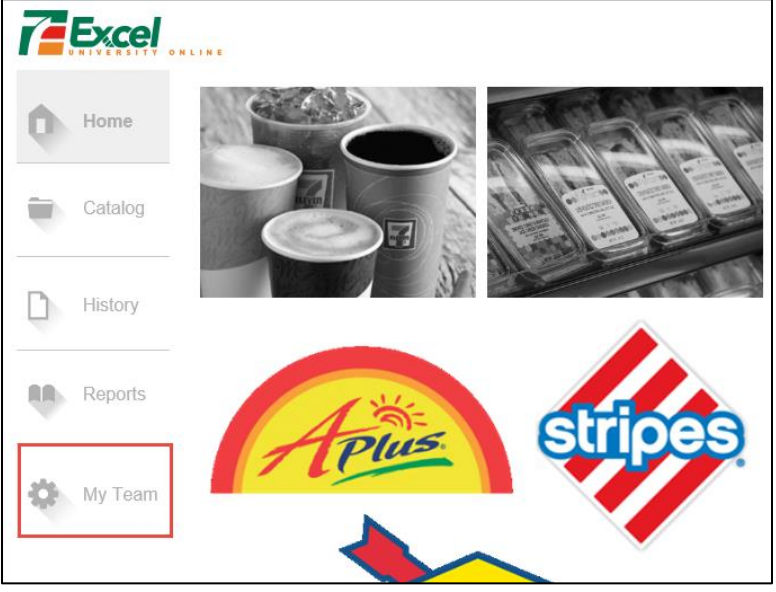
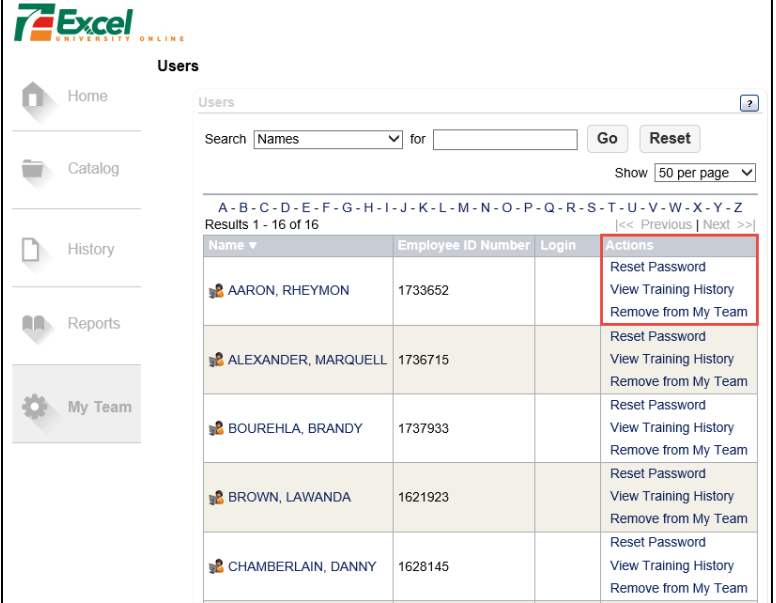
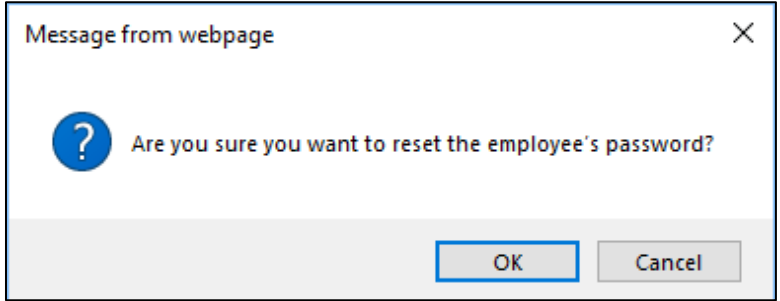
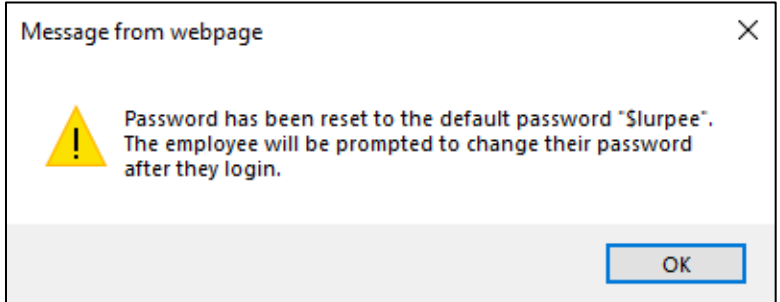
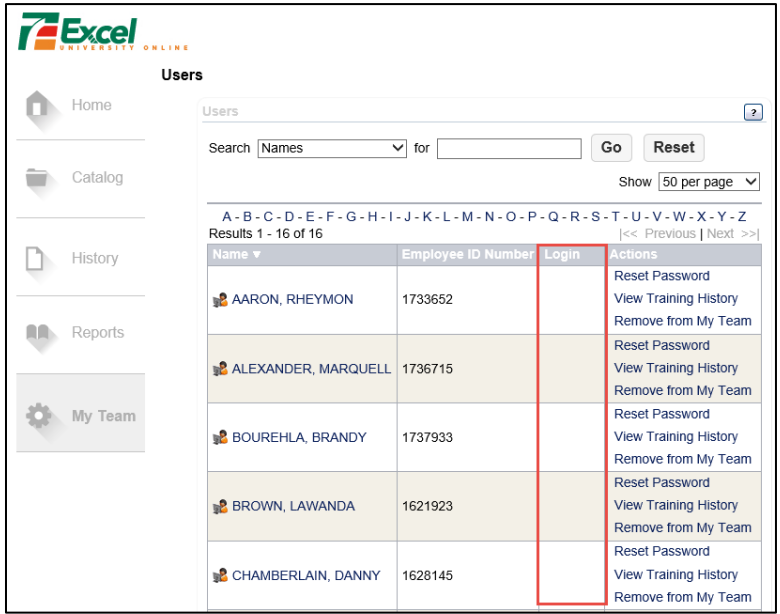




