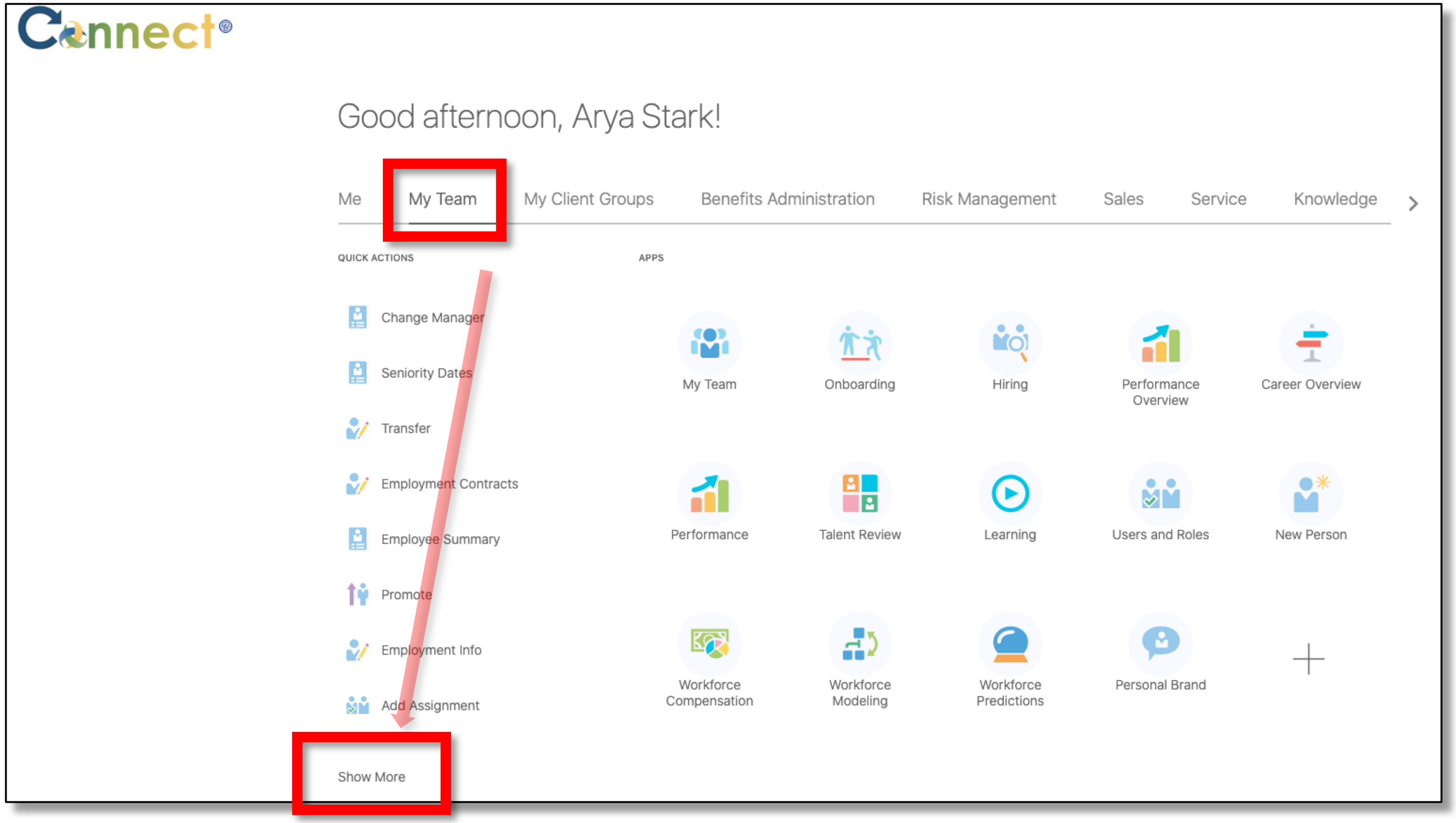
# MSS – Review Team Member Document Records

