Toll Free Support 877.311.2475

Table of Contents

Creating and Viewing Notes……1

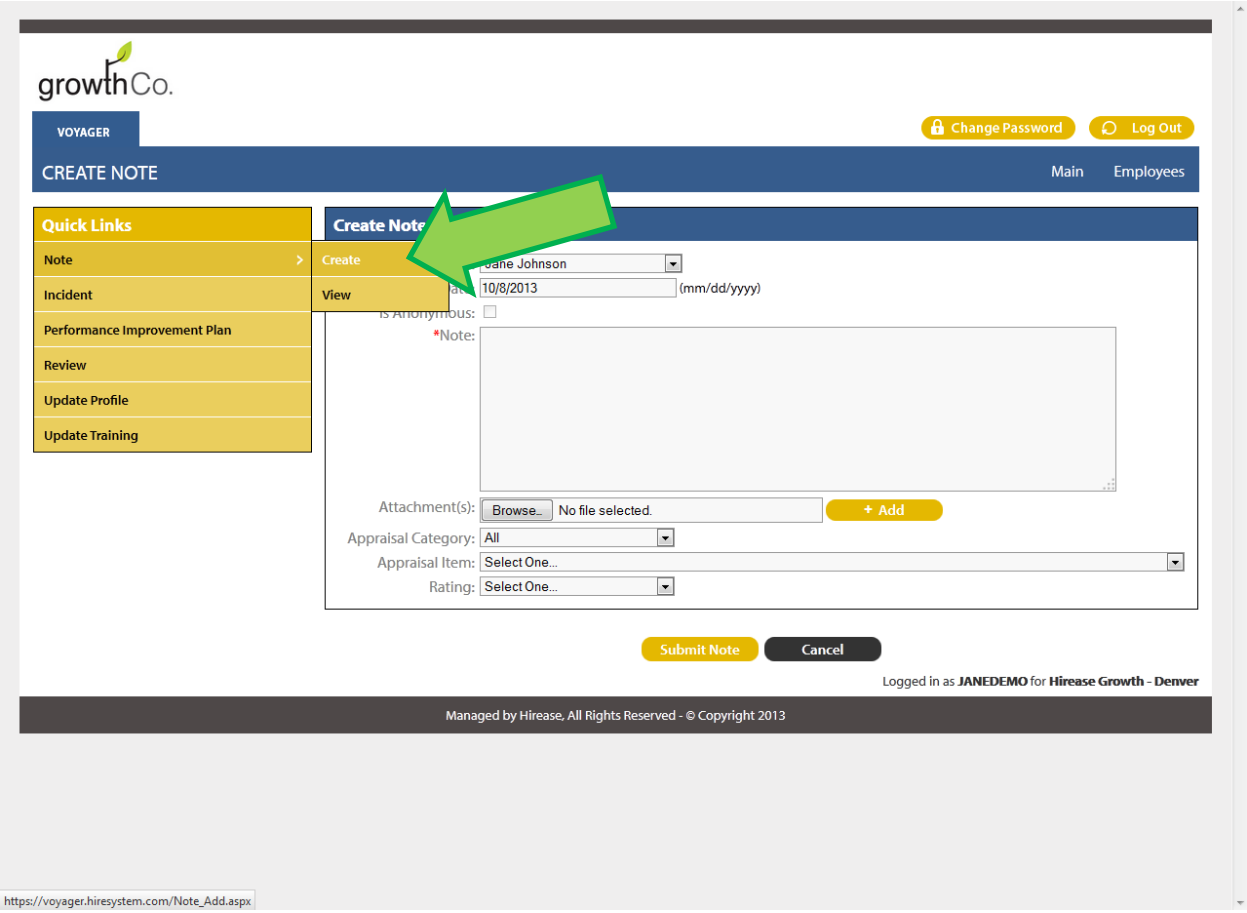
How to Update Your Profile……5

How to Update Your Training……7

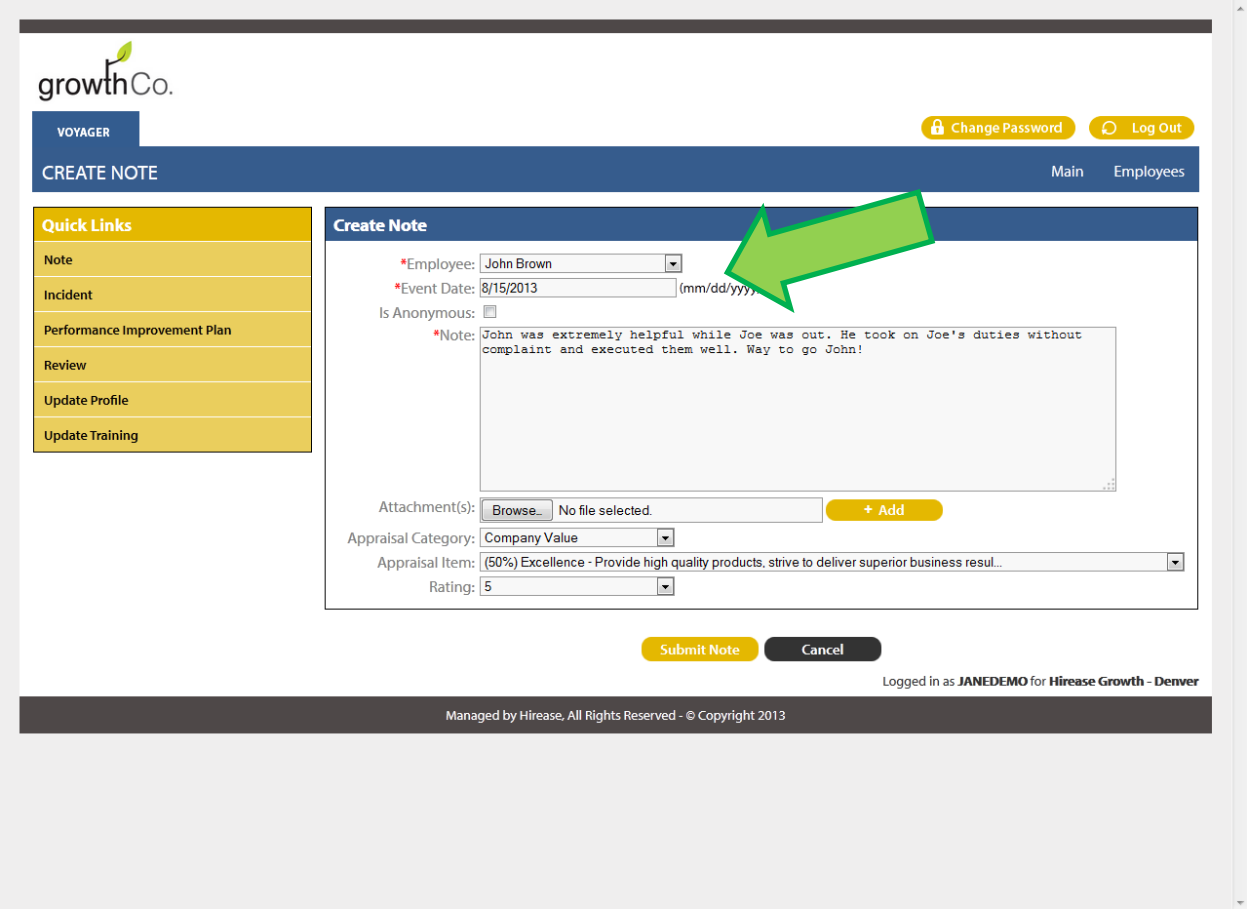
Toll Free Support 877.311.2475

How to Create a Note

