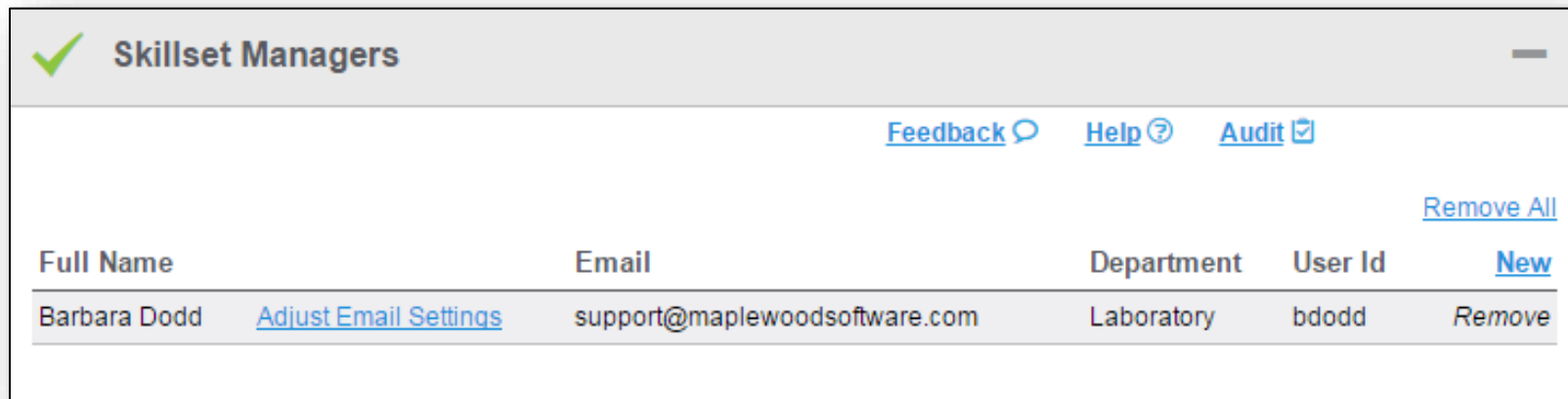


Setup View – Browse Skillsets Perspective

Skillset Managers Colorbar

This reference guide provides an overview of the setup process for the Skillset Managers colorbar within StaffReady. The following process steps and instructional information are provided within this document:

- **Add New Skillset Manager**
- **Remove Skillset Manager**
- **Adjust Skillset Manager Email Settings**



The screenshot shows a web interface for managing skillset managers. At the top left, there is a green checkmark icon and the text "Skillset Managers". To the right of this header are three links: "Feedback" with a speech bubble icon, "Help" with a question mark icon, and "Audit" with a checkmark icon. Below the header is a table with the following columns: "Full Name", "Email", "Department", "User Id", and "New". The "New" column contains a "Remove" link. The table contains one row for "Barbara Dodd" with an "Adjust Email Settings" link next to her name. The email address is "support@maplewoodsoftware.com", the department is "Laboratory", and the user ID is "bdodd".

Full Name	Email	Department	User Id	New
Barbara Dodd Adjust Email Settings	support@maplewoodsoftware.com	Laboratory	bdodd	Remove