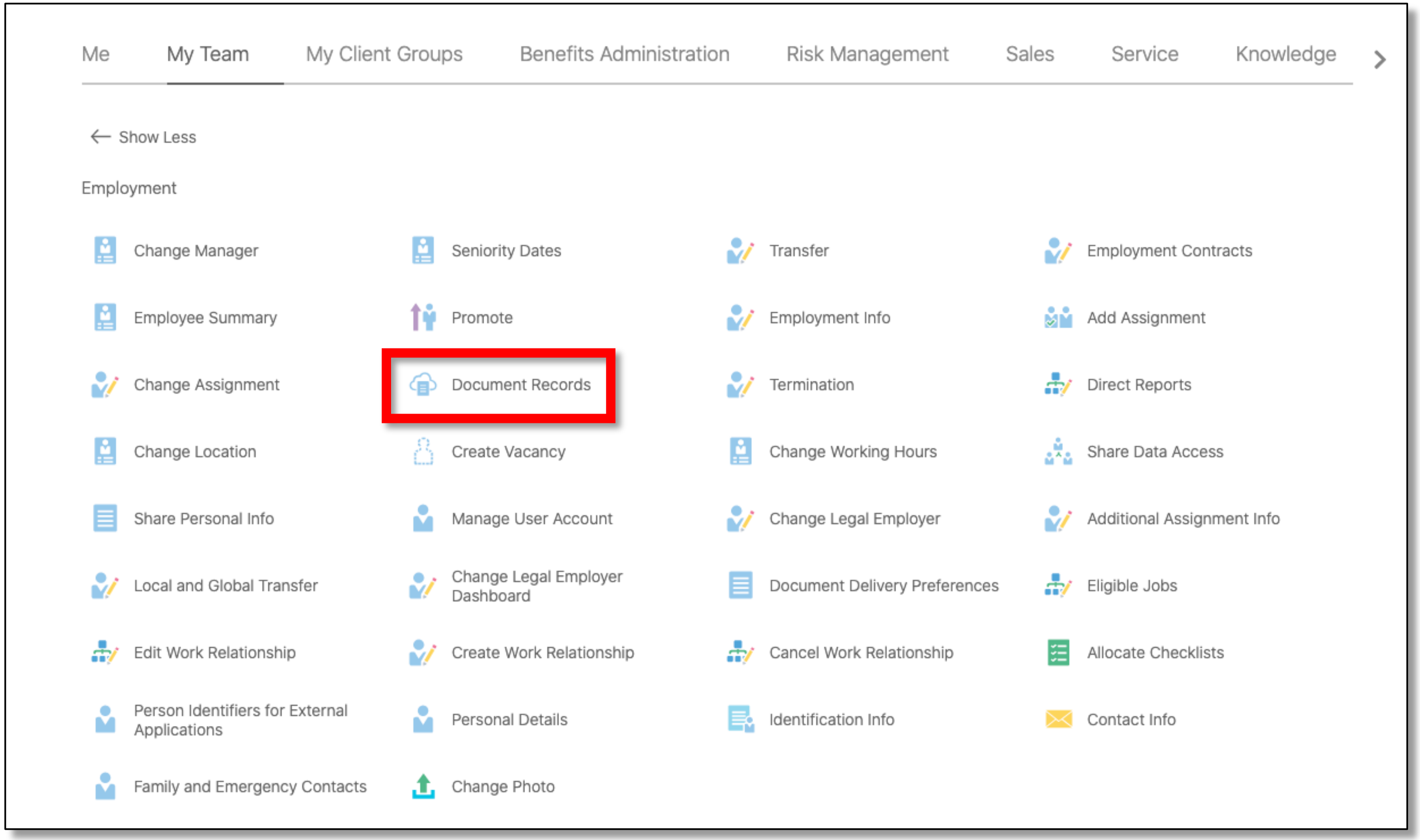
1. Select **My Team** to display your manager functions.

