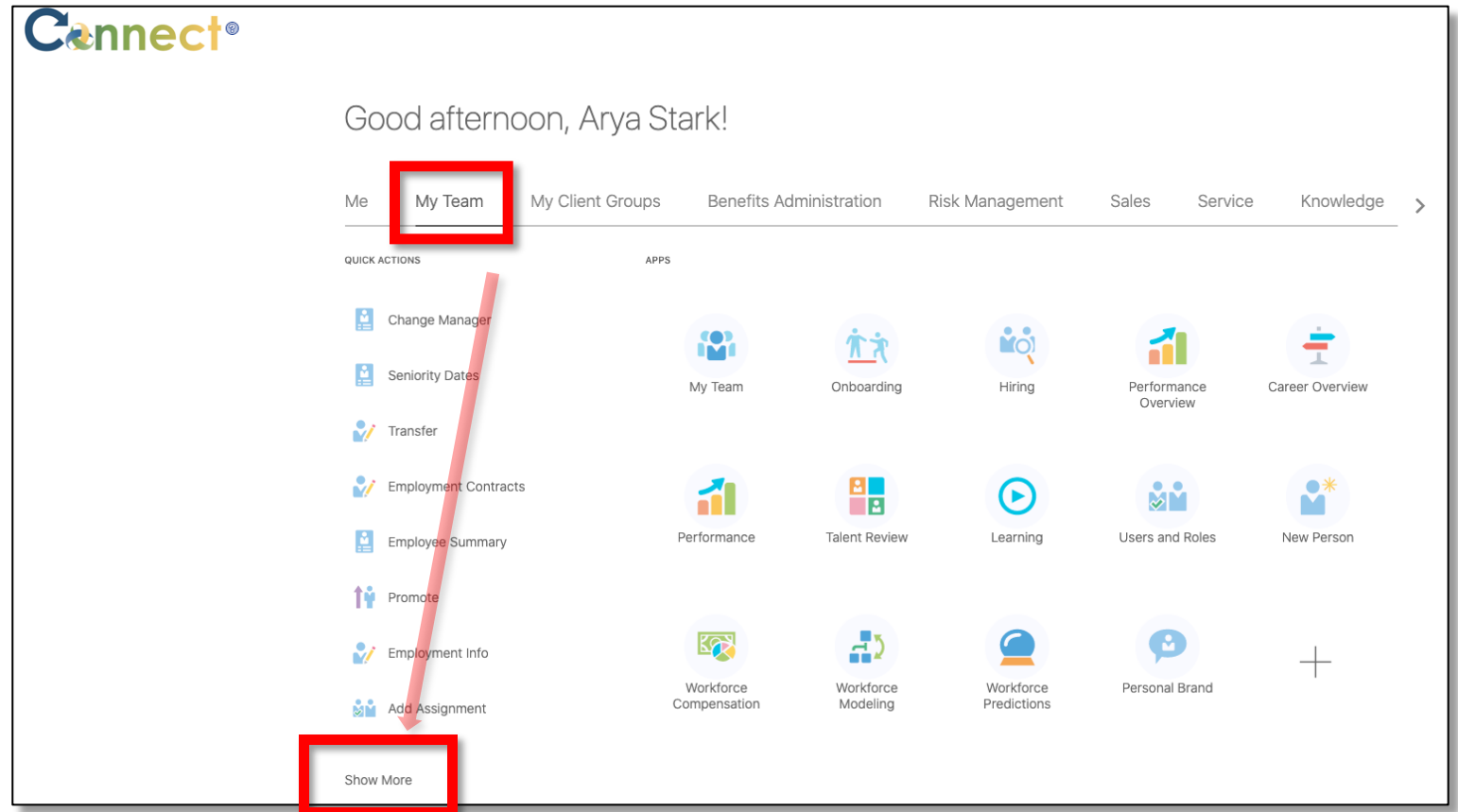


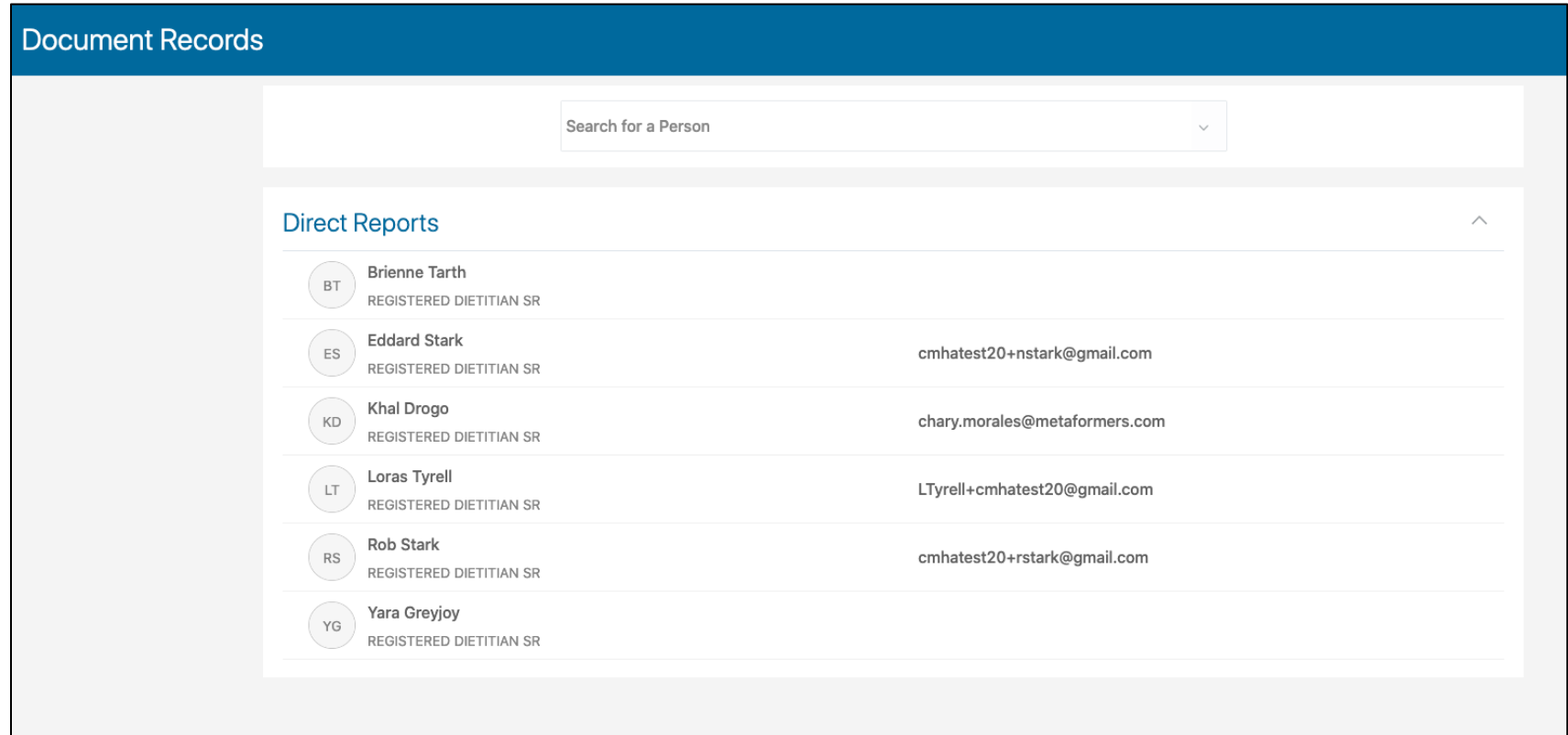
1. Select **My Team** to display your manager functions.
2. Click the **Show More** button.



