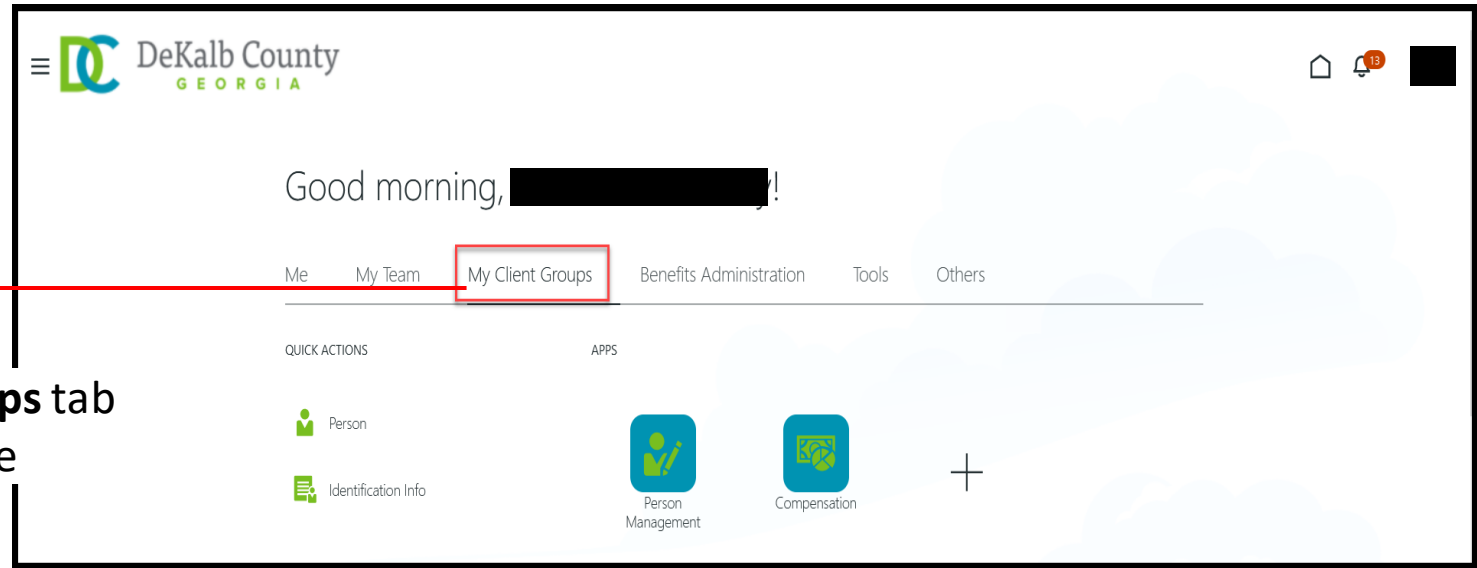# Manage Employment: View an Employee's Document Records Details
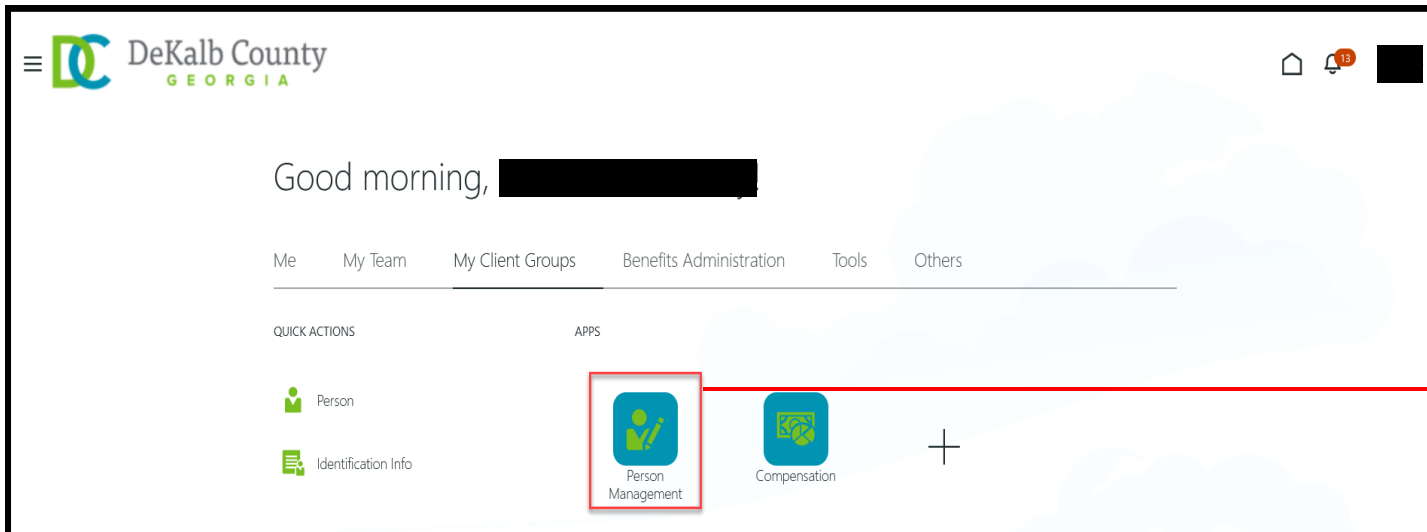