1 | Add New Skillset Manager

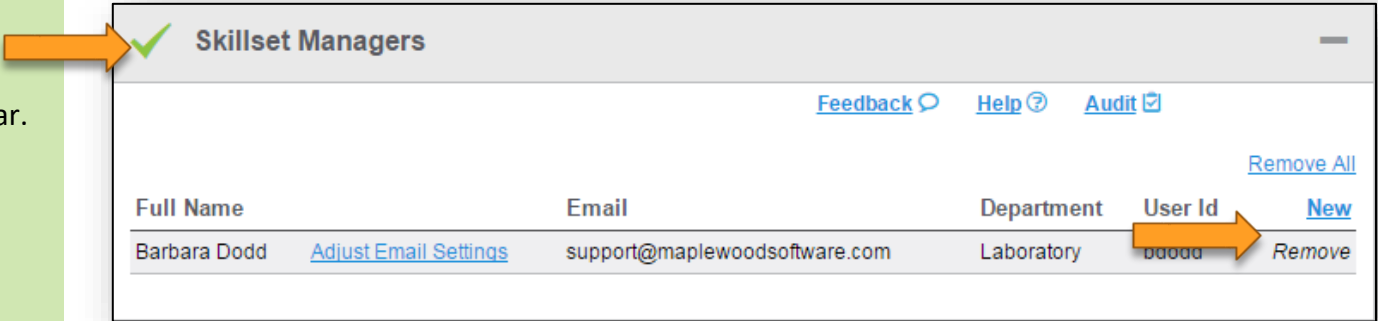
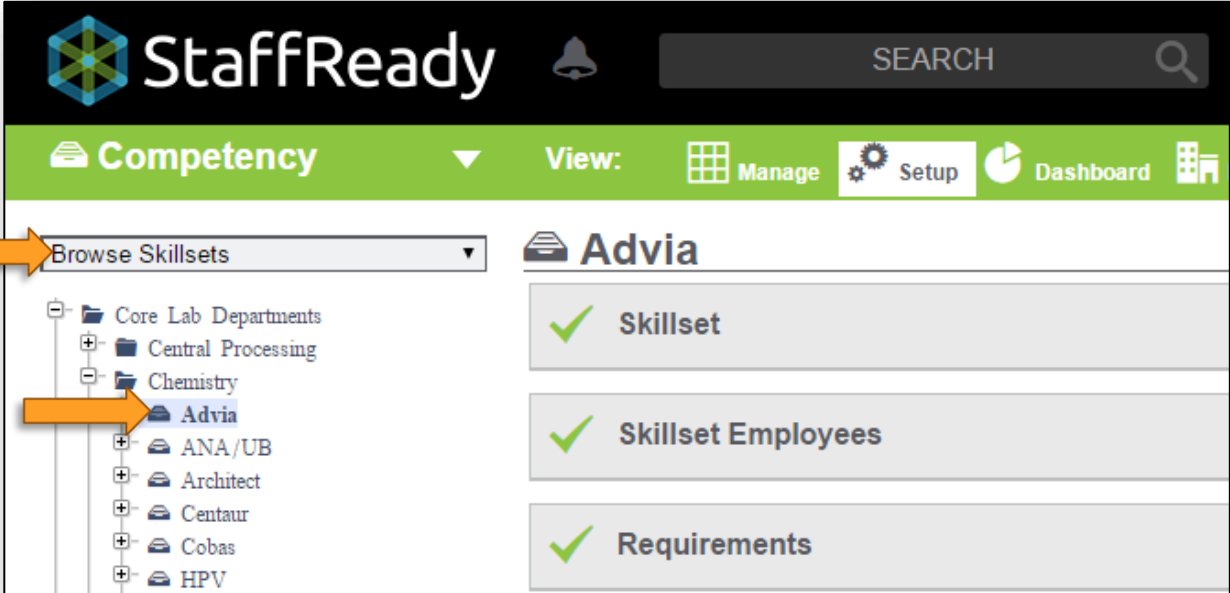
Add New Skillset Manager

1. Select **Browse Skillsets** perspective.

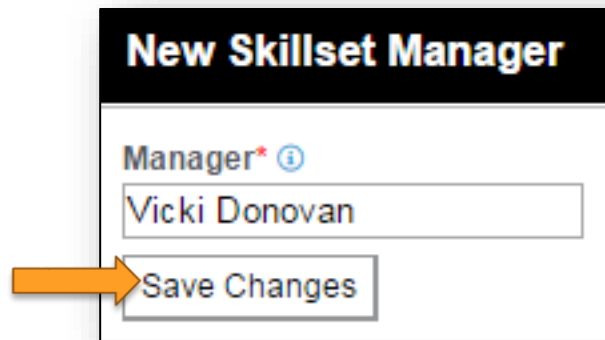
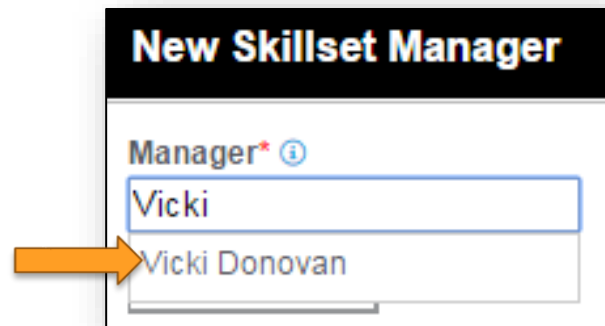
2. Select a **Skillset**.

