

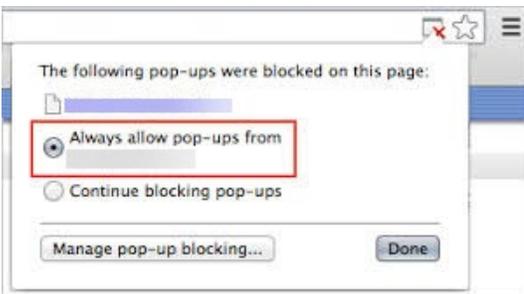
Help Sheet for Accessing Employee Records



- Click on Collapsed menu in upper left corner (...)



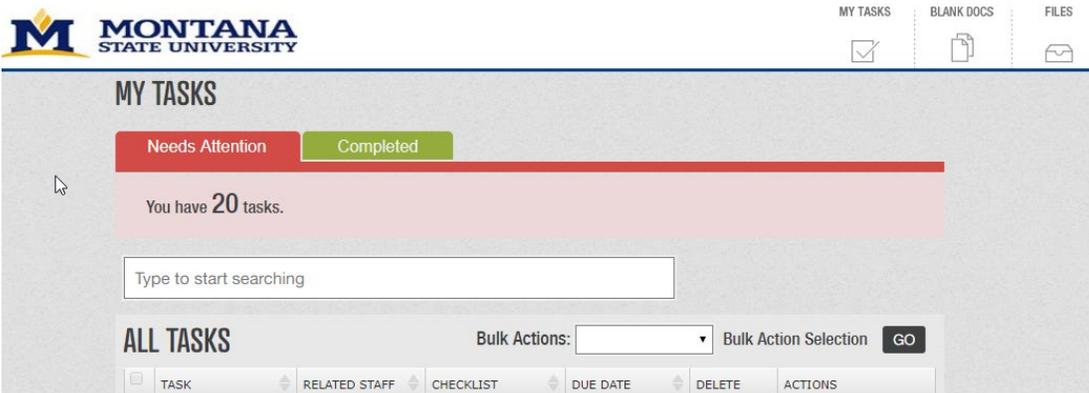
- Select Employee Record, it will open the Employee Records Module in a new tab
- **Make sure to turn off pop-up blocker for this site.**



- To turn off click on red mark on the right side of the address line
- Select Always allow...



- Once turned off reselect Employee Record, this will open the new tab



The screenshot shows the Montana State University logo and navigation icons (MY TASKS, BLANK DOCS, FILES). The main content area is titled 'MY TASKS' and features a progress bar with 'Needs Attention' (red) and 'Completed' (green) sections. Below the bar, it states 'You have 20 tasks.' and includes a search input field. At the bottom, there is an 'ALL TASKS' section with a 'Bulk Actions' dropdown menu and a 'GO' button. The table below has columns for 'TASK', 'RELATED STAFF', 'CHECKLIST', 'DUE DATE', 'DELETE', and 'ACTIONS'.