2. Click the **Show More** button.



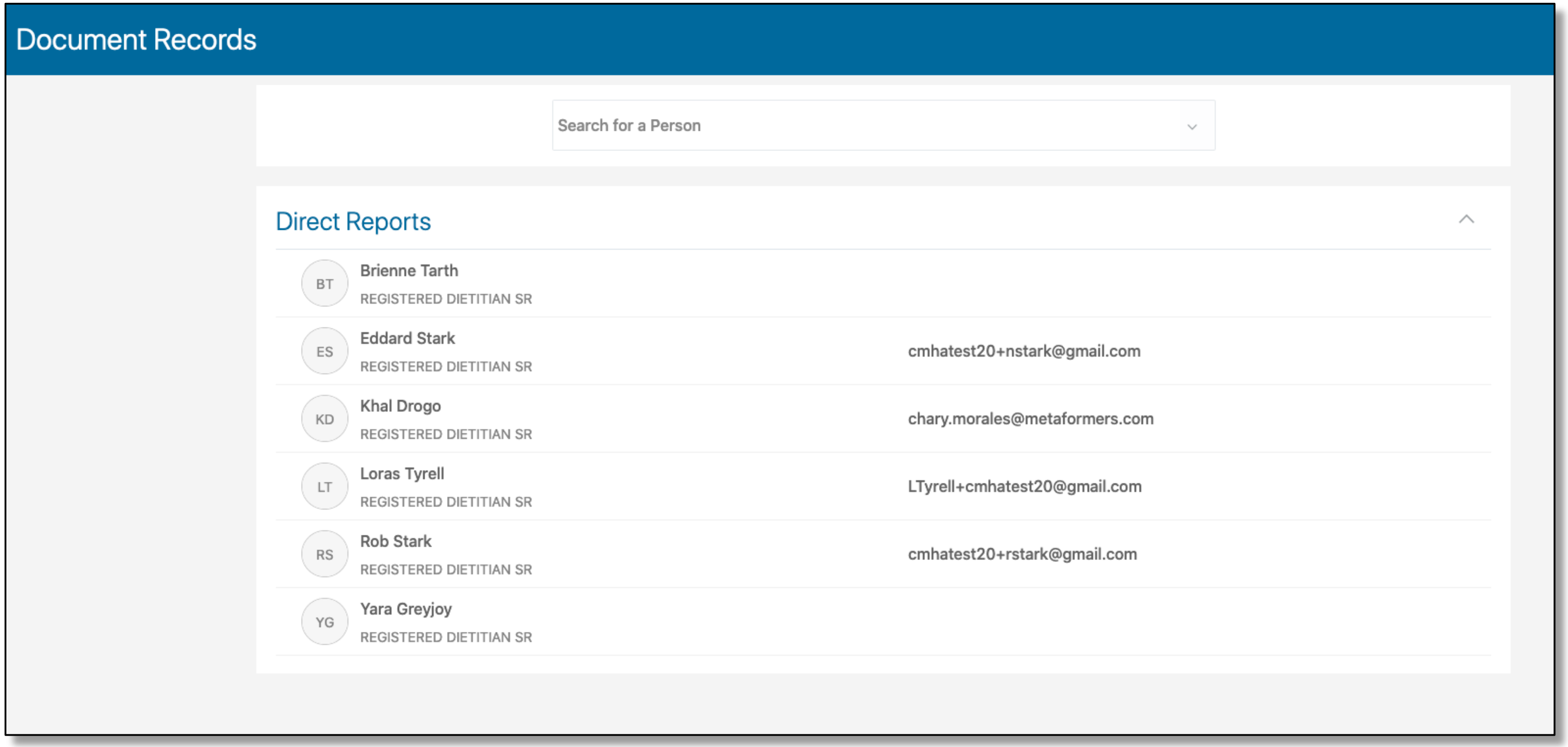
# MSS – Review Team Member Document Records

