



D A M S T R A

CONNECT + PROTECT YOUR WORLD



EPP - Learning Pathways

PRODUCT: Damstra Workforce Management

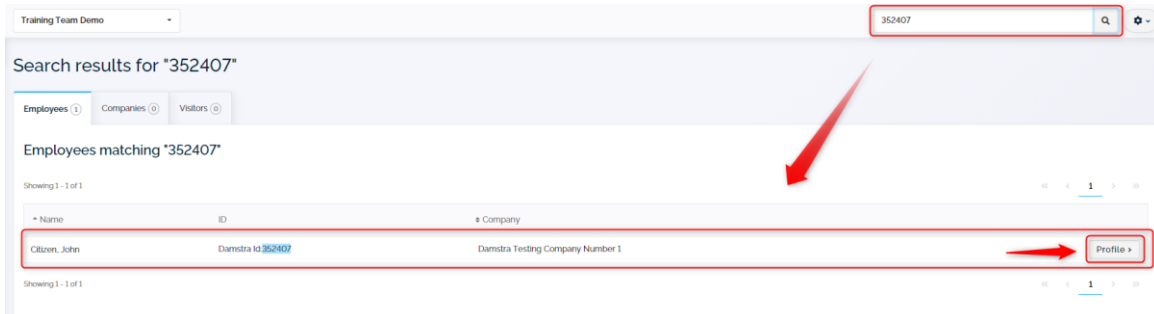
VERSION:

AUTHOR: J-pee De Guzman

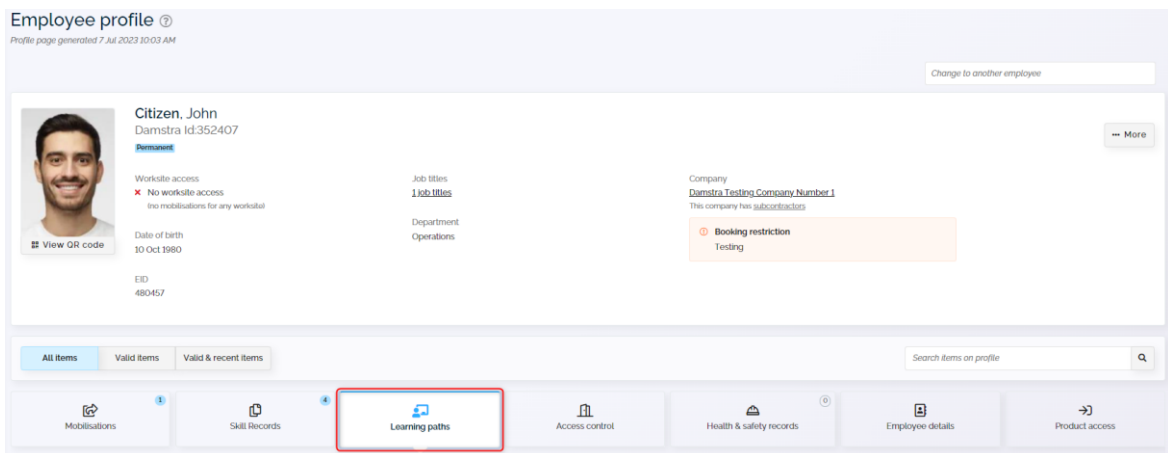
APPROVED BY:

Assigning Learning Paths to Employee

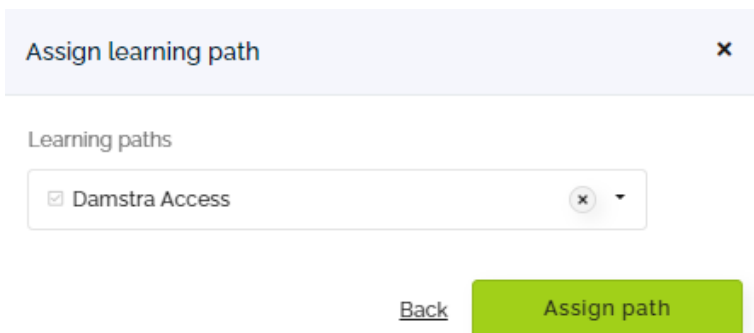
1. Go to quick search bar on the top right of the page and search for the employee profile by using the Damstra ID Number or Name, then click on the Profile button.



