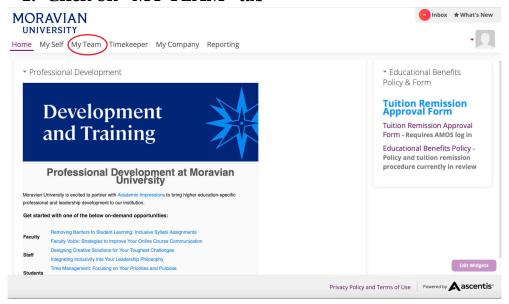
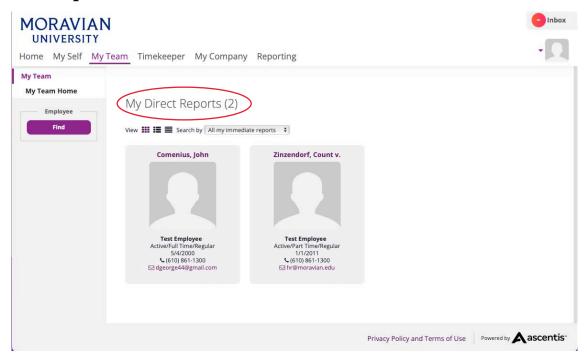


## HOW TO SEE YOUR DIRECT REPORTS

1. Click on "MY TEAM" tab



2. Click on the employee you would like to view under "My Direct Reports" tab





3. Here you can see all of your team members information

