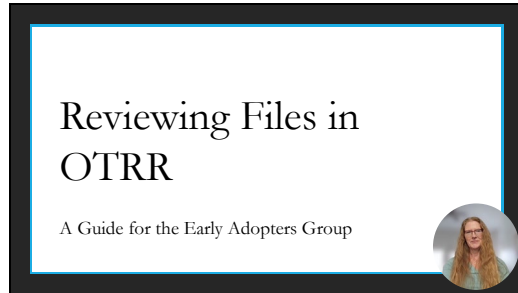
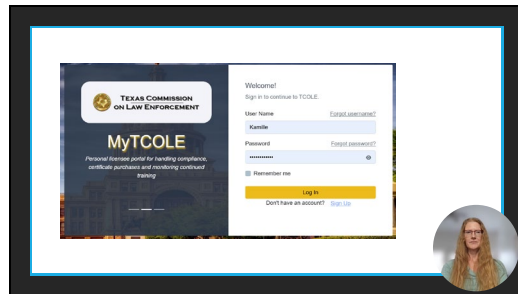


Slide 1



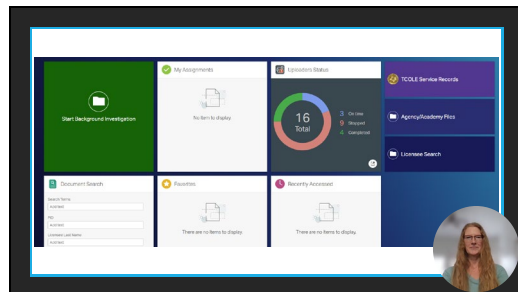
Hello. Thank you for being part of TCOLE's Early Adopters Group. We are excited to partner with you in your agency's records management journey using OTRR, the OpenText Records Repository. This demonstration covers how to review files in OTRR for your background investigations.

Slide 2



When TCOLE, academies, and agencies send you files, OTRR sends you an email notification. Navigate to the TCOLE Login Hub to get to OTRR. This is the same place you access your MyTCOLE account.

Slide 3

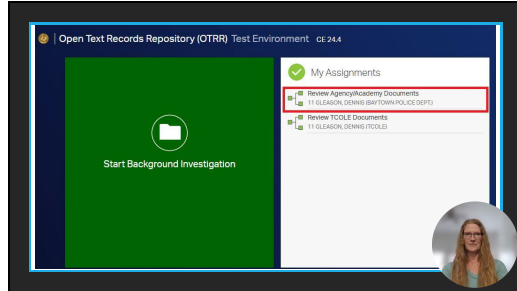


After logging in, you will land on your OTRR home page.

You will mainly use three tiles you see here. **The My Assignments tile** is where you see the tasks in your investigation

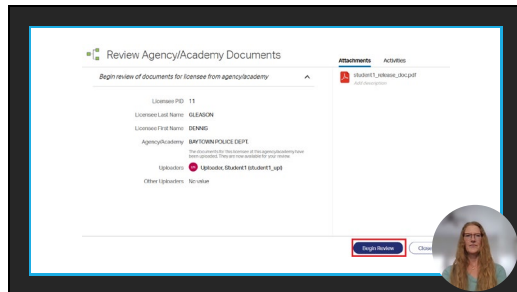
**The TCOLE Service Records tile** and the **Agency/Academy Files tile** are where you access and review files agencies and academies send you.

Slide 4



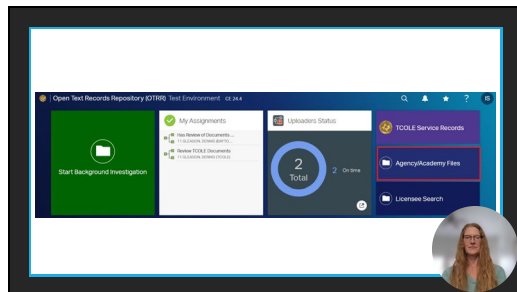
To review files, Go to the **My Assignments** tile and select the **Review Agency/Academy Documents** task.

Slide 5



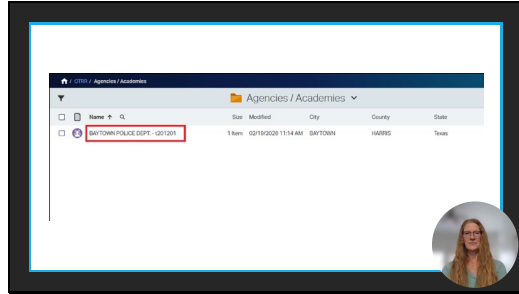
When you are ready to review the files an agency has sent you, select **Begin Review**. Once you've selected **Begin Review**, your Review tasks must be completed within 14 days. After the due date, the task is marked *Late*, which is visible to the investigators, recruiters, and TCOLE.

