

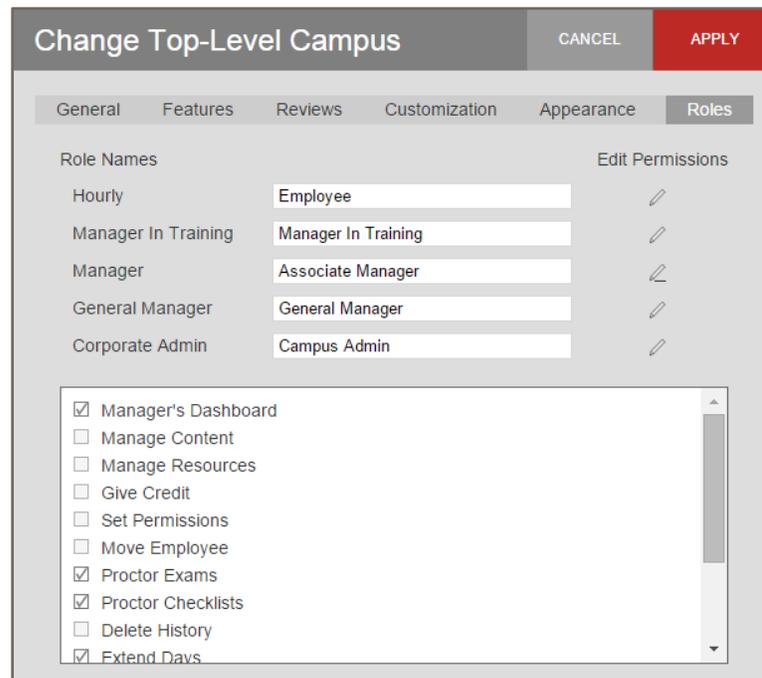
DiscoverLink Talent Version 3.1 Boosts Admin Power, Flexibility & Reporting

- Customize default permissions by role for your campus
- Edit all permissions for an employee in a dashboard view
- Track certifications and run integrated reports
- Set notifications for learning program events
- Consolidate duplicate employee records
- Get a detailed employee training transcript

If you would like any of these new features enabled for your campus, please contact your Client Services Manager at discoverlink@zohosupport.com.

Customize Permissions by Role

- Now you can set default permissions by role specifically for your campus. You can assign your own role names, and establish your own default permissions for each role.
- Your campus-specific permissions will be automatically applied throughout the system.



The screenshot shows a dialog box titled "Change Top-Level Campus" with "CANCEL" and "APPLY" buttons. The "Roles" tab is selected, showing a table of role names and their corresponding default permissions. The table has two columns: "Role Names" and "Edit Permissions".

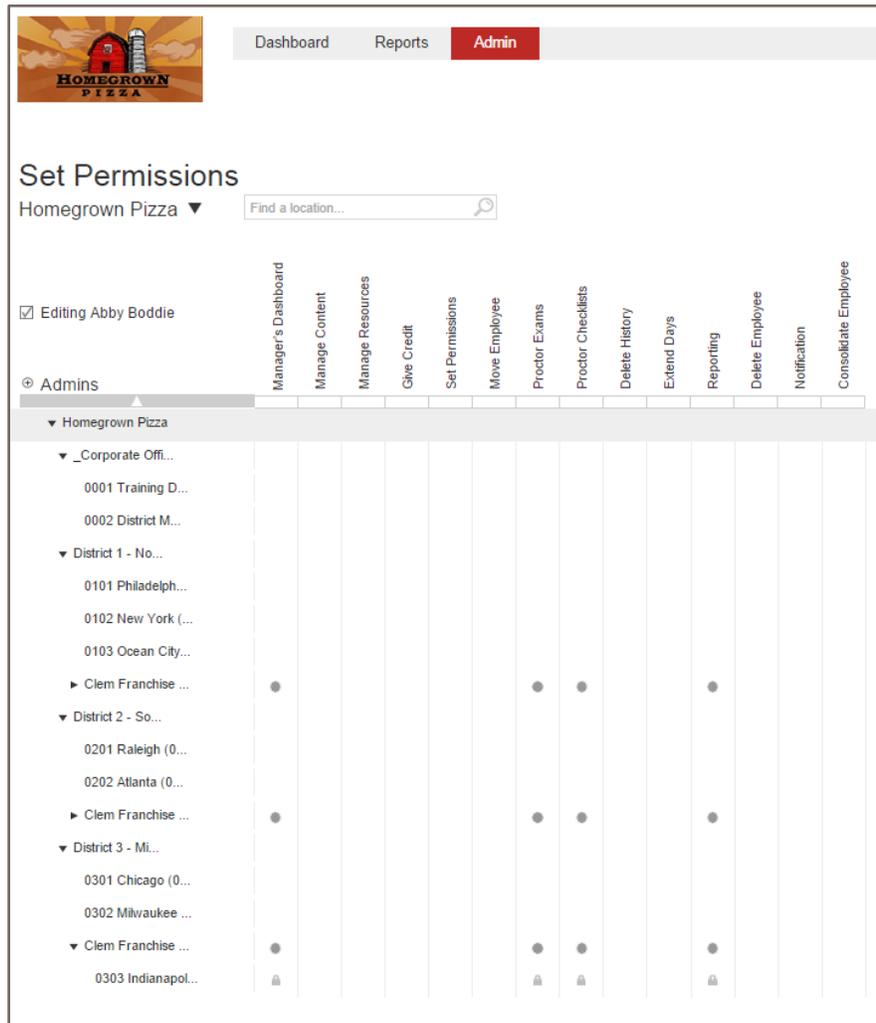
Role Names	Edit Permissions
Hourly	Employee
Manager In Training	Manager In Training
Manager	Associate Manager
General Manager	General Manager
Corporate Admin	Campus Admin

