

## DTU Learning – Assign the Inventory Specialist Program

### Description

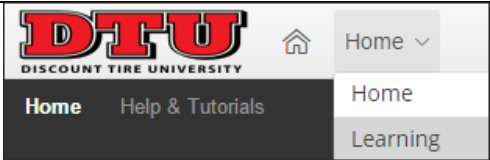
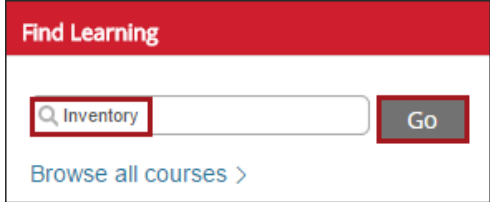
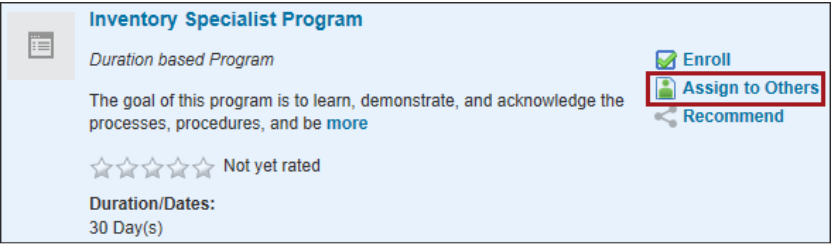
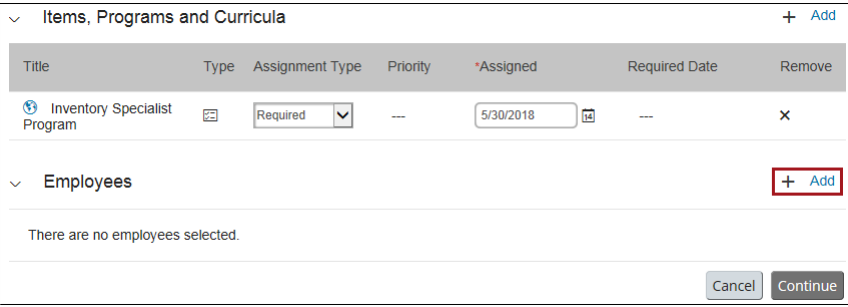
This document details the process for managers to use when assigning the Inventory Specialist program.

This program should be assigned to the 5S Assistant Manager and any employee that completes inventory tasks on a weekly basis.

**Note:** This is the same process used when assigning courses to employees (i.e. TPMS Return to Customer Policy).

### Assign the Inventory Specialist Program

Follow the steps below to assign the Inventory Specialist program.

Step	Action
1	Click <b>Home &gt; Learning</b> . 
2	In the <b>Find Learning</b> section, type <b>Inventory</b> and click the <b>Go</b> button. 
3	Hover over the Inventory Specialist Program with your mouse and click <b>Assign to Others</b> . 
4	Click the <b>+ Add</b> option next to <b>Employees</b> to view a list of employees. 

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**Assign the Inventory Specialist Program**

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- Click the box next to the employee(s) that will be assigned the program.
- Click the **Add** button.

Select Employees

<input type="checkbox"/> Employees	Region	Job Code	Supervisor	Organization	
<input type="text" value="Q Employees"/>	<input type="text" value="Q Region"/>	<input type="text" value="Q Job Code"/>	<input type="text" value="Q Supervisor"/>	<input type="text" value="Q Organization"/>	
<input type="checkbox"/>	Breedlove, Robert	VAR	1810	Harp, James	College Dr
<input checked="" type="checkbox"/>	Clark, David	VAR	1781	Harp, James	College Dr
<input type="checkbox"/>	Forgy, Christopher	VAR	1771	Harp, James	College Dr

☒ Indirect Employees
 ☒ Sub Organization

Employees selected: 1

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Click the **Continue** button.

Items, Programs and Curricula

Title

Type

Assignment Type

Priority

\*Assigned

Required Date

Remove

Inventory Specialist Program

Required

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5/30/2018

x

Employees

Name

Remove

David Michael Clark

x

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Click the **Assign Learning** button.

Confirm Details

Items, Programs and Curricula

Title

Type

Assignment Type

Priority

Assign Date

Required Date

Inventory Specialist Program

REQ

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5/30/2018

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Employees

Name

Remove

David Michael Clark

**Contact**

For questions regarding program or course assignment, contact [DTU\\_Learning@discounttire.com](mailto:DTU_Learning@discounttire.com).