Slide 6



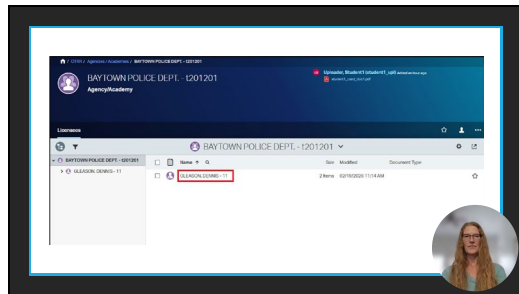
Records sent from agencies and academies are located here in **Agency/Academy Files**. Select that tile to view them.

Slide 7



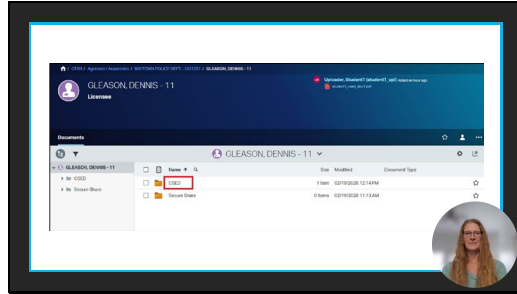
Select the name of the agency/academy that sent you files.

Slide 8



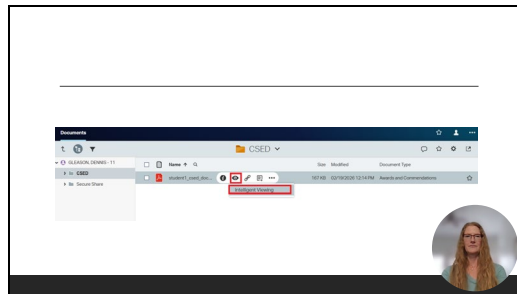
Select the name to Open the licensee workspace. The licensee workspace has two folders. The top folder is CSED, which stands for Confidential Statewide Employment Database. CSED is made up of Commendations and Awards, Final Disciplinary Memos, Misconduct Investigation Reports, and Periodic Performance Evaluations. It may also contain response letters from the licensee, if they wrote a response to a negative comment in their personnel file. The second folder is the new and improved TCOLE SecureShare.

Slide 9



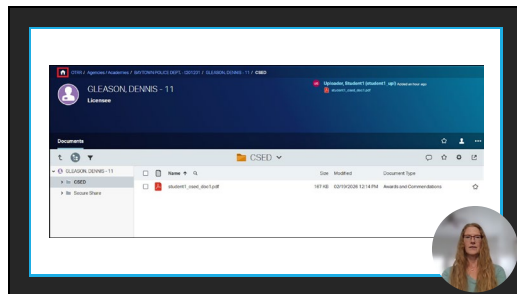
Select a folder (for example, *CSED*).

Slide 10



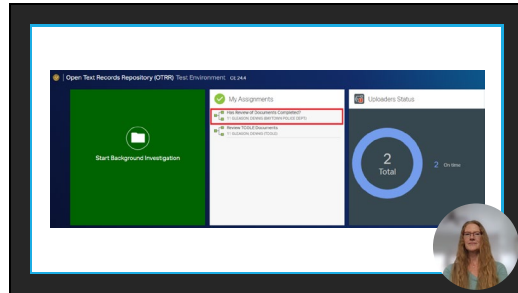
To Review the uploaded documents, select the eye to open them using intelligent viewing.

Slide 11



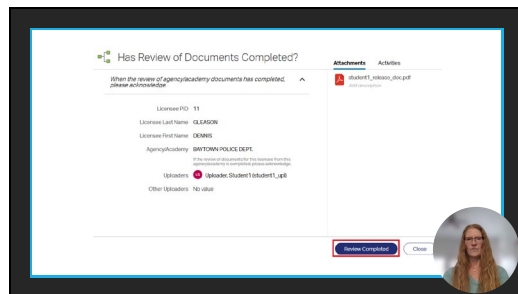
After you've reviewed the file, select the Home icon to return to your Home Page.

Slide 12



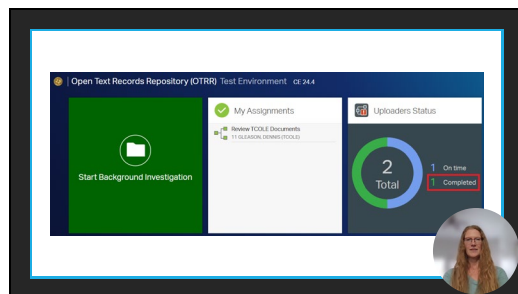
From **My Assignments**, open the **Has Review of Documents Completed?** Task.

Slide 13



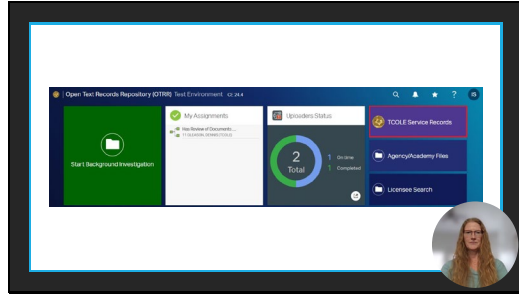
If and only if you are finished reviewing the documents, select **Review Completed** to complete the task.