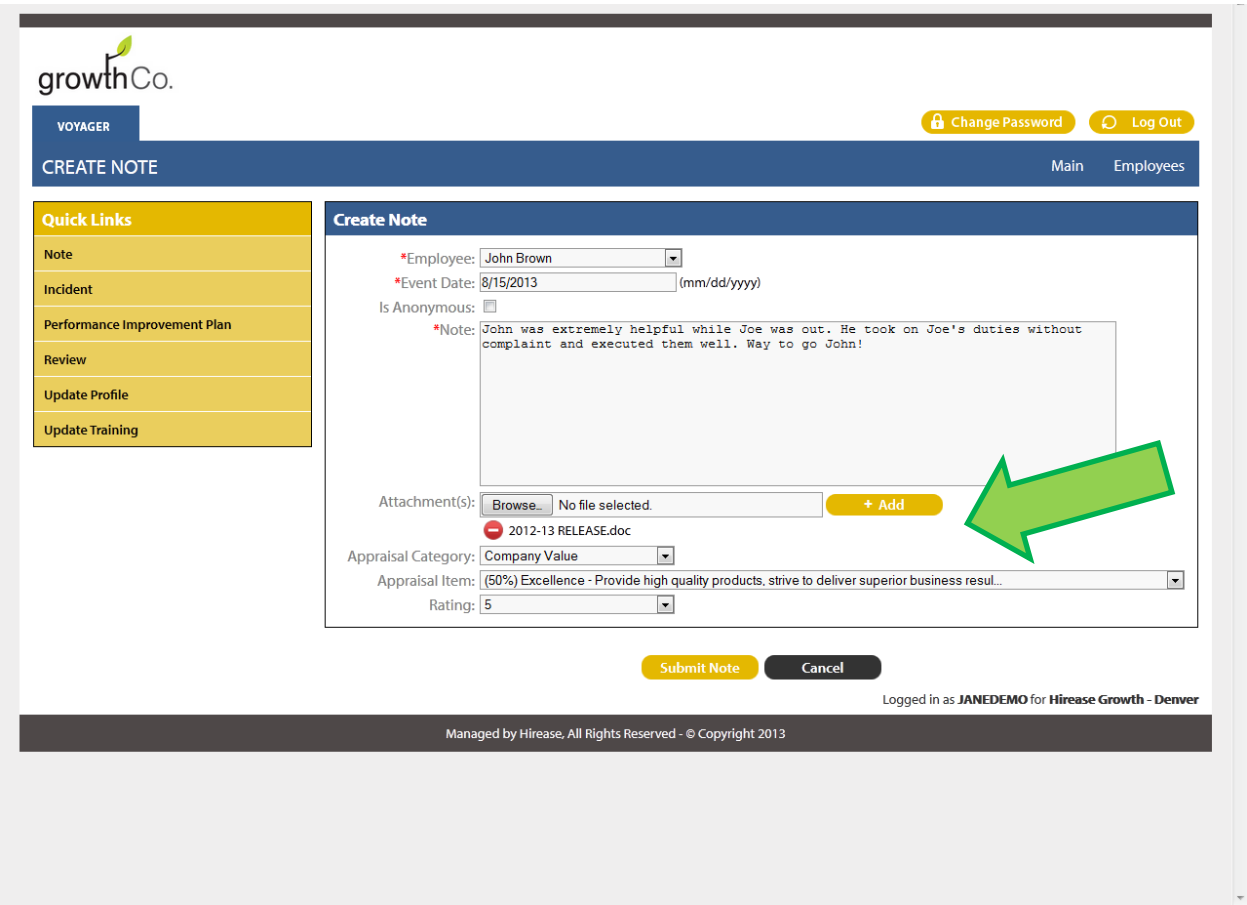
After logging into Voyager, go to the Quick Links on the left side of the page and mouse over the box that says Note. Then, click on Create.



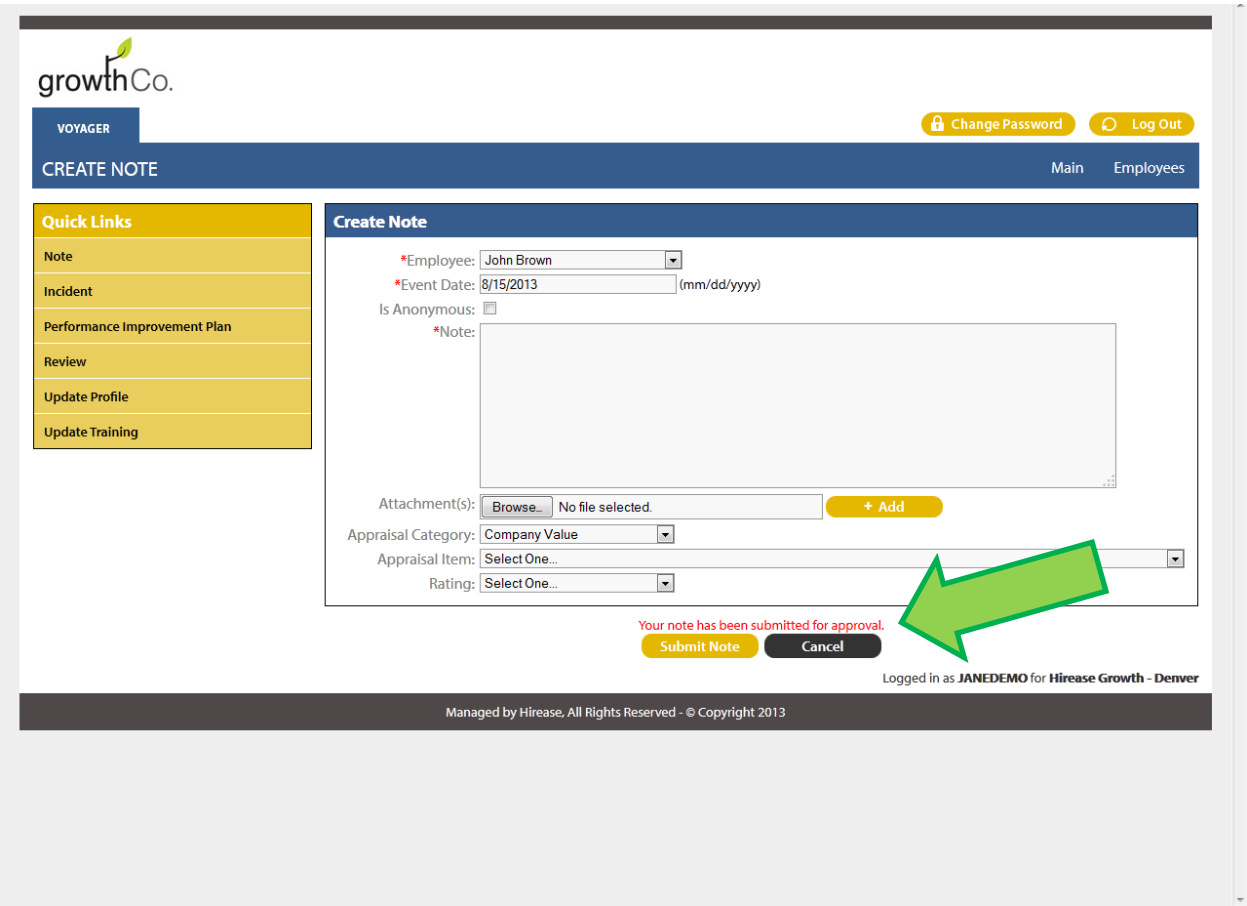
Next, select the employee you are creating a note for and the date of the event. If you would like the note to be anonymous, click the box next to “Is Anonymous”. Then, fill out the note section. You can also fill out appraisal category, appraisal item and rating. However, these fields are not required.



