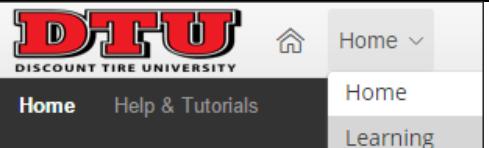
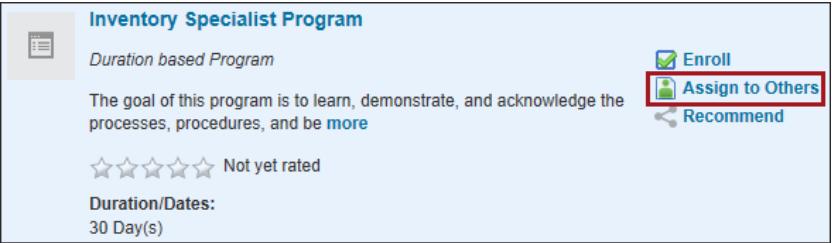
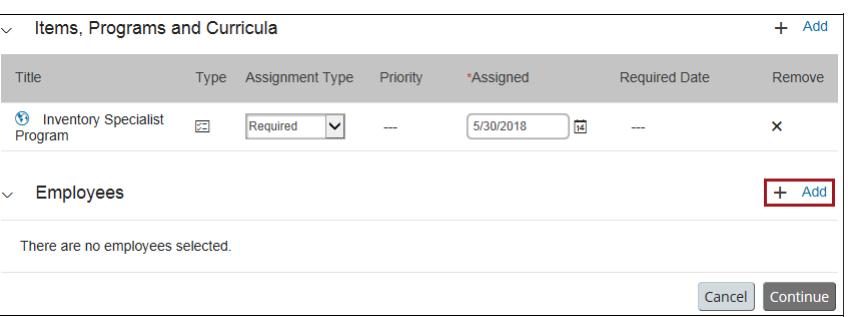


DTU Learning – Assign the Inventory Specialist Program

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: <i>This is the same process used when assigning courses to employees (i.e. TPMS Return to Customer Policy).</i>
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Assign the Inventory Specialist Program	Follow the steps below to assign the Inventory Specialist program.
Step	Action
1	Click Home > Learning . 
2	In the Find Learning section, type Inventory and click the Go button. 
3	Hover over the Inventory Specialist Program with your mouse and click Assign to Others . 
4	Click the + Add option next to Employees to view a list of employees. 

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Assign the Inventory Specialist Program

5	<p>1. Click the box next to the employee(s) that will be assigned the program. 2. Click the Add button.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>Select Employees</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Employees</th> <th style="width: 15%;">Region</th> <th style="width: 15%;">Job Code</th> <th style="width: 15%;">Supervisor</th> <th style="width: 15%;">Organization</th> </tr> <tr> <td><input type="checkbox"/> Employees <input type="text" value="Employees"/></td> <td><input type="text" value="Region"/></td> <td><input type="text" value="Job Code"/></td> <td><input type="text" value="Supervisor"/></td> <td><input type="checkbox"/> Indirect Employees <input checked="" type="checkbox"/> Sub Organization</td> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Breedlove, Robert</td> <td>VAR</td> <td>1810</td> <td>Harp, James</td> <td>College Dr</td> </tr> <tr> <td><input checked="" type="checkbox"/> Clark, David</td> <td>VAR</td> <td>1781</td> <td>Harp, James</td> <td>College Dr</td> </tr> <tr> <td><input type="checkbox"/> Forgy, Christopher</td> <td>VAR</td> <td>1771</td> <td>Harp, James</td> <td>College Dr</td> </tr> </tbody> </table> <p>Employees selected: 1</p> <p style="text-align: right;"><input type="button" value="Cancel"/> <input style="background-color: #800000; color: white; border: 1px solid #800000; border-radius: 5px; padding: 2px 10px; font-weight: bold; font-size: 0.8em;" type="button" value="Add"/></p> </div>	Employees	Region	Job Code	Supervisor	Organization	<input type="checkbox"/> Employees <input type="text" value="Employees"/>	<input type="text" value="Region"/>	<input type="text" value="Job Code"/>	<input type="text" value="Supervisor"/>	<input type="checkbox"/> Indirect Employees <input checked="" type="checkbox"/> Sub 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
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Contact

For questions regarding program or course assignment, contact DTU_Learning@discounttire.com.