Slide 14



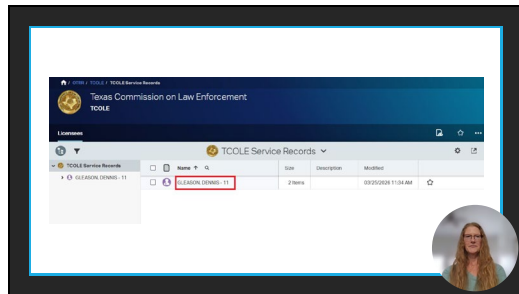
The task is removed from **My Assignments**. Your access to the licensee workspace is removed once review is completed. The **Uploaders Status** Tile updates to show *Completed* for that task. Repeat these steps to review each agency and academies files for your applicant.

Slide 15



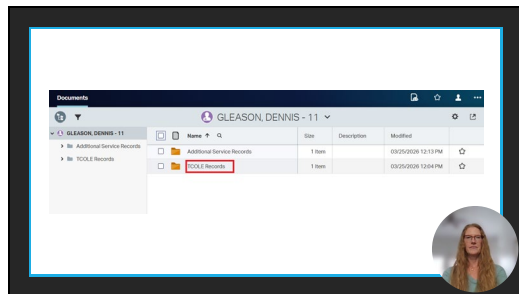
Then it's time to review what TCOLE has sent you for your background investigation. Select the **TCOLE Service Records** tile.

Slide 16



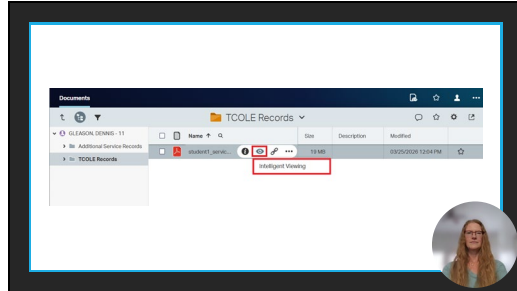
Open the licensee workspace.

Slide 17



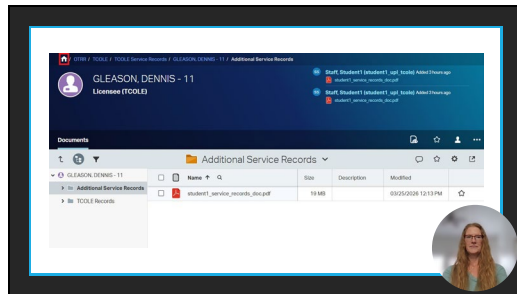
The licensee workspace will contain two folders:  
TCOLE Records  
Additional Service Records  
Select a folder.

Slide 18



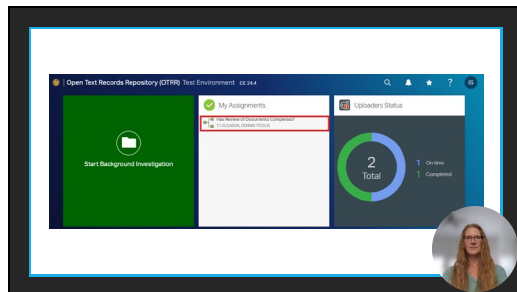
Select the eye to review the documents using Intelligent Viewing. Then select the Additional Service Records folder to see if TCOLE provided anything else for your investigation.

Slide 19



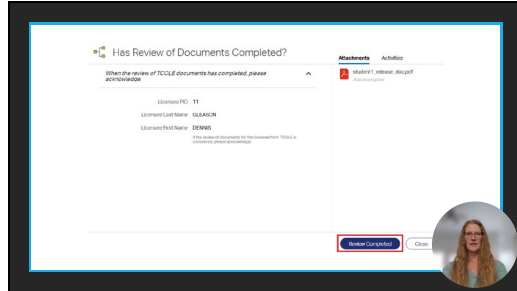
Click the Home icon to return to your Home Page.

Slide 20



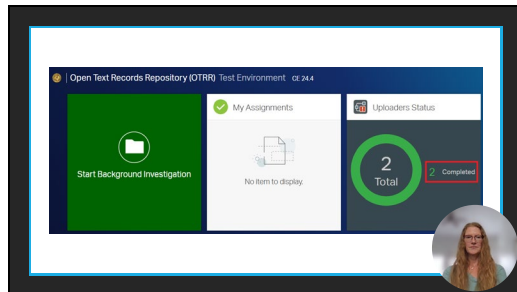
Only after you've finished reviewing the files TCOLE sent you, select the task called **Has Review of Documents Completed?** in your **My Assignments** tile.

Slide 21



Select **Review Completed** to complete the task. The task disappears from **My Assignments**. Your access to the licensee workspace is removed after completion.

Slide 22



The **Uploaders Status** tile updates to show *Completed*. That's how you review the files you receive during your background investigations.