Supervisor Review of Team Progress

As a manager – To review your team’s progress, use the Team Completion report.

1. Click the Report tab to browse the list of reports:

2. From the list of reports, select the “T” for Team completion report, then select “run” to run it:

3. Select the form (“Workflow Process”) for which you wish to review the status, then Select “Run”:

4. The report will show each of your direct reports, and which step has been completed for their form. Additionally, you will be able to “drill down” to each indirect report to review which steps have been completed for each of your manager’s teams:
5. Use the “View Form” to review the entire form for each of your direct reports. You can review the comments, evaluation, etc for each employee. If you drill down (click on the name of your direct report to review their direct reports), you can review the forms for each of the employees in your reporting line (those who report up to you):

6. You can choose to simply review the form, or print the form (it will print the entire form).