2. Within the Employee Profile, click on "Learning paths" tab.

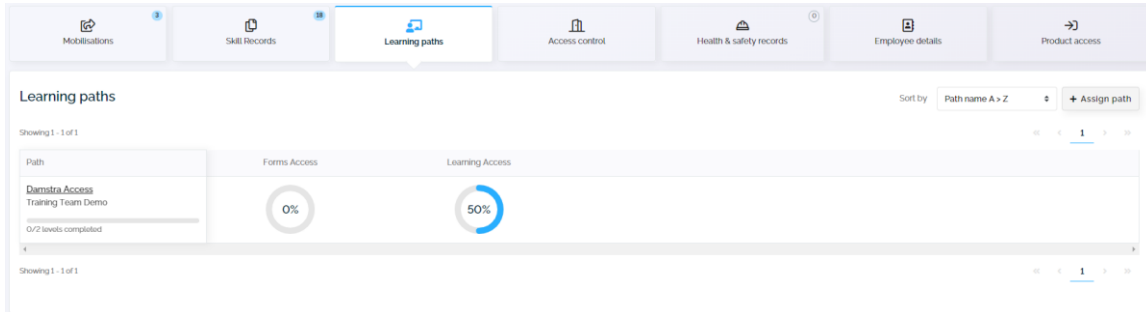


3. To assign a learning path to the employee, click on [+ Assign path](#)
4. A pop-up screen will display and will give you the option to select the Learning Paths assigned for the employee. Multiple Paths can be assigned.

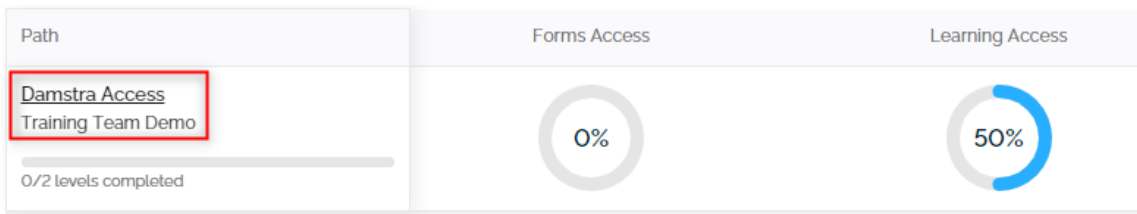


- Click **Assign path** button to complete assigning the learning path for the respective employee.
- Once learning path is successfully assigned, the system will confirm it with a message as

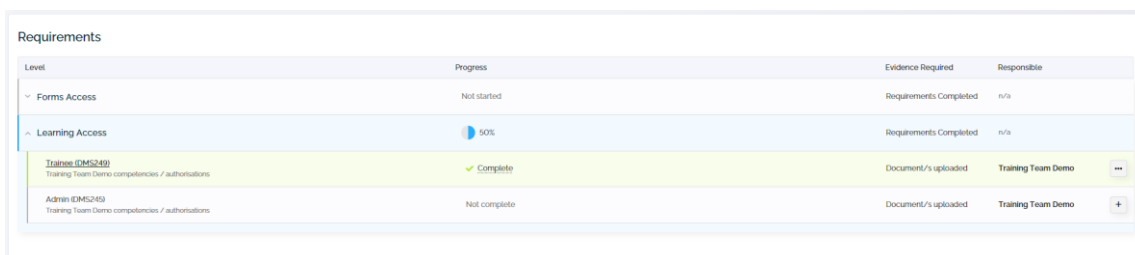
✓ 1 learning path assigned



- If you mistakenly assigned or decided to remove the path, click the Path Name and click the **More** button.



- Select the **Remove path** button to delete the Learning path from the employee's profile.
- Under Requirements, you can see the progress of each skill by expanding each Level. The system will show you what are still missing, and you have the option to add the paperwork if you have them handy by clicking the **+** sign.



- A pop-up screen will appear to upload the paperwork evidence and click the "Add" button to upload the document.

