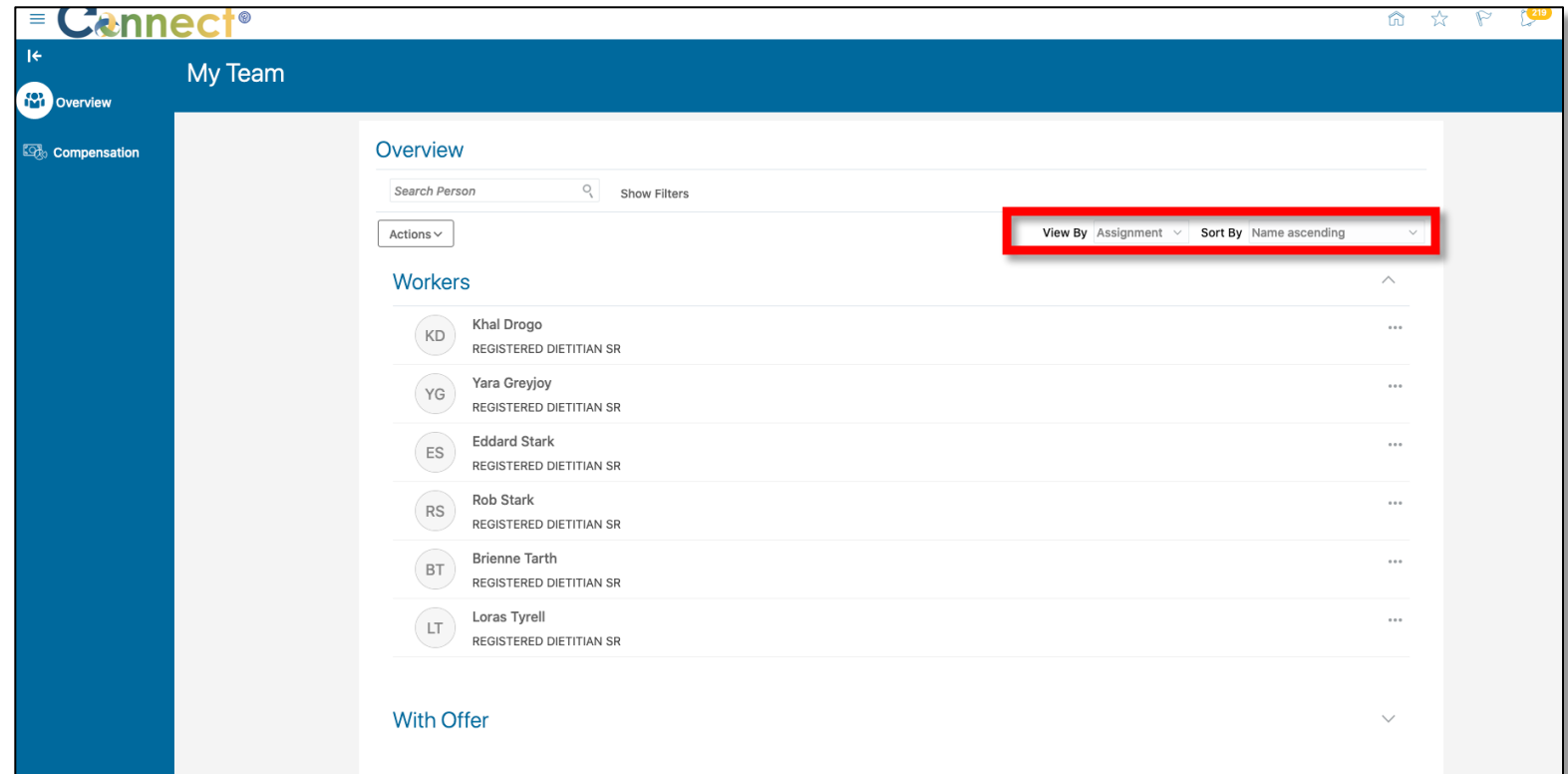
The screenshot displays the 'My Team' overview page in the Connect system. The page features a search box and a list of filters under the 'Overview' title. The search box is highlighted with a red rectangle. The list of filters includes 'Search Person' and 'Show Filters'. Below the search box, there are 'Actions' and 'View By' (Assignment) and 'Sort By' (Name ascending) options. The main content area shows a list of workers, including Khal Drogo, Yara Greyjoy, Eddard Stark, Rob Stark, Brienne Tarth, and Loras Tyrell, all registered dietitians. The page also includes a 'With Offer' section at the bottom.

5. There will be a list of actions in the **Actions** dropdown menu.

The screenshot displays the 'My Team' page in the Connect application. The page features a blue header with the 'Connect' logo and navigation icons. A left sidebar contains 'Overview' and 'Compensation' options. The main content area is titled 'My Team' and includes an 'Overview' section with a search bar and filter options. A table lists six workers, each with a circular ID icon, name, and title. A red box highlights the 'Actions' dropdown menu located above the table. Below the table, there is a 'With Offer' section.