3. Open **Skillset Managers** colorbar.

4. Click [New](#).



5. Begin typing the employee name within the **Manager** field.
6. Select the employee name from the auto-complete below the **Manager** field.
7. Click **Save Changes**.



2 | Remove Skillset Manager

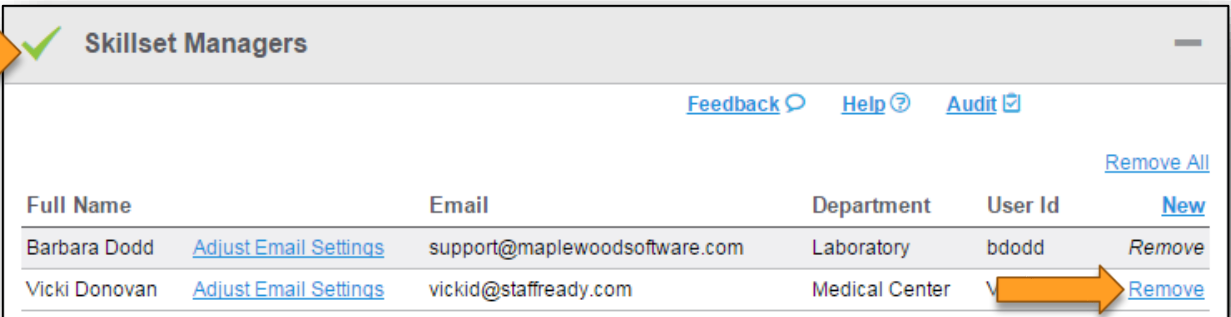
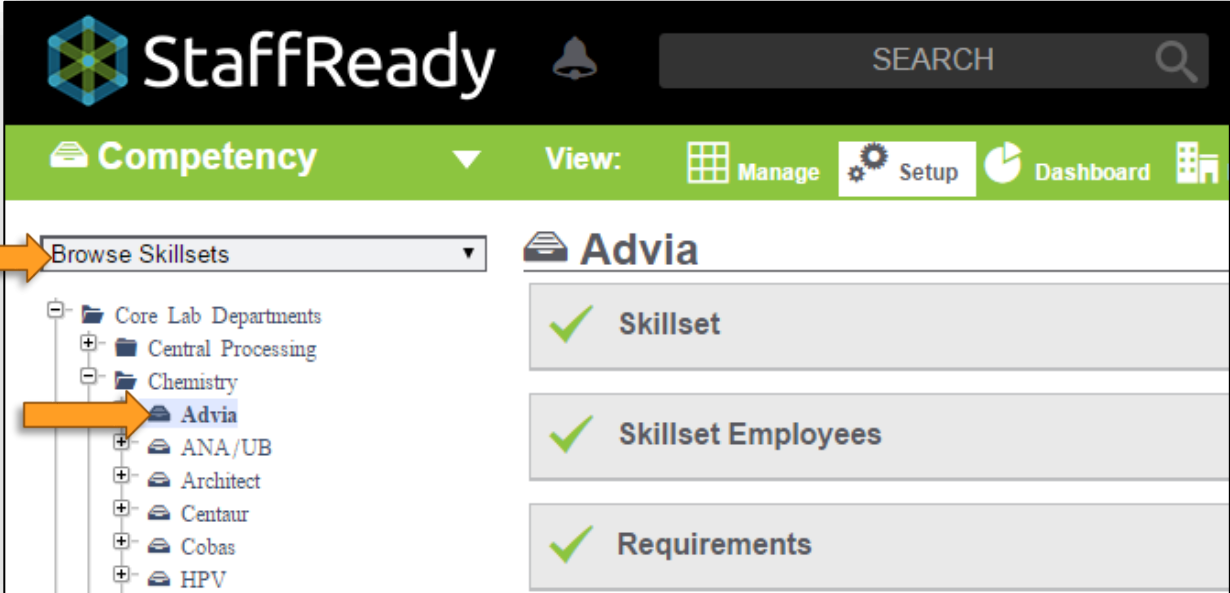
Remove Skillset Manager