Below the table is a list of permissions with checkboxes:

- Manager's Dashboard
- Manage Content
- Manage Resources
- Give Credit
- Set Permissions
- Move Employee
- Proctor Exams
- Proctor Checklists
- Delete History
- Extend Days

Employee Permissions Dashboard View

- Quickly review and edit all of the permissions for a specific employee on an interactive dashboard view. With a single click you can grant or deny any permission at any level of the hierarchy, and new permissions are automatically cascaded to lower levels.
- Designed specifically to meet the complex needs of multi-brand and highly-franchised restaurant chains, this powerful tool lets you manage individual permissions in a snapshot view, even when managers cross multiple districts, brands or franchisee groups.



Set Permissions
Homegrown Pizza ▼

Editing Abby Boddie

	Manager's Dashboard	Manage Content	Manage Resources	Give Credit	Set Permissions	Move Employee	Proctor Exams	Proctor Checklists	Delete History	Extend Days	Reporting	Delete Employee Notification	Consolidate Employee
⊕ Admins													
▼ Homegrown Pizza													
▼ _Corporate Offi...													
0001 Training D...													
0002 District M...													
▼ District 1 - No...													
0101 Philadelph...													
0102 New York (...)													
0103 Ocean City...													
▶ Clem Franchise ...	●						●	●			●		
▼ District 2 - So...													
0201 Raleigh (0...													
0202 Atlanta (0...													
▶ Clem Franchise ...	●						●	●			●		
▼ District 3 - Mi...													
0301 Chicago (0...													
0302 Milwaukee ...													
▼ Clem Franchise ...	●						●	●			●		
0303 Indianapol...	🔒						🔒	🔒			🔒		

Certification Tracker

- Keep track of your employees' most important certifications integrated within your learning management system. Any compliance program – from food safety to OSHA to harassment to alcohol awareness – can now be tracked and reported on along with your learning programs and exams.
- Certifications can be set to recur on a timeframe you specify, and will automatically appear in the learner's To-Do List when it's time to recertify.
- Optionally, you can require that the learner input a Certification Number upon completion, and you can also add proctoring to require a manager sign-off to validate the certification was completed.
- And, your organization's past certifications can be uploaded to establish history that can be important for compliance reporting.

Edit Certification
CANCEL
APPLY

Title RQ

0

Instructions

The ServSafe Food Handler Program is a complete solution that delivers consistent food safety training to employees. The program covers five key areas:

- Basic Food Safety
- Personal Hygiene
- Cross-contamination & Allergens
- Time & Temperature
- Cleaning & Sanitation.

Preview

Custom Certification Options:

Provide Certification Number Input

Proctoring

Set Recurrence

In 3 Years ▼

Delete Certification

Notifications

- Send email notifications when learning programs are assigned and/or completed. Notifications are set on a per-learning program basis, so you can choose different notification settings for each learning program.
- You can select whether to notify all hourly employees, all managers over the store or other recipients you specify. And, the system offers flexibility for how to address each group of recipients: In the To field, as a CC or as a BCC.
- Use a predefined email template or create your own, including merge fields to personalize the message.
- For a reasonable development fee, we can also create custom notifications that are triggered on other system events based on your organization's requirements.

Consolidate Duplicate Employee Records

- Despite your best efforts, inevitably you will come across an employee who has two different records active, each with different training data and learning program assignments. Now you can easily merge the two records, and include all training completions, exam records and learning program assignments and progress data on the resulting single record.
- The most recent record will be retained, and the duplicate record will be automatically deactivated.

Individual Training Status Report

- A new report provides a complete transcript for an employee, beyond what is included in History. It includes detailed information about training completions and assignments, including grades and number of attempts for exams.
- The report is accessible from the Employee Profile view and in the Reports section, and can be exported to a document or spreadsheet file.

Export to: PDF XLSX XLS

Course	Status	Status Date	Grade	Attempts
⊖ RHOAN HILL (0942 Raleigh NC)				
⊖ Meat Cutter				
24800 Meat Cutter Performance Checklist	Pass	02-04-2015 12:23 AM		
24816C MIT Syllabus - Meat Cutter Part A	Pass	03-04-2015 6:24 PM		
24816A MIT Meat Cutter Quiz - Operations Manual	Pass	03-04-2015 6:31 PM	100%	1
24816B MIT Meat Cutter Quiz	Pass	03-04-2015 6:38 PM	95%	2
24816E MIT Meat Cutter Manager Final Sign-Off	Pass	03-04-2015 6:46 PM		
24816D MIT Syllabus - Meat Cutter Part B	Pass	03-04-2015 6:53 PM	0%	
24000 Meat Cutter	Pass	02-04-2015 12:23 AM		
24802 10 TO WIN 5 oz Sirloin Steak - Meat Cutter	Pass	03-04-2015 6:24 PM		
24804 10 TO WIN Meatloaf: Meat Cutter	Pass	03-04-2015 6:31 PM		
24806 10 TO WIN Pot Roast: Meat Cutter	Pass	03-04-2015 6:38 PM		
24808 10 TO WIN Bourbon Street Chicken: Meat Cutter	Pass	03-04-2015 6:46 PM		
24810 10 TO WIN Rotisserie Chicken: Meat Cutter	Pass	03-04-2015 6:53 PM	0%	
24812 10 TO WIN Mini Steamburgers: Meat Cutter	Pass	03-04-2015 7:03 PM		
⊕ Manager in Training				