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



# MSS – Review Team Member Document Records

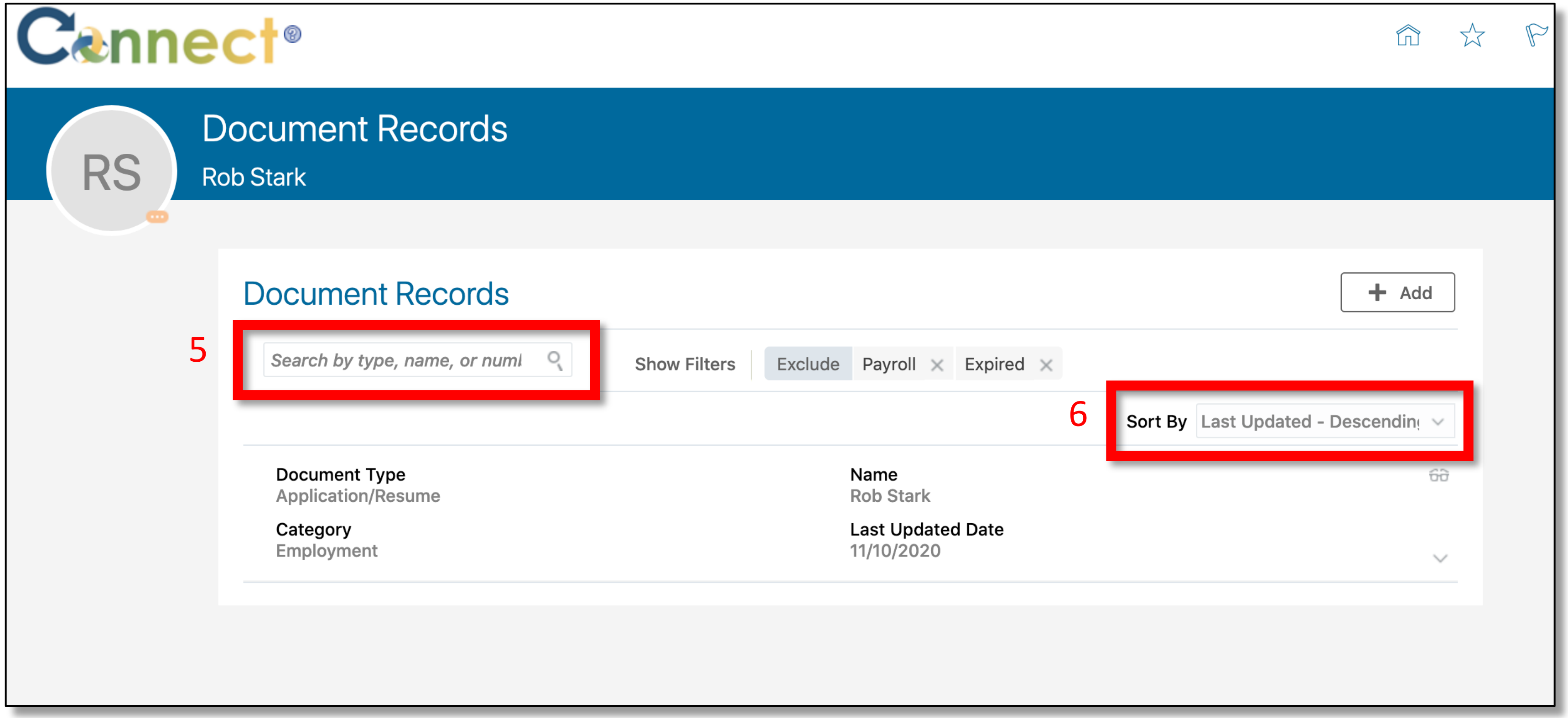
4. Click the desired employee under the **Direct Reports** section or search for someone in the **search box**.



# MSS – Review Team Member Document Records

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

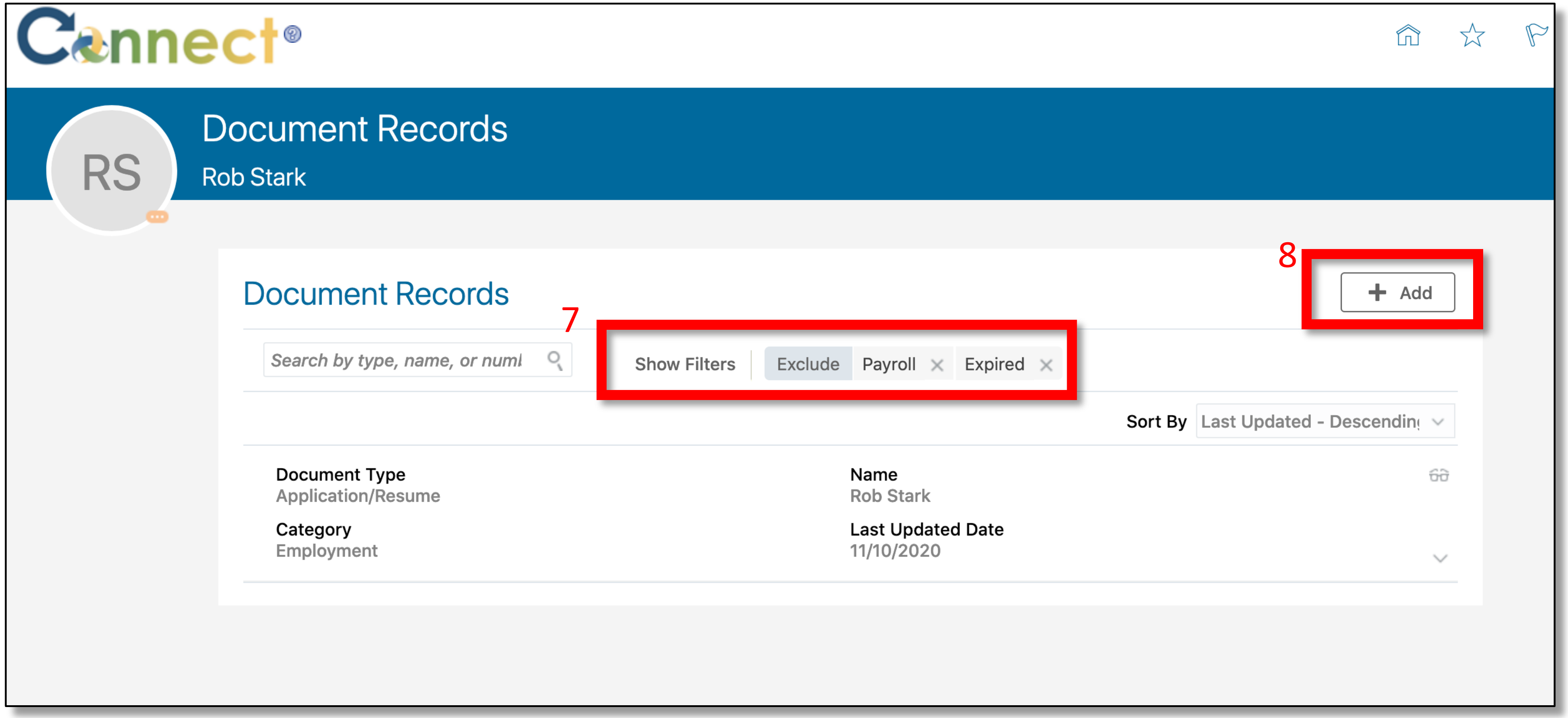
6. To sort the current list of documents, use the **Sort By** dropdown menu.



