

EMPLOYEE INFORMATION: CHR

- How to find the Complete Historical Record in TRACER

The screenshot shows the TRACER system interface for an employee named Shawn Dow. The interface includes a header with the employee's name and ID, a 'Personnel' section with input fields for First Name, Middle Initial, Last Name, and Suffix, and a dropdown menu with options 'Edit' and 'Complete Historical Records'. Three instructional boxes with arrows point to the relevant UI elements: Step One points to the Personnel section, Step Two points to the dropdown menu, and Step Three points to the 'Complete Historical Records' option.

Step One:
Go to your Personnel Page

Step Two: Click the three dots for the drop-down menu.

Step Three: Click on complete historical records to download a copy of your DCJS training record.

Shawn Dow
PL-0016-1917

Personnel

First Name *
Shawn

Middle Initial

Last Name *
Dow

Suffix

Edit

Complete Historical Records