Transcript

Title	**Basic Navigation**
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Hello and Welcome to the Comaea Academy.

The Comaea academy is your central resource for thought leadership and learning about the comaea competency management platform.

This lesson covers the basic navigation of comaea and an introduction to the main pages you will interact with.

It is based on a generic version of comaea, and your version may differ slightly or may not have all the pages available that are covered in this lesson.

There are additional videos available in the Comaea Academy that will go into more details on each of the pages.

After logging in, you will land on the homepage.

Your homepage contains shortcut tiles for quick access to key sections of your comaea profile.

You can choose up to 7 shortcuts to add here, by clicking the Configure option at the bottom of the page.

Please note that the Dashboard shortcut cannot be removed.

At the top right of each page, you can change your view by quickly selecting one of your additional permissions from the 'View-as' drop-down menu.

 If you only have employee access to Comaea, then this option will not be visible for you.

If you have multiple permissions, your account will default to the employee view, every time you log in.

The notification Icon will take you to your message centre.

Here you will see any actions you need to take, and any insights from your comaea profile that we think you might find useful.

To view your Comaea account information, click on your account icon.

Click the 'View my managers' option to view a list of people who have access to your Comaea account.

For example, these may be your Line Manager, your Organisation Manager and your Head of Profession.

You can also change your login password in the security section. Note, this option is only available if you access Comaea with a username and password.

For organisations with single-sign-on enabled, the password change option is not available.

To logout of Comaea, simply click on the 'sign out' option.

Now let's take a look at our dashboard by selecting the Dashboard shortcut on our home page.

The dashboard provides a summary of your Competency data for each Job Profile assigned to your account.

It also displays a number of other widgets that link to sections of your comaea profile.

New widgets are being added so keep checking back for new ones!

If you have more than one Job Profile, you can change this using the Job Profile selector in the centre of the page.

The data displayed on the dashboard will automatically adjust to reflect your job profile selection...

You can navigate to each of the different sections of your account by selecting on the pop-out arrow, in the top right corner of each dashboard widget.

Alternatively, you can use the navigation panel on the left side of the page.

This can be collapsed and expanded, using the icon at the bottom of the panel.

Now. Let's take a look at the Competency Summary.

The Competency Summary is where you can review and interact with each of your competencies assigned as part of your job profile.

You will score yourself here and be able to view any manager approvals.

You can set development targets and view any linked learning to help you fill any gaps or develop further in a particular competency.

Each of the tables is designed to scroll so you can see further information, and options such as the update dates, and to add any comments or documents.

We have another tutorial on the Competency Summary so please take a look at that for a more detailed walk-through of this page.

Clicking on the Learning icon from the navigation panel takes you to your learning summary page.

The learning summary page is where you can review, and interact with, each of your learning activities.

These may have been assigned to fill a competency gap, or have been assigned to you, as part of your mandatory development.

Clicking on the certificate icon in the navigation takes you to your certificates page

Here you can see any certifications you have and their current compliance status. You will also be able to see any certifications that are required for a role.

You can view any uploaded certificates here and add any comments.

You will be notified ahead of any expiry dates so you are aware of your certification status at all times..

Next, we move on to the Development planner.

The Development Planner can be used for your annual reviews, succession plans, or ad-hoc development plans.

A range of templates will be available to use, and you can add goals, and actions, to your plan.

You can follow up your plan progress, through planned and unplanned touchpoints with your manager.

There is another video that walks you through the Development Planner in more detail, so please review that for more information on this page.

The career journey page provides a visual representation of your chosen career plan.

There will be suggestions on your next step, from within your job family, or you can browse for alternative roles and see how your own skills profile matches the role requirements.

You can view, add and change job profiles to build your ideal development plan, and map out your own career journey.

The portfolio page provides a summary from all sections of your comaea profile.

Sections can be hidden or shown as required, and you can build your portfolio view to share and print the information you want.

Your document archive is the place to review and access all documentation uploaded to your Comaea profile.

Making it easy to locate any document added to your profile, and keeping everything safe and secure, in a central location.

Finally for this tutorial, the CV page is where you can capture your work history, and any assignments you have done, that help document your experiences.

You will be able to show this information as a section on your portfolio. so you can print and share it.

Let's just recap what we have seen in this tutorial.

This lesson covered the basic navigation of comaea and an introduction to the main pages you will interact with.

Remember, there are additional videos available in the Comaea Academy that will go into more details on each of the pages.

Thank you for watching and being a valued comaean.