You can also include an attachment – for example, an email – if you would like. To do this, click on Browse, select your file and then click the Add button. You will see the attachment right under the Browse button. You can delete the file by clicking the red circle.



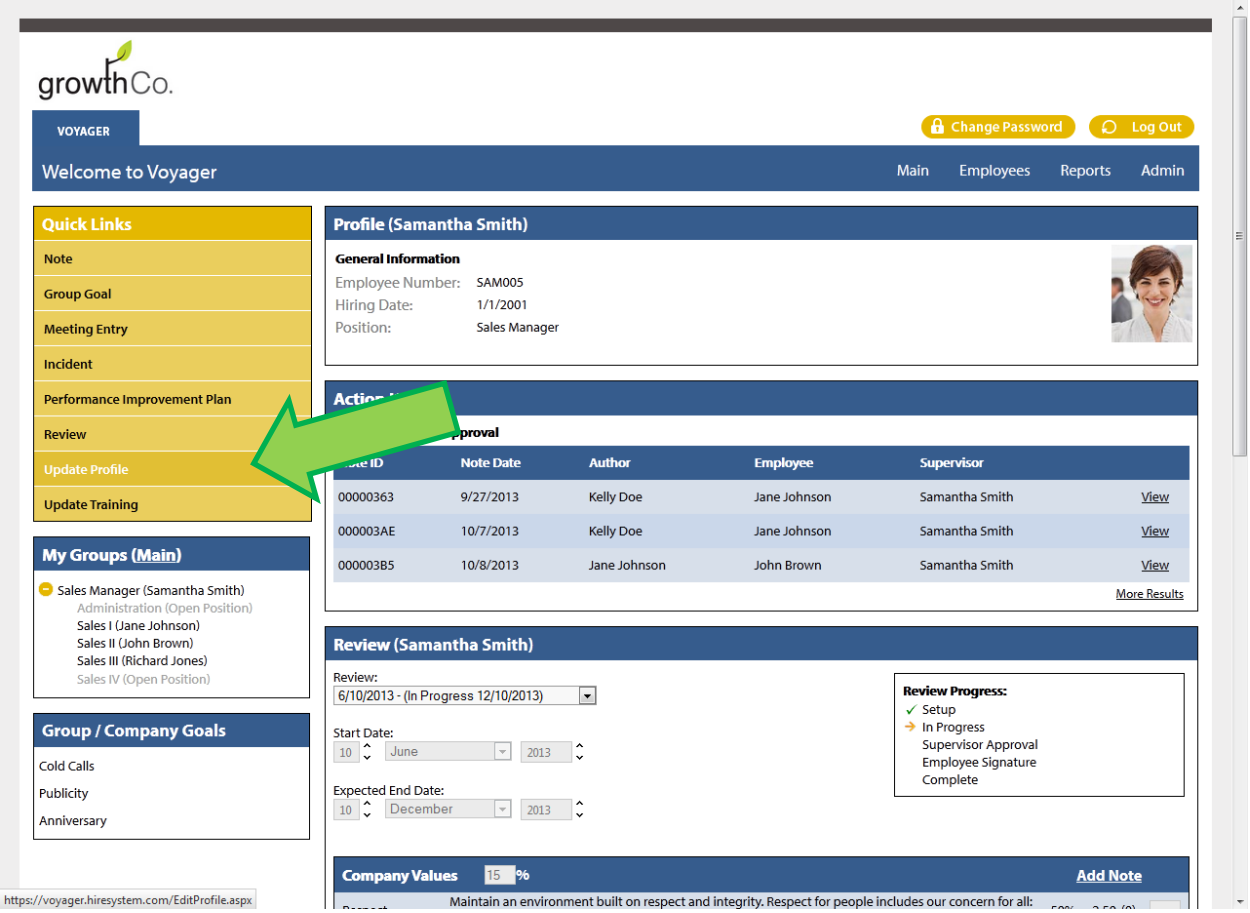
Once you have completed these steps, click on Submit Note. Once the note is received, you will see a message above the Submit button that says “Your note has been submitted for approval”.