3. Click the **Document Records** tile.

The screenshot displays the MSS interface with a navigation bar at the top containing: Me, My Team, My Client Groups, Benefits Administration, Risk Management, Sales, Service, and Knowledge. Below the navigation bar is a 'Show Less' button. The main content area is titled 'Employment' and contains a grid of 32 tiles. The 'Document Records' tile, located in the second row and second column, is highlighted with a red rectangular box. The tiles are arranged in a grid with 8 rows and 4 columns. The tiles are: Row 1: Change Manager, Seniority Dates, Transfer, Employment Contracts; Row 2: Employee Summary, Promote, Employment Info, Add Assignment; Row 3: Change Assignment, Document Records, Termination, Direct Reports; Row 4: Change Location, Create Vacancy, Change Working Hours, Share Data Access; Row 5: Share Personal Info, Manage User Account, Change Legal Employer, Additional Assignment Info; Row 6: Local and Global Transfer, Change Legal Employer Dashboard, Document Delivery Preferences, Eligible Jobs; Row 7: Edit Work Relationship, Create Work Relationship, Cancel Work Relationship, Allocate Checklists; Row 8: Person Identifiers for External Applications, Personal Details, Identification Info, Contact Info; Row 9: Family and Emergency Contacts, Change Photo.

4. Click the desired employee under the **Direct Reports** section or search for someone in the **search box**.



The screenshot shows a web interface titled "Document Records". At the top, there is a search box labeled "Search for a Person". Below the search box, the "Direct Reports" section is displayed, listing six employees with their initials, names, titles, and email addresses.

Initials	Name	Title	Email
BT	Brienne Tarth	REGISTERED DIETITIAN SR	
ES	Eddard Stark	REGISTERED DIETITIAN SR	cmhatest20+nstark@gmail.com
KD	Khal Drogo	REGISTERED DIETITIAN SR	chary.morales@metaformers.com
LT	Loras Tyrell	REGISTERED DIETITIAN SR	LTyrell+cmhatest20@gmail.com
RS	Rob Stark	REGISTERED DIETITIAN SR	cmhatest20+rstark@gmail.com
YG	Yara Greyjoy	REGISTERED DIETITIAN SR	

5. To search for a document, use the **search box**.

6. To sort the current list of documents, use the **Sort By** dropdown menu.

The screenshot shows the 'Document Records' page for user Rob Stark. The page includes a search bar, filter options, and a list of document records. Two elements are highlighted with red boxes and numbered:

- 5**: A search box containing the placeholder text "Search by type, name, or numl".
- 6**: A "Sort By" dropdown menu currently set to "Last Updated - Descending".

Document Type	Name	Last Updated Date
Application/Resume	Rob Stark	11/10/2020

7. Currently active **filters** will appear to the right of the **search box**.

8. To add a new document record, click the **Add button**.

The screenshot displays the 'Document Records' page for user Rob Stark. At the top left is the 'Connect' logo. Below it is a user profile card with the initials 'RS' and the name 'Rob Stark'. The main content area is titled 'Document Records' and features a search box with the placeholder text 'Search by type, name, or numl'. To the right of the search box, there are two active filters: 'Exclude Payroll' and 'Expired', both with 'x' icons to remove them. A 'Show Filters' button is also present. In the top right corner of the main content area, there is a '+ Add' button. Below the search and filter area, there is a table with the following data:

Document Type	Name	
Application/Resume	Rob Stark	68
Category	Last Updated Date	
Employment	11/10/2020	▼



9. To show more options for the employee, use the **More Information** button.

The screenshot shows the 'Document Records' page for Rob Stark. The page includes a search bar, filters for 'Payroll' and 'Expired', and a table of document records. The 'More Information' button (three dots) is highlighted with a red box.

