Introduction
This guide explains how to view your team's qualifications.

Audience
Line managers.

Steps to view your team's qualifications

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>From the main menu select Personnel then Competence. The Competence information window opens.</td>
</tr>
<tr>
<td>2.</td>
<td>Enter the name of the individual or press spacebar to display a list of all names, then select the name.</td>
</tr>
</tbody>
</table>

- Dyerson, Laura, MISS
- Lindley-Milton, Hazel, MRS
- Lynch, Nianh, MS

The competence information is displayed:

3. Click the paperclip icon in the menu bar to view any attachments.

Where to go for help
If you have any queries, email HR at humanresources@bbk.ac.uk.