1. Select **Browse Skillssets** perspective.

2. Select a **Skillset**.

3. Open **Skillset Managers** colorbar.

4. Click [Remove](#).



3 | Adjust Skillset Manager Email Settings

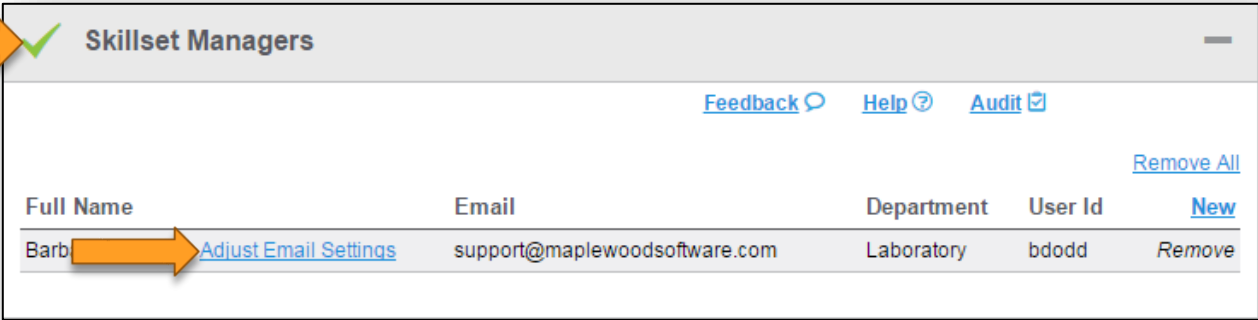
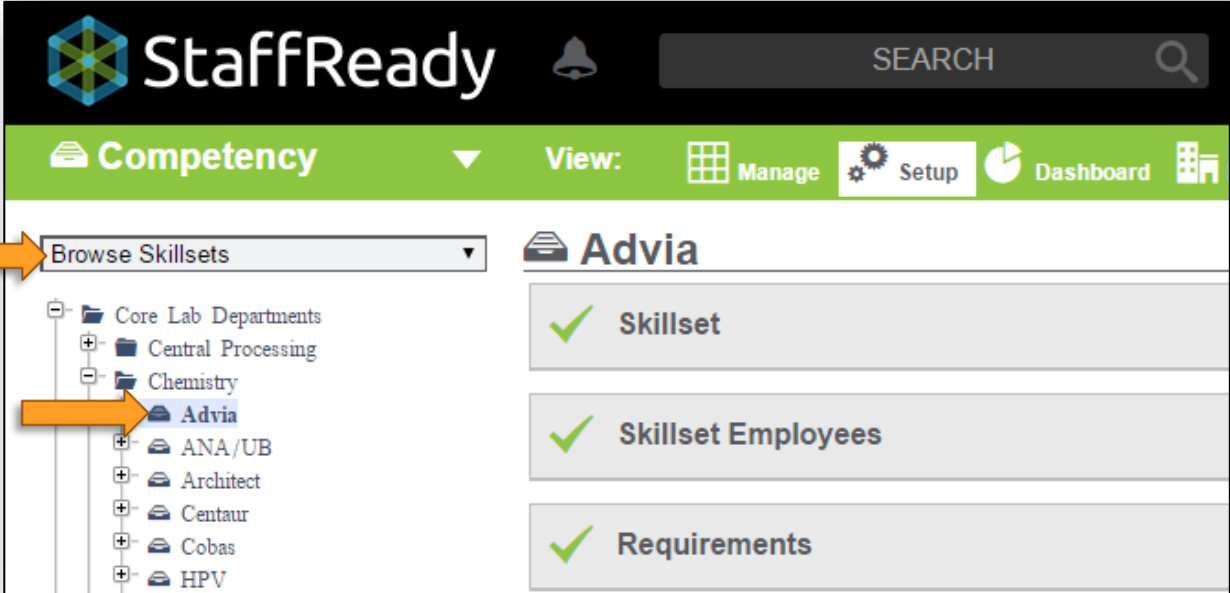
Adjust Skillset Manager Email Settings

1. Select **Browse Skillsets** perspective.

2. Select a **Skillset**.

3. Open **Skillset Managers** colorbar.

4. Click [Adjust Email Settings](#).



5. Click [Turn Off](#) to deactivate a **Skillset Manager** email setting.

Skillset Manager Email Settings ✕

Manager: Barbara Dodd
Skillset: Advia

Supervisor Messages

Send message when...	Message Setting	Message Received
The document is failed	On	✓ Yes Turn Off
The document is completed	On	✓ Yes Turn Off