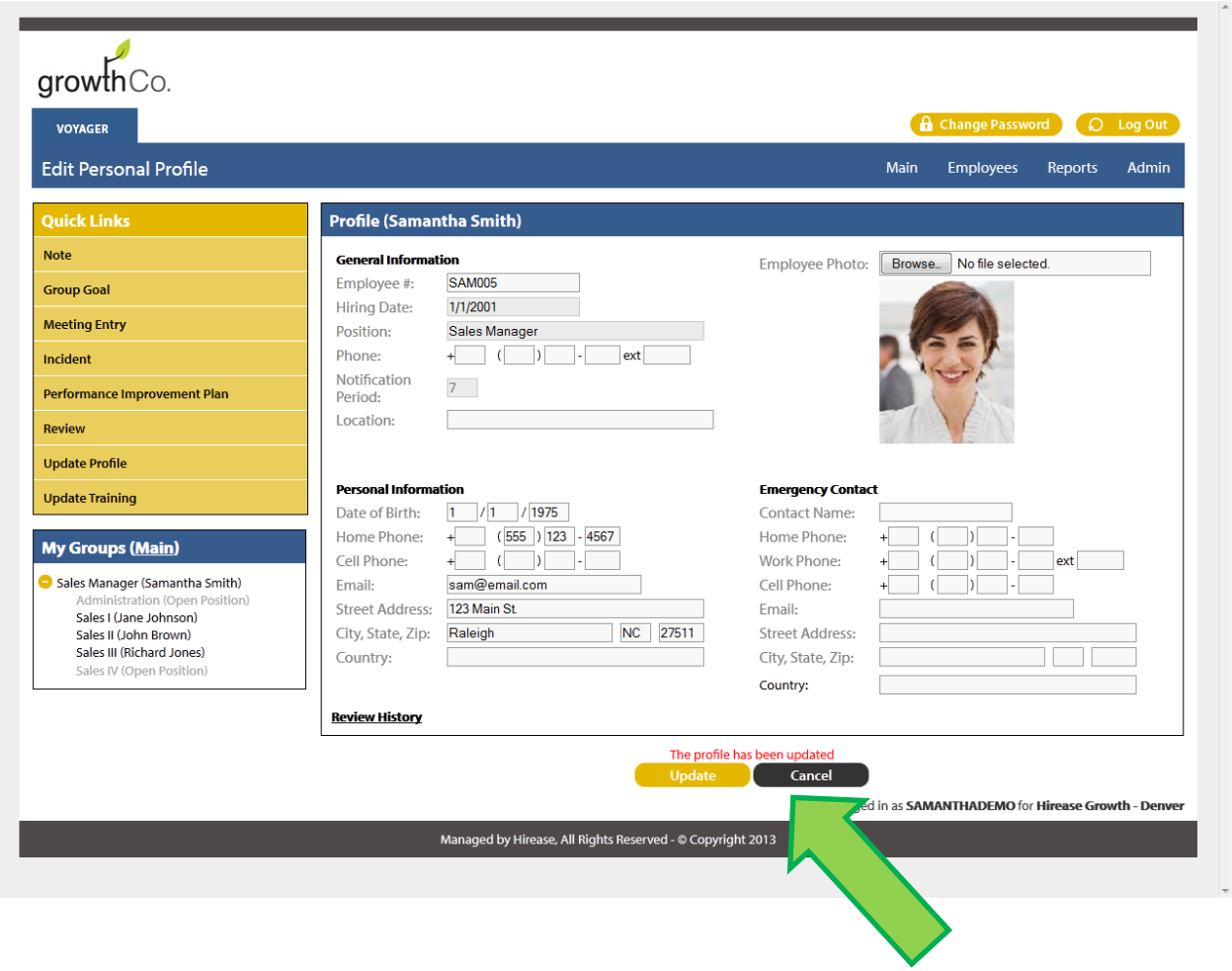
Toll Free Support 877.311.2475

Updating Your Profile

After logging into Voyager, go to the Quick Links on the left side of the page and click on Update Profile.