# MSS – Review Team Member Document Records

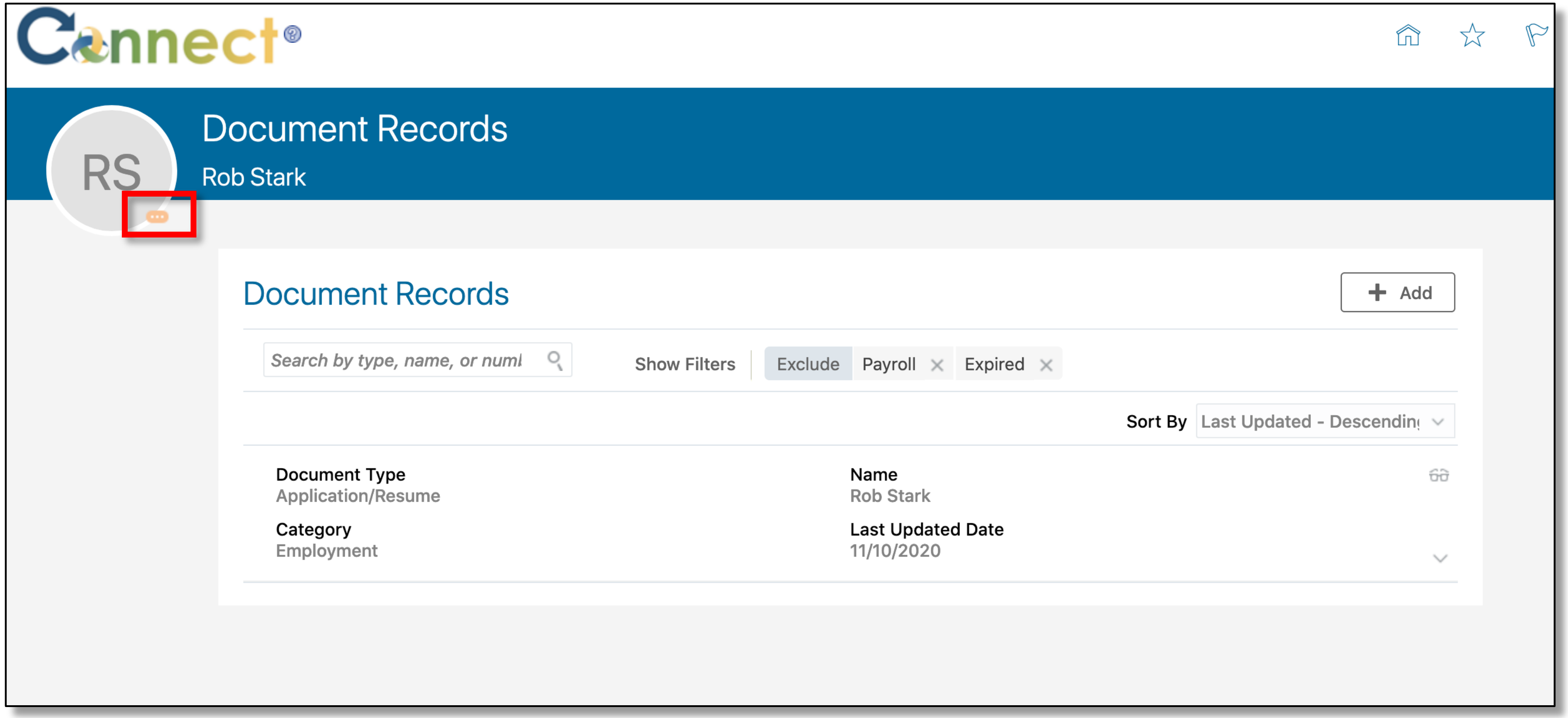
7. Currently active **filters** will appear to the right of the **search box**.

