

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

**Dashboard Navigation:**

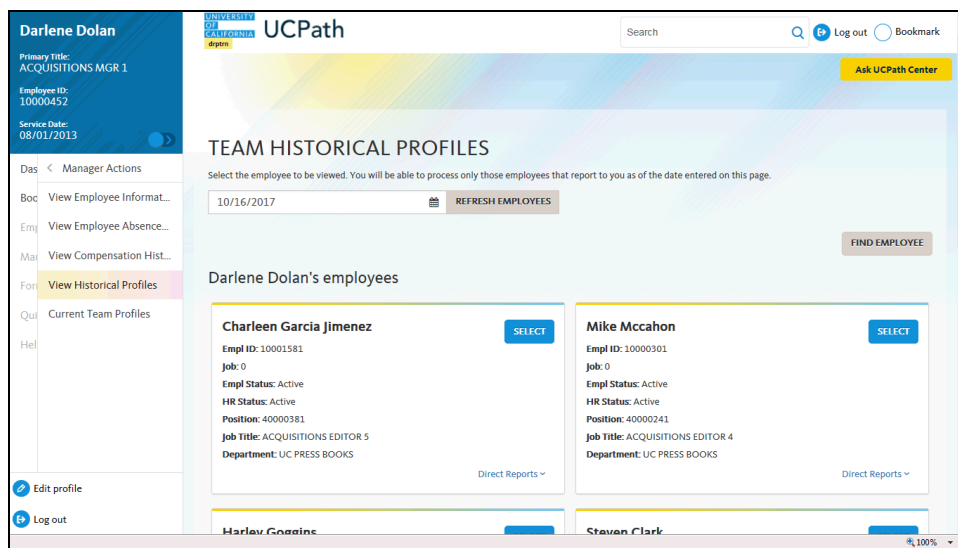
Manager Actions > **View Historical Profiles**

or

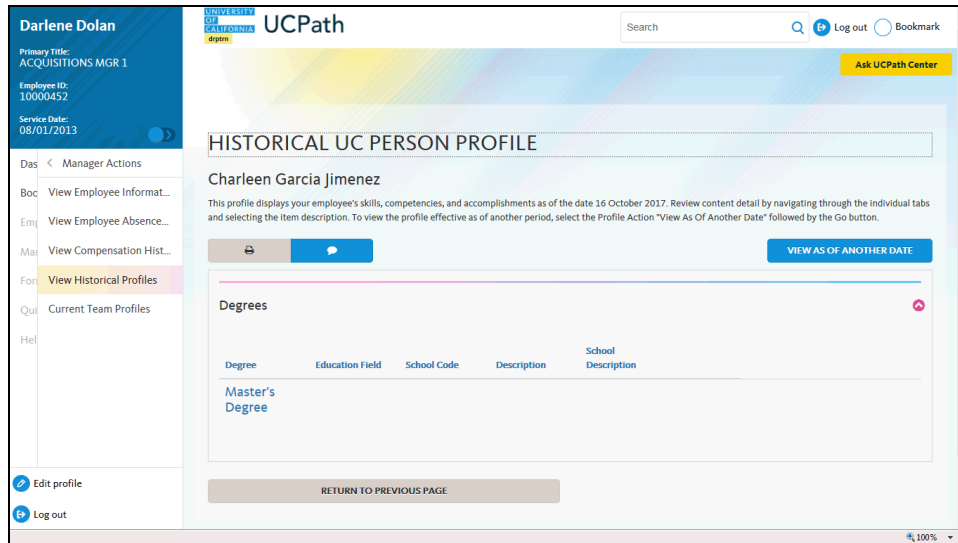
**Menu Navigation:**

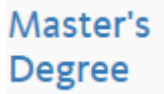
Manager Actions > **View Historical Profiles**

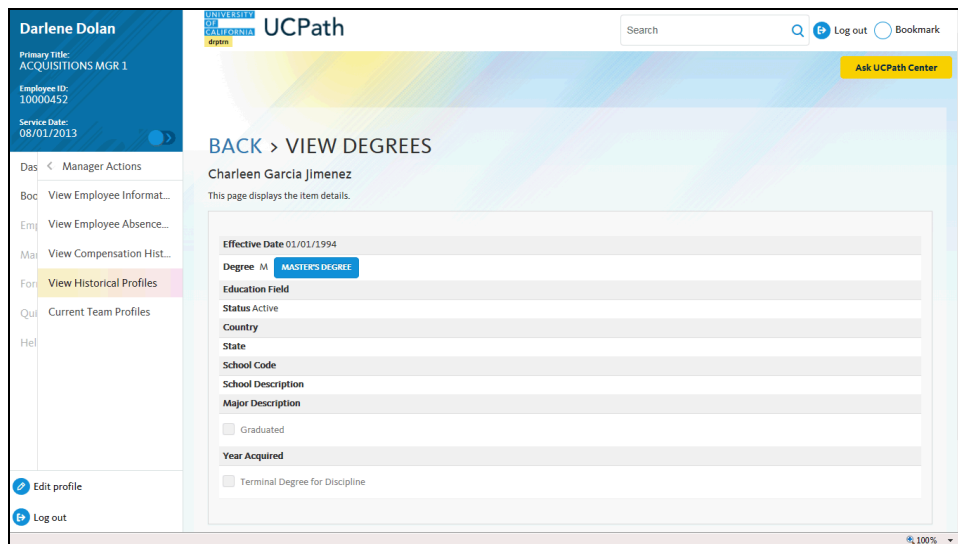
**Note:** This example uses sample images as seen on a computer. Sample images appear differently on a tablet or smartphone, but the steps remain the same.