MY TEAM FUNCTIONS FOR STORE MANAGERS

Action	Screen																								
<p>1 Store Managers can review training history and reset passwords for their Sales Associates.</p> <p>From the 7 Excel University home page, click on the My Team tab on the left.</p>																									
<p>2 A list of all current employees will appear on the right.</p> <p>Under the Action column, you can reset an employee's password by clicking on Reset Password.</p>	 <table border="1" data-bbox="876 1270 1437 1638"> <thead> <tr> <th>Name</th> <th>Employee ID Number</th> <th>Login</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>AARON, RHEYMON</td> <td>1733652</td> <td></td> <td>Reset Password View Training History Remove from My Team</td> </tr> <tr> <td>ALEXANDER, MARQUELL</td> <td>1736715</td> <td></td> <td>Reset Password View Training History Remove from My Team</td> </tr> <tr> <td>BOUREHLA, BRANDY</td> <td>1737933</td> <td></td> <td>Reset Password View Training History Remove from My Team</td> </tr> <tr> <td>BROWN, LAWANDA</td> <td>1621923</td> <td></td> <td>Reset Password View Training History Remove from My Team</td> </tr> <tr> <td>CHAMBERLAIN, DANNY</td> <td>1628145</td> <td></td> <td>Reset Password View Training History Remove from My Team</td> </tr> </tbody> </table>	Name	Employee ID Number	Login	Actions	AARON, RHEYMON	1733652		Reset Password View Training History Remove from My Team	ALEXANDER, MARQUELL	1736715		Reset Password View Training History Remove from My Team	BOUREHLA, BRANDY	1737933		Reset Password View Training History Remove from My Team	BROWN, LAWANDA	1621923		Reset Password View Training History Remove from My Team	CHAMBERLAIN, DANNY	1628145		Reset Password View Training History Remove from My Team
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3	<p>Confirm that you want to reset the employee's password.</p>	
4	<p>A message will appear with the new password.</p> <p>The default password is \$lurpee (with a dollar sign).</p> <p>The next time the employee logs in, it will prompt them to change their password.</p>	
5	<p>The employee's username will appear under the Login column. If this field is blank, it means that the employee has never registered in 7 Excel University.</p>	



6 You can also review each employee's training history by clicking on View Training History.

Excel UNIVERSITY ONLINE

Users

Home | Catalog | History | Reports | My Team

Search for

Show

A - B - C - D - E - F - G - H - I - J - K - L - M - N - O - P - Q - R - S - T - U - V - W - X - Y - Z

Results 1 - 16 of 16 | << Previous | Next >>

Name	Employee ID Number	Login	Actions
AARON, RHEYMON	1733652		Reset Password View Training History Remove from My Team
ALEXANDER, MARQUELL	1736715		Reset Password View Training History Remove from My Team
BOUREHLA, BRANDY	1737933		Reset Password View Training History Remove from My Team
BROWN, LAWANDA	1621923		Reset Password View Training History Remove from My Team
CHAMBERLAIN, DANNY	1628145		Reset Password View Training History Remove from My Team

7 You can view and print the course completion certificate by clicking on View Certificate.

Note: Certificates cannot be printed from the iPad. They will need to be printed from the Back Office PC.

Excel UNIVERSITY ONLINE

Users

Home | Catalog | History | Reports | My Team

History 'ARIEL AARHUS'

Results 1 - 1 of 1 | Previous | Next

Type	Title	Status
	Anti-Money Laundering: The Patriot Act	Completed 100% 6/20/2018

View certificate

Previous | Next



8 **Do NOT use the Remove from My Team option.** If an employee has been terminated, make sure paperwork has been submitted. Within 24-48 hours after the termination has been keyed by HR, the employee will drop off the list. If they do not drop off, please contact the Procedures Help Desk.

The screenshot displays the 'Users' management page in the 7-Excel system. On the left is a navigation menu with options: Home, Catalog, History, Reports, and My Team. The main content area shows a search bar with 'Names' selected, and a 'Go' button. Below the search bar is a table of users. The table has columns for Name, Employee ID Number, Login, and Actions. The 'Remove from My Team' option in the Actions column for the first user, AARON, RHEYMON, is highlighted with a red box.

Name	Employee ID Number	Login	Actions
AARON, RHEYMON	1733652		Reset Password View Training History Remove from My Team
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