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



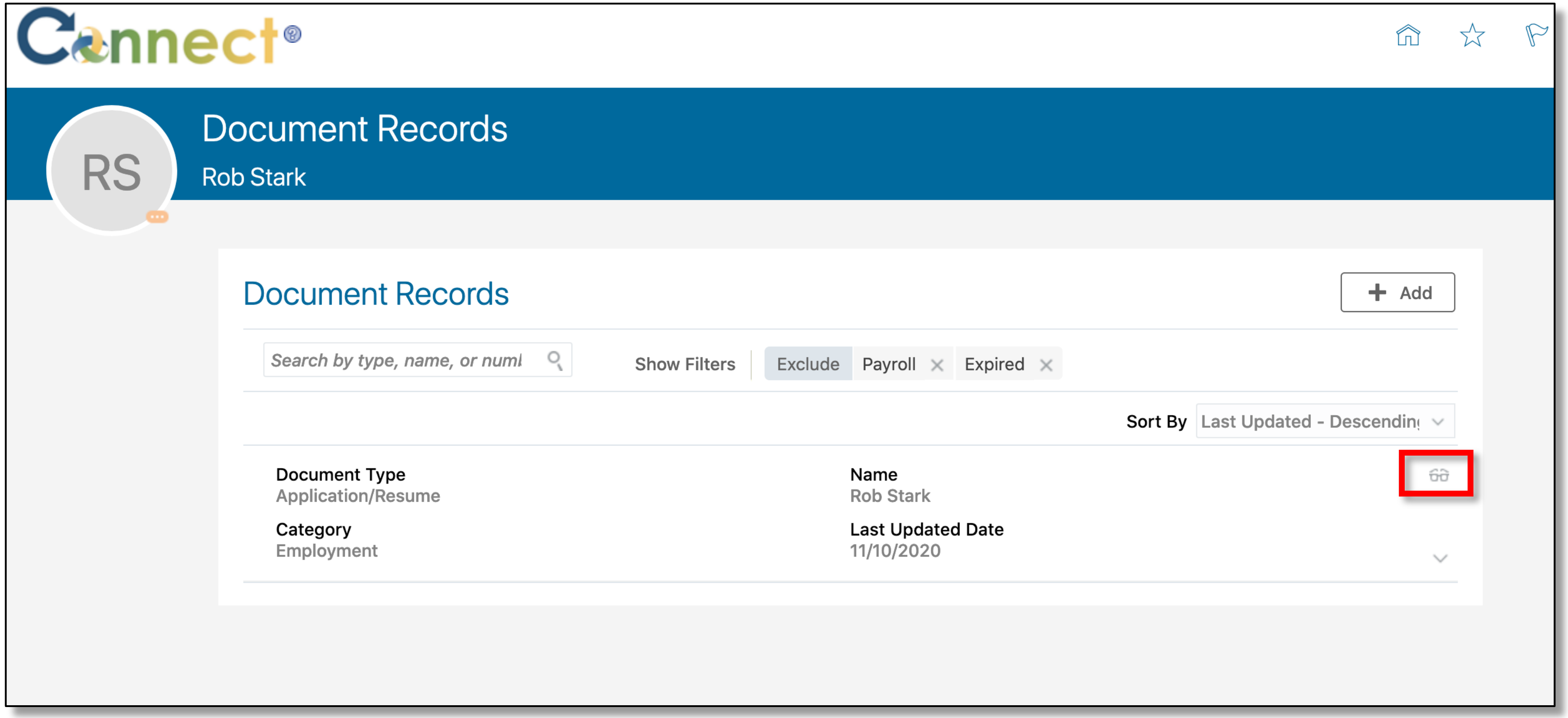
# MSS – Review Team Member Document Records

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



# MSS – Review Team Member Document Records

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



# MSS – Review Team Member Document Records

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**