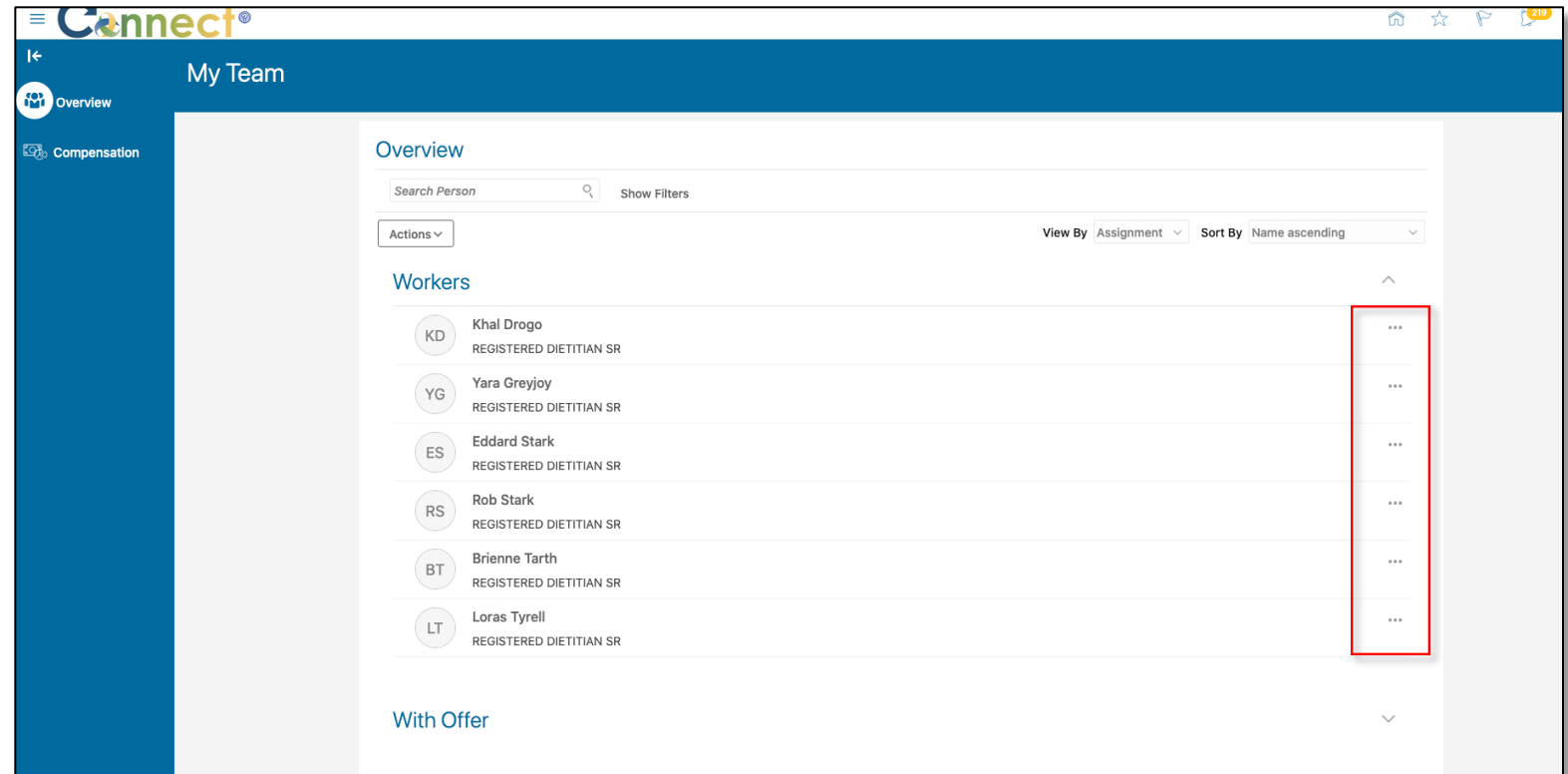
ID	Name	Title
KD	Khal Drogo	REGISTERED DIETITIAN SR
YG	Yara Greyjoy	REGISTERED DIETITIAN SR
ES	Eddard Stark	REGISTERED DIETITIAN SR
RS	Rob Stark	REGISTERED DIETITIAN SR
BT	Brienne Tarth	REGISTERED DIETITIAN SR
LT	Loras Tyrell	REGISTERED DIETITIAN SR

6. In the upper right, above the Workers section, there will be two **dropdown filters**. These menus will allow you to apply filtering criteria to the content on this page.



7. To view available **Actions** that can be applied to a specific worker profile, use the **Ellipsis** in the row of the worker for which you want to view **Actions**.

Note: There are 3 more sections in addition to **Workers** called **With Offer, Requisitions, and Vacancies**. To access information in these sections, use the **dropdown arrows** on the right side of the section tiles.



8. After clicking on a **Worker** profile, you will see their **Employment Info**. To change this to different information, use the **Show More** button located on the side menu.

9. In addition, there will be a button for **More Information** as well as an **Actions** dropdown menu.

End of Procedure

The screenshot displays the 'Employment Info' page for Rob Stark. The page features a blue header with the 'Connect' logo and user information. A side menu on the left contains an 'Employment Info' item with a 'Show More' button, highlighted with a red box and labeled '8'. The main content area shows a dropdown menu for 'Business Title' set to 'REGISTERED DIETITIAN SR', highlighted with a red box and labeled '9'. Below this is an 'Assignment' section with two columns of details:

Assignment	
Legal Employer Community Mental Health Authority of Clinton, Eaton, Ingham ...	Full Time or Part Time Part time
Business Unit CMHA-CEI BU	Bargaining Unit Large Unit - 459
Job REGISTERED DIETITIAN SR	Union Member
Business Title REGISTERED DIETITIAN SR	Regular or Temporary Regular
Department Clinical Services	Probation Period 120 Days
Grade 750 - 459 Union Professional	Probation End Date 1/28/2021
Location Jolly	Union OPEIU Local 459
Position Registered Dietitian Sr_Test	Working Hours 30 Weekly
Projected End Date	Hire Date 10/1/2020
Projected Termination Date	FTE 1
Grade Ladder 750 - 459 Union Professional Progression	Person Number 10064
Assignment Category Non-Exempt Regular	Person Type