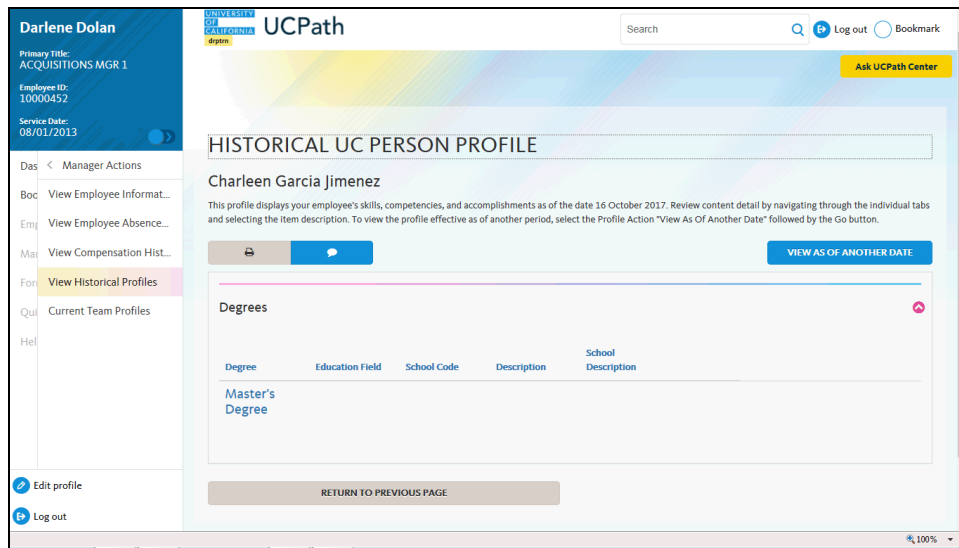
Step	Action
1.	<p>The <b>Team Historical Profiles</b> page displays all the employees in your direct report line as of today's date.</p> <p>To view your direct reports as of another date, use the calendar to enter the date. Click the <b>Refresh Employees</b> button to display the updated list for the selected date.</p> <p>You can also search for a particular employee by clicking the <b>Find Employee</b> button and entering the appropriate search criteria.</p>
2.	<p>To display the profile for a particular employee, click the <b>Select</b> button to the right of the person's name.</p> <p>For this example click the <b>Select</b> button for Charleen Garcia Jimenez.</p> <p><b>SELECT</b></p>



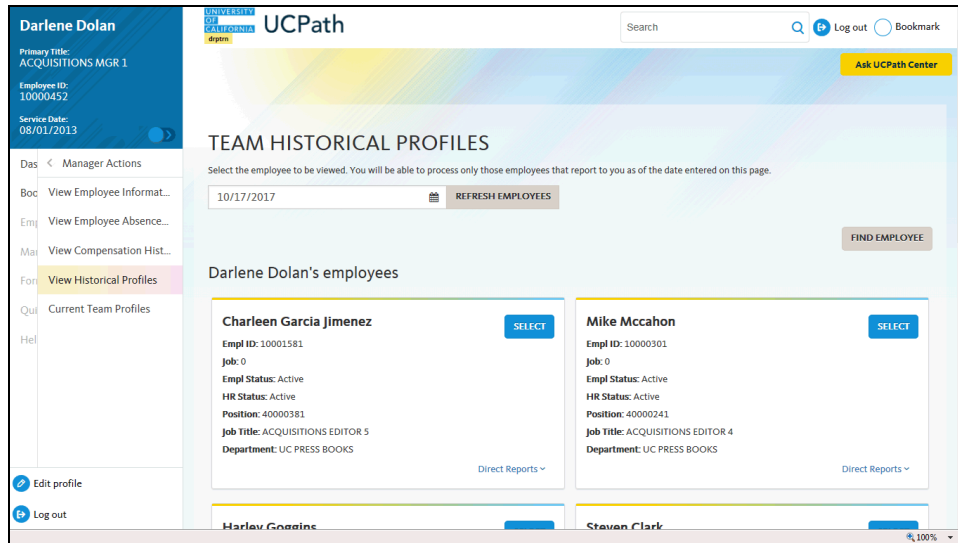
Step	Action
3.	<p>The <b>Historical UC Person Profile</b> page displays key information about the employee. Depending on the employee's record, you may see tabs with additional information.</p> <p>For this example, the employee has a degree. The <b>Qualifications</b> tab does not appear because the employee has no honors, awards, licenses or certifications.</p> <p><b>Note:</b> You cannot update or delete information on the <b>Historical UC Person Profile</b> page.</p>
4.	<p>To view the detail for the degree, click the <b>Master's Degree</b> link.</p> 