Document Type	Name
Application/Resume	Rob Stark
Category	Last Updated Date
Employment	11/10/2020

10. To view a document record, click on the **View More Details** button.

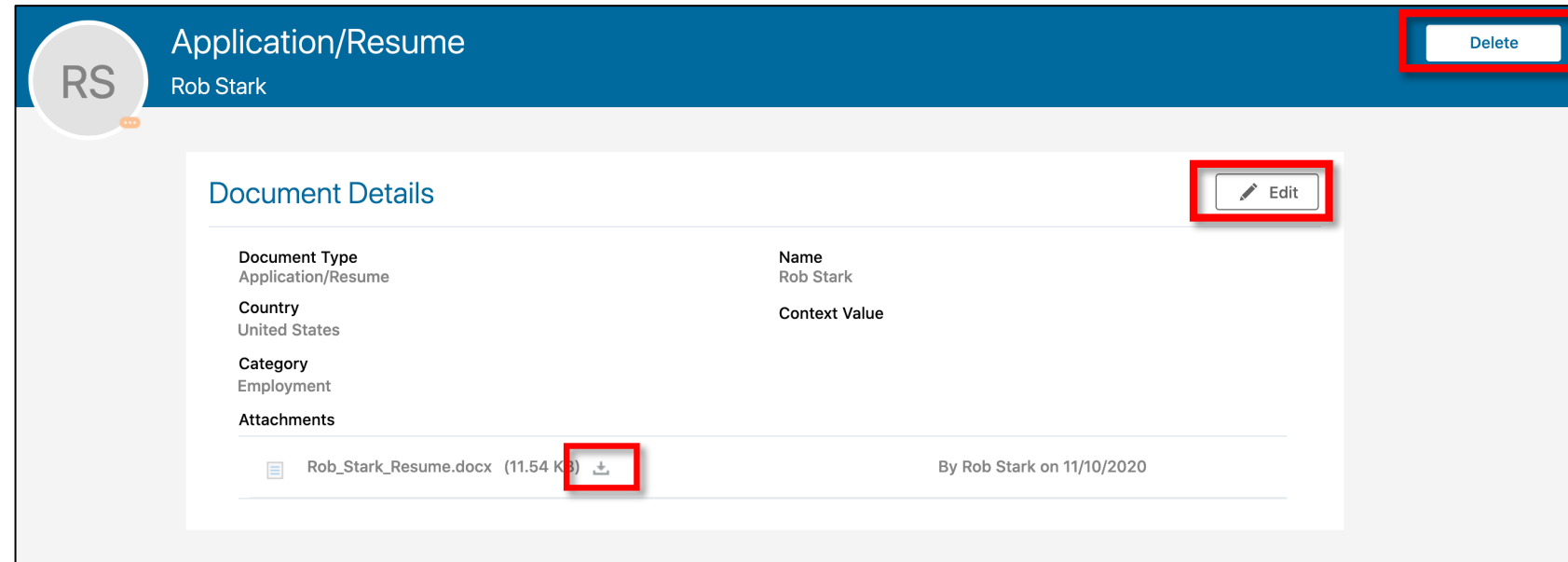
The screenshot shows the 'Connect' application interface for 'Rob Stark'. The main heading is 'Document Records'. Below this, there is a search bar with the placeholder text 'Search by type, name, or numl'. To the right of the search bar are 'Show Filters' and two filter buttons: 'Exclude Payroll' and 'Expired'. A 'Sort By' dropdown menu is set to 'Last Updated - Descending'. Below the search and filter area is a table with the following data:

Document Type	Name	
Application/Resume	Rob Stark	
Category	Last Updated Date	
Employment	11/10/2020	



A red box highlights the 'View More Details' icon in the table row.

11. On this page, you have the following options which include (labelled on the screen capture from left to right) **Download, Edit or Delete** the document record.

End of Procedure



The screenshot displays the MSS interface for reviewing a team member's document records. The header shows the user's profile (Rob Stark) and a 'Delete' button. The main content area is titled 'Document Details' and includes an 'Edit' button. The document details are as follows:

Document Type	Name
Application/Resume	Rob Stark
Country	Context Value
United States	
Category	
Employment	
Attachments	
 Rob_Stark_Resume.docx (11.54 KB) 	By Rob Stark on 11/10/2020