UCPath Task:
Review My Team Historical Profiles

Use this task to review your team historical profiles in UCPaht. Information is view-only. Only the current information appears, not future-dated information.

**Dashboard Navigation:**
Manager Actions > View Historical Profiles

or

**Menu Navigation:**
Manager Actions > View Historical Profiles

**Note:** This example uses sample images as seen on a computer. Sample images appear differently on a tablet or smartphone, but the steps remain the same.

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**Step** | **Action**
---|---
1. | The **Team Historical Profiles** page displays all the employees in your direct report line as of today's date.
   
   To view your direct reports as of another date, use the calendar to ender the date. Click the **Refresh Employees** button to display the updated list for the selected date.
   
   You can also search for a particular employee by clicking the **Find Employee** button and entering the appropriate search criteria.

2. | To display the profile for a particular employee, click the **Select** button to the right of the person's name.
   
   For this example click the **Select** button for Charleen Garcia Jimenez.
Step | Action
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3. |  The **Historical UC Person Profile** page displays key information about the employee. Depending on the employee's record, you may see tabs with additional information.

For this example, the employee has a degree. The **Qualifications** tab does not appear because the employee has no honors, awards, licenses or certifications.

**Note:** You cannot update or delete information on the **Historical UC Person Profile** page.

4. |  To view the detail for the degree, click the **Master's Degree** link.
### Step 5
5. The **View Degrees** page appears for the employee. Employees may include details such as the education field, the school code or the year the degree was acquired.

### Step 6
6. To return to the employee's **Historical UC Person Profile** page, click the **Back** link.

### Step 7
7. To print your direct report's profile information, click the **Print** button.
To add a comment to your employee's profile information, click the **Comment** button.

### Step 8
8. Click the **Return to Previous Page** button.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.</td>
<td>Click the scroll bar.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 10.  | Now review a second employee profile.  

For this example, click the Select button for Kirk Han.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>11.</td>
<td>For this employee both the <strong>Qualifications</strong> tab and the <strong>Education</strong> tab appear. This employee has an award and a degree.</td>
</tr>
<tr>
<td>12.</td>
<td>Click the <strong>Return to Previous Page</strong> button.</td>
</tr>
<tr>
<td>13.</td>
<td>You have reviewed your team historical profiles in UCPath online. <strong>End of Procedure.</strong></td>
</tr>
</tbody>
</table>