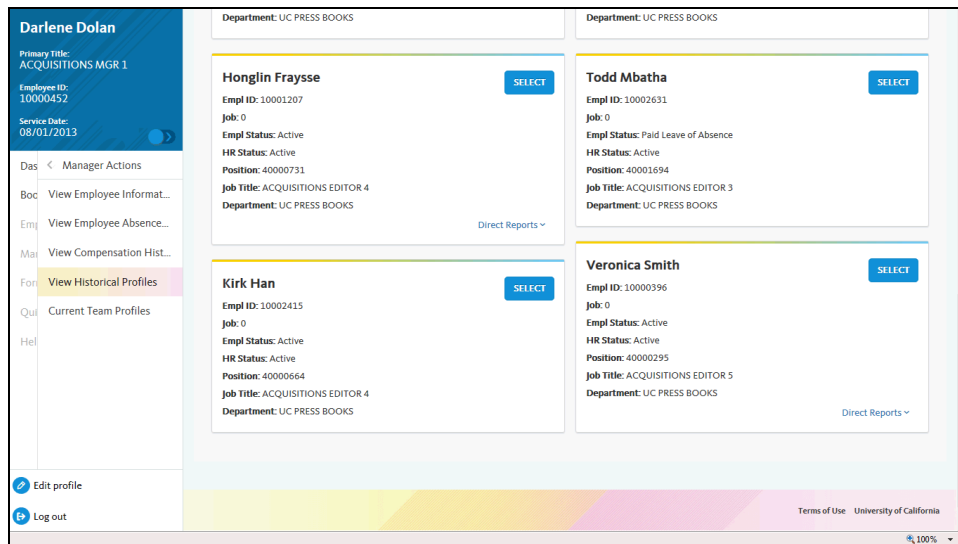
Step	Action
5.	The <b>View Degrees</b> page appears for the employee. Employees may include details such as the education field, the school code or the year the degree was acquired.
6.	To return to the employee's <b>Historical UC Person Profile</b> page, click the <b>Back</b> link.  



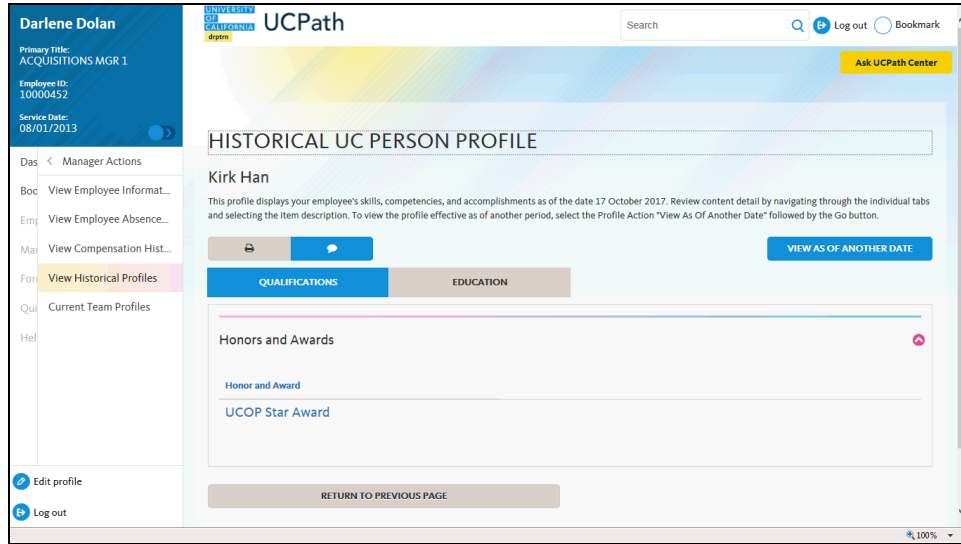
Step	Action
7.	To print your direct report's profile information, click the <b>Print</b> button.  To add a comment to your employee's profile information, click the <b>Comment</b> button.
8.	Click the <b>Return to Previous Page</b> button.



Step	Action
9.	Click the scroll bar.



Step	Action
10.	<p>Now review a second employee profile.</p> <p>For this example, click the <b>Select</b> button for Kirk Han.</p> <p><b>SELECT</b></p>



Step	Action
11.	For this employee both the <b>Qualifications</b> tab and the <b>Education</b> tab appear.  This employee has an award and a degree.
12.	Click the <b>Return to Previous Page</b> button.
13.	You have reviewed your team historical profiles in UCPath online. <b>End of Procedure.</b>