

# Accessing Team Member Dashboard - Web

## Step 1:

Tap on Team Member list tab from left-hand navigation.

## Step 2:

Select the Action Drop-down and then the Team Member Dashboard icon.

## Step 3:

Once in the Dashboard, click on the plus sign to expand any section.

1

The screenshot shows the Truvelop web interface. The left-hand navigation menu includes: Dashboard, Recognition Wall, **Team Member** (highlighted with a red box), Evaluate Team Me..., Active Survey, and Spark. The main content area is titled "Team Members" and features a search bar, a filter icon, and a table of team members. The table has the following columns: ID, NAME, MANAGER, POSITION, DEPARTMENT, LAST EVALUATION DATE, RATING COMPLETED, AVERAGE SCORE, LAST EVALUATION, and SCO. The table contains four rows of data:

ID	NAME	MANAGER	POSITION	DEPARTMENT	LAST EVALUATION DATE	RATING COMPLETED	AVERAGE SCORE	LAST EVALUATION	SCO
11	Amber Gill	Danny Williams	Supervisor	Operations	03/02/2023	4	B	B	Stea
7	Chris Taylor	Danny Williams	Coordinator	Rentals	03/15/2023	23	B	B+	Risir
6	Francesca Allen	Danny Williams	Creative Advisor	Rentals	03/16/2023	16	B	B	Stea
3	Curtis Pritchard	Danny Williams	Specialist	Operations	03/09/2023	20	B	B+	Risir

At the bottom of the dashboard, there is a "SEND EMAIL" button and a pagination control showing "Records per page: 50" and "1 - 20 of 20".

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2

The screenshot displays the Truvelop web interface. On the left, a navigation menu includes 'Dashboard', 'Recognition Wall', 'Team Member' (highlighted), 'Evaluate Team Me...', 'Active Survey', and 'Spark'. The main content area is titled 'Team Members' and features a search bar and a table. The table has the following columns: RATING COMPLETED, AVERAGE SCORE, LAST EVALUATION, SCORE TITLE, MANAGER ACTION, LAST SPARK DATE, TOTAL SPARKS, TRENDING, and ACTION. The table contains four rows of data. A red box highlights the Action icon for the second row. At the bottom, there is a 'SEND EMAIL' button and pagination controls showing 'Records per page: 50' and '1 - 20 of 20'.

RATING COMPLETED	AVERAGE SCORE	LAST EVALUATION	SCORE TITLE	MANAGER ACTION	LAST SPARK DATE	TOTAL SPARKS	TRENDING	ACTION
4	B	B	Steady Performer	Motivate	03/16/2023	22	↓	⌵
23	B	B+	Rising Performer	Invigorate	03/15/2023	53	→	⌵
16	B	B	Steady Performer	Motivate	03/09/2023	41	→	⌵
20	B	B+	Rising Performer	Invigorate	03/15/2023	48	→	⌵

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3

The screenshot displays the Truvelop web interface. On the left is a sidebar with the Truvelop logo and navigation items: Dashboard, Recognition Wall, Team Member (highlighted), Evaluate Team Me..., Active Survey, and Spark. The top navigation bar shows a hamburger menu, a notification bell with '10', a user profile for Danny Williams, and a search bar labeled 'Find Team Member'. The main content area is titled 'Amber Gill' and features a 'GENERATE REPORT' button. Below this are four report sections: 'Score Reporting', 'Summary Reporting', 'Detailed Reporting', and 'Contextual Reporting'. Each section has a plus sign on its right side, which are highlighted by a red rectangular box.