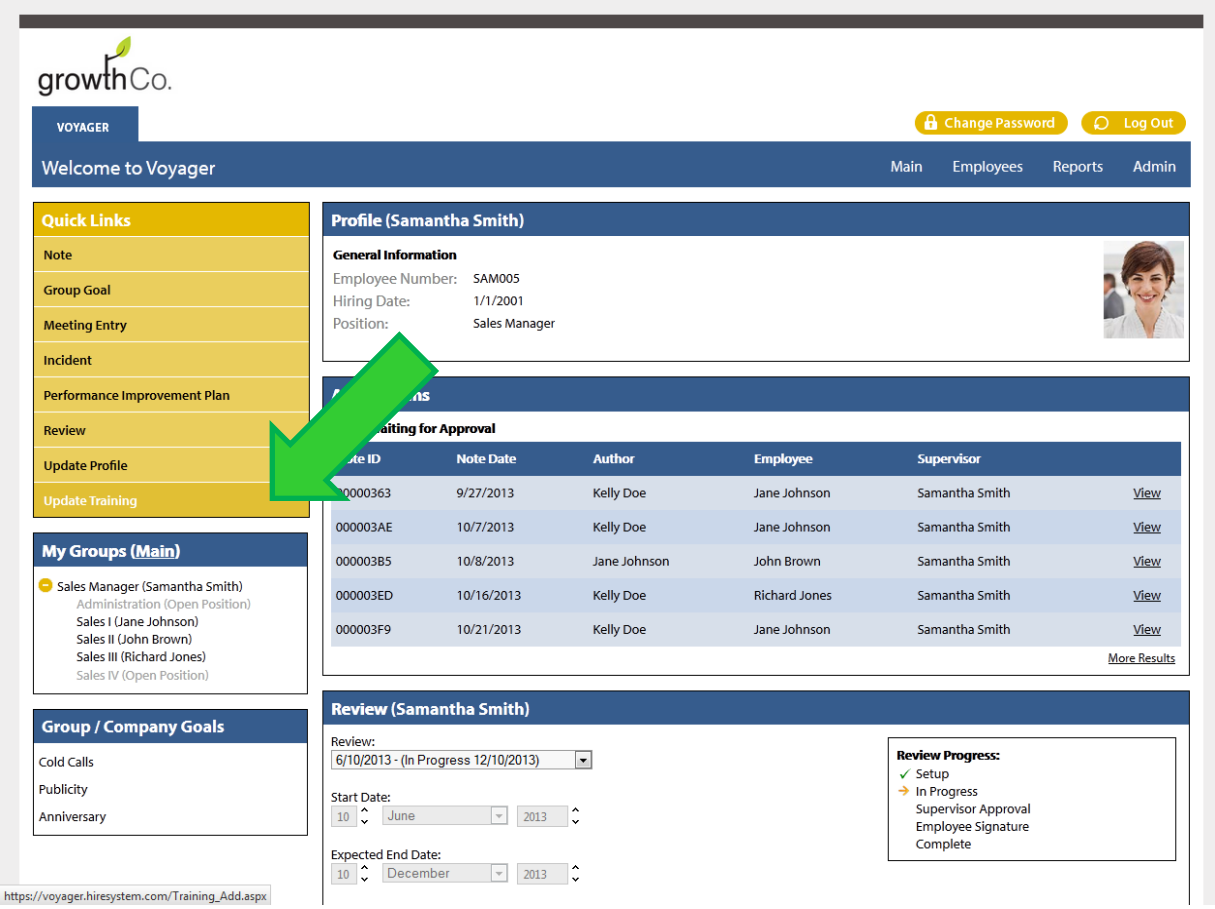
From this page, you can make any changes you like. When all changes are made, click on Update. A message will appear above the Update button that says the profile has been updated to confirm submission.