1 Select the **My Client Groups** tab from the CV360 homepage
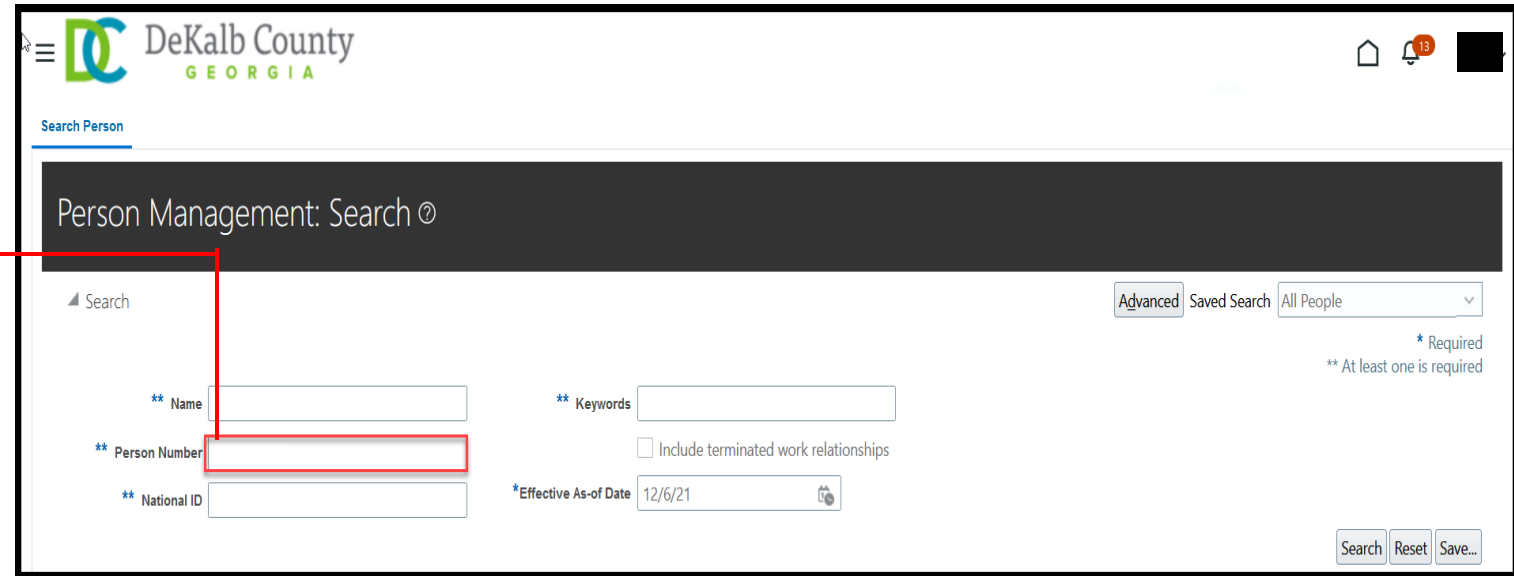
2 Select the **Person Management** tile within the Apps area

