

Add Development Item

Add Development Item

The objective of this scenario is to Add Development Item.


Security Role

- Employee


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Add Item

1. From your **Worker Profile**. Select **View Profile** (to get to your Worker Profile in the top right-hand corner, click your photo or the person icon ).
2. Down the left side of the page, select **Career**.
3. Across the top of the **Career** page select **Development Items**.
4. Select **Add**.
5. Type in a name for the **Development Item**.
6. Enter in any **Additional Information**, if needed.
7. Use the drop down to select **Relates To**.
8. Select a **Status**.
9. Open **Details** by clicking on the arrow.
10. Select a **Category**.
11. **Start** and **Completion Date**.
12. Any **Status Notes**.
13. Select **Add**.

Edit a Development Item

14. Under **Career**, select **Development Items**.
15. From here, you can **Add** more **Development Items** or you can Edit a **Development Item** by clicking the Pencil Icon .

Acceptance Criteria

16. Verify that you have been successful adding development items and editing .