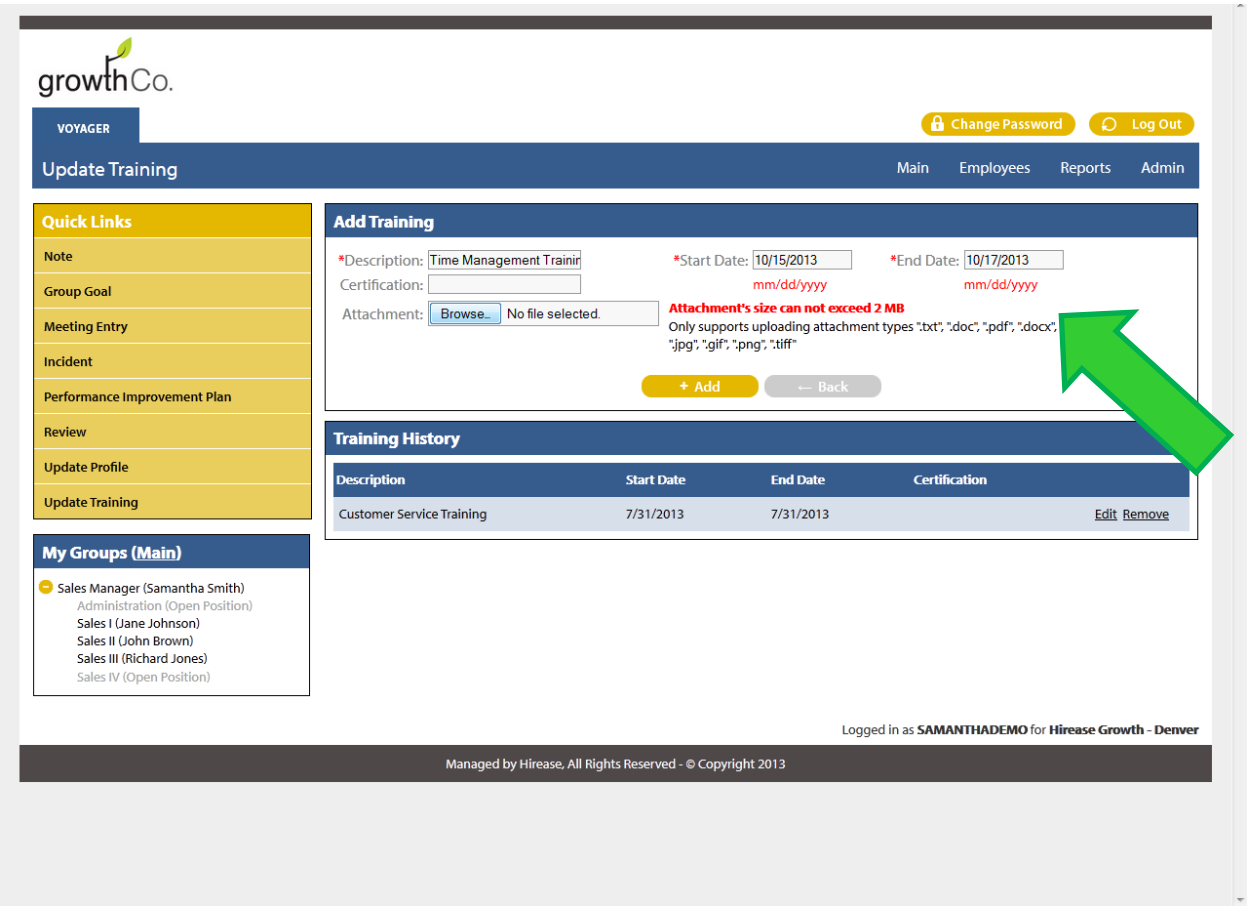
Toll Free Support 877.311.2475

How to Update Your Training

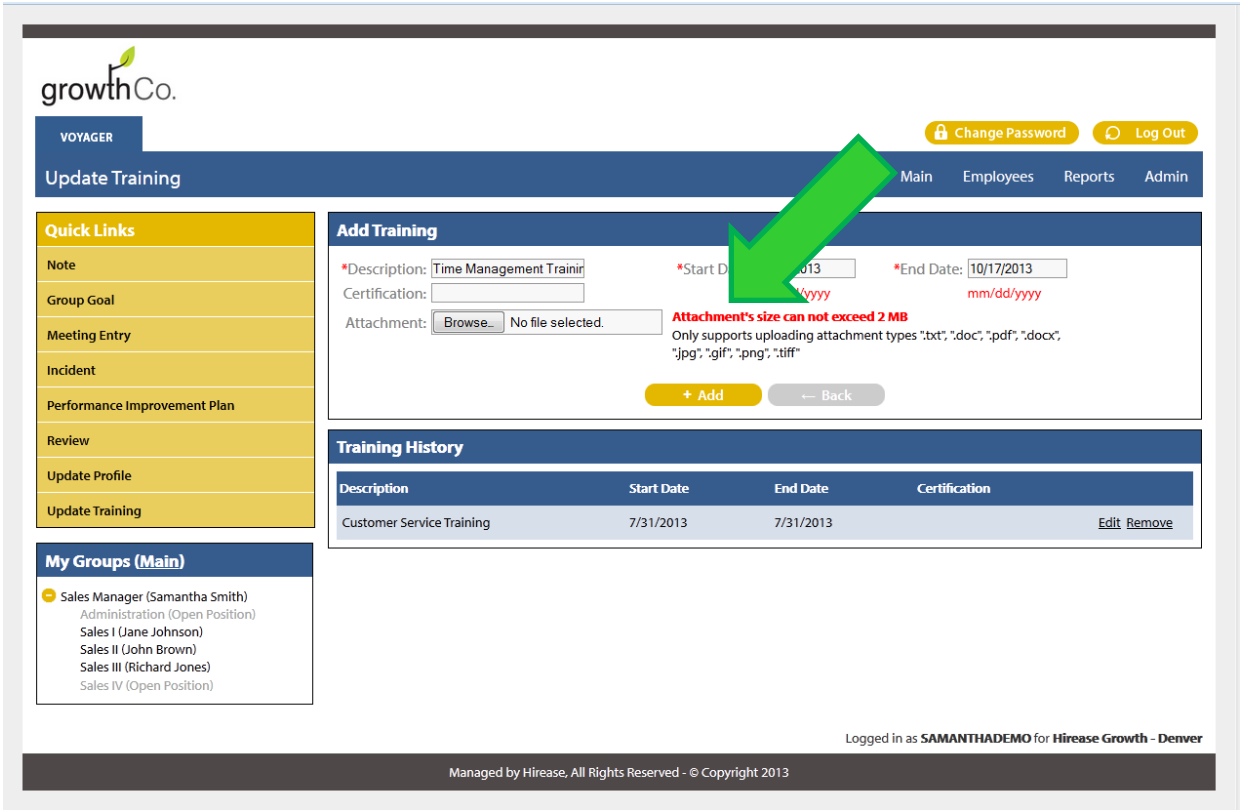
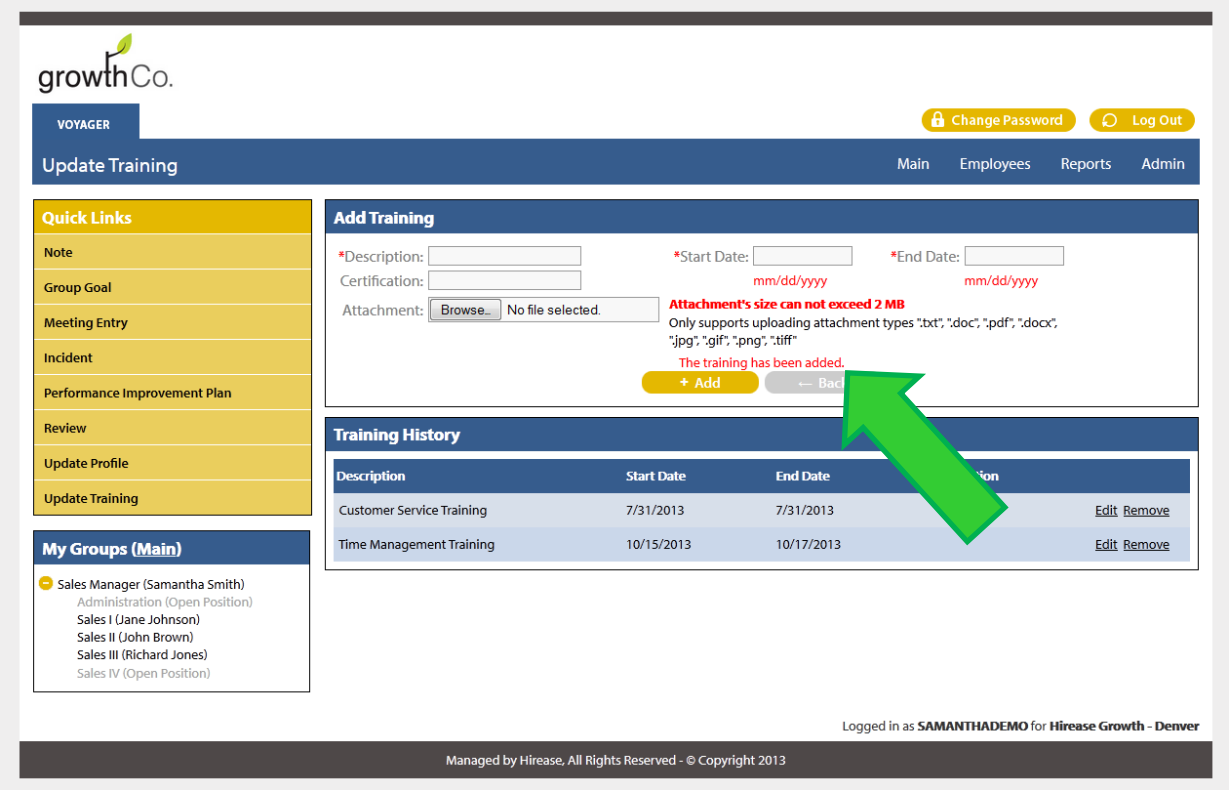
After logging into Voyager, go to the Quick Links on the left and click on Update Training.



Fill in the Description, Start Date and End Date with the training information. You can also upload an attachment by clicking on Browse and choosing your file.



When you have finished entering your information, click Add.



A message will appear above the Add button stating the training has been added. You will also be able to see the training listed in the history section.