Manage Employment: View an Employee's Document Records Details

3

From the **Person Management: Search** page, key in the **Name** or **Employee Number** of the Employee

DeKalb County GEORGIA

Search Person

Person Management: Search ⓘ
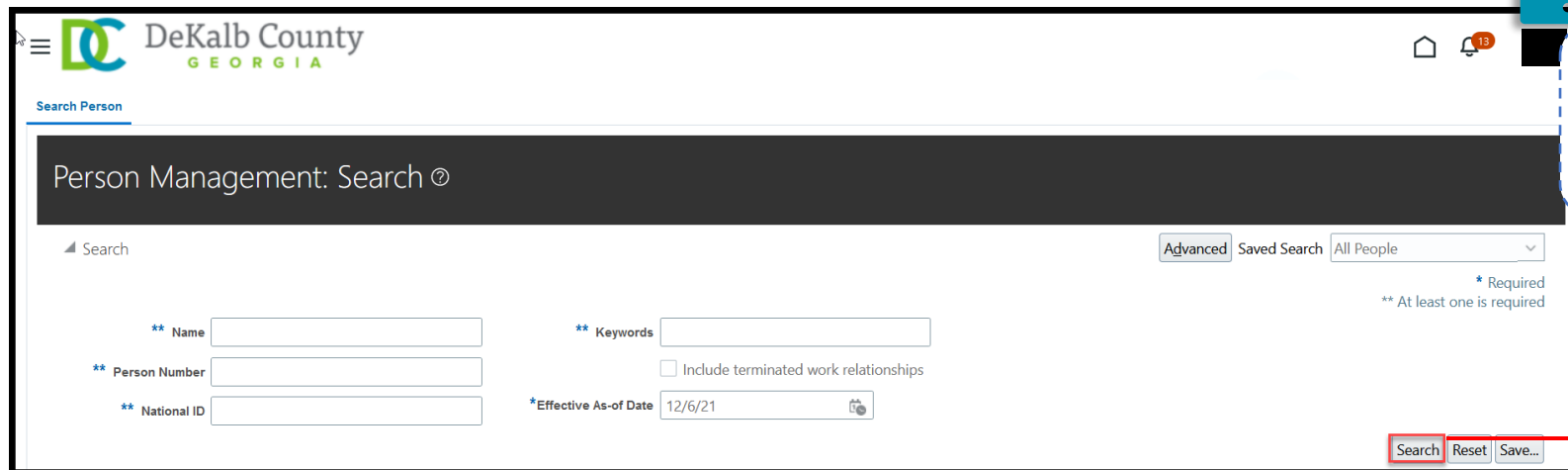
◢ Search

Advanced | Saved Search | All People

* Required
** At least one is required

** Name

** Person Number

** National ID

** Keywords

☐ Include terminated work relationships

*Effective As-of Date | 12/6/21

Search | Reset | Save...

DeKalb County GEORGIA

Search Person

Person Management: Search ⓘ

◢ Search

Advanced | Saved Search | All People

* Required
** At least one is required

** Name

** Person Number

** National ID

** Keywords

☐ Include terminated work relationships

*Effective As-of Date | 12/6/21

Search | Reset | Save...

*Employees may be searched by **Name**, **Person Number**, or by **Keywords***
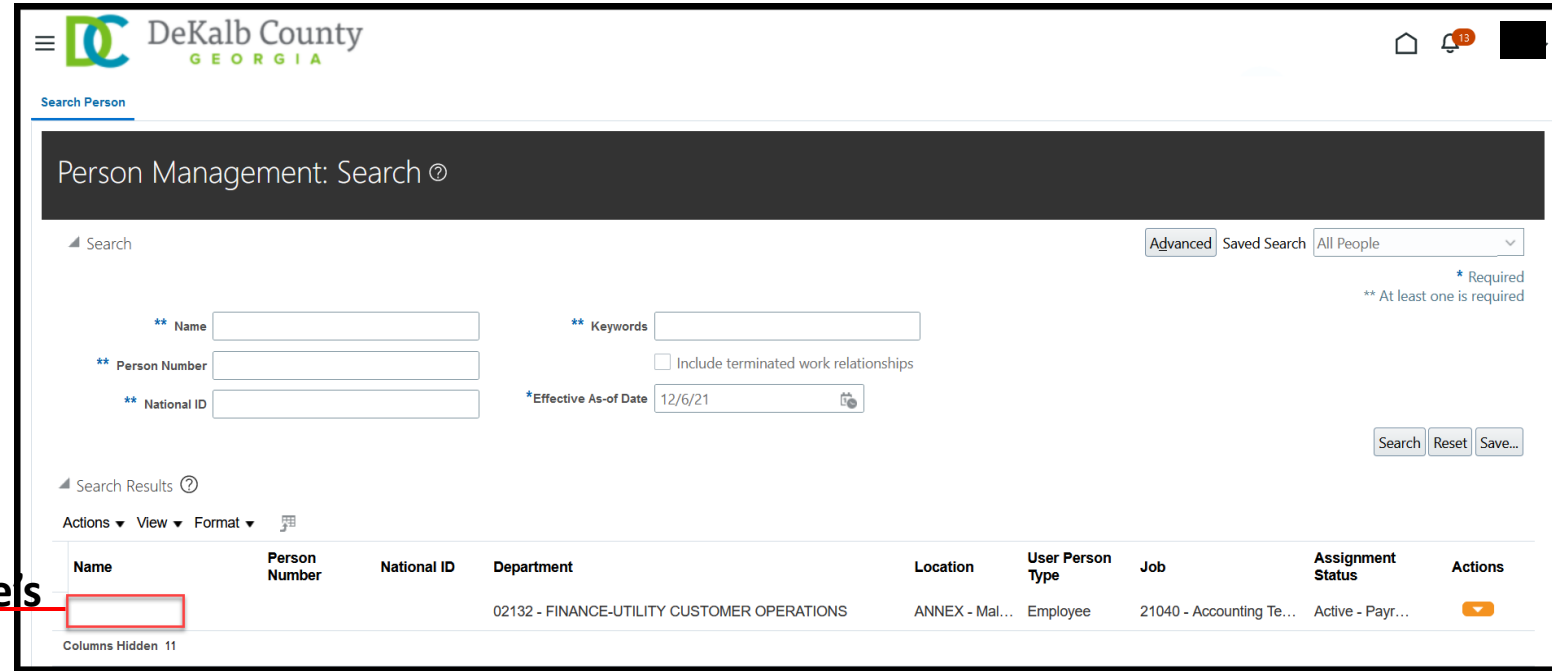
4

Select the **Search** button

Manage Employment: View an Employee's Document Records Details

5 From the **Search Results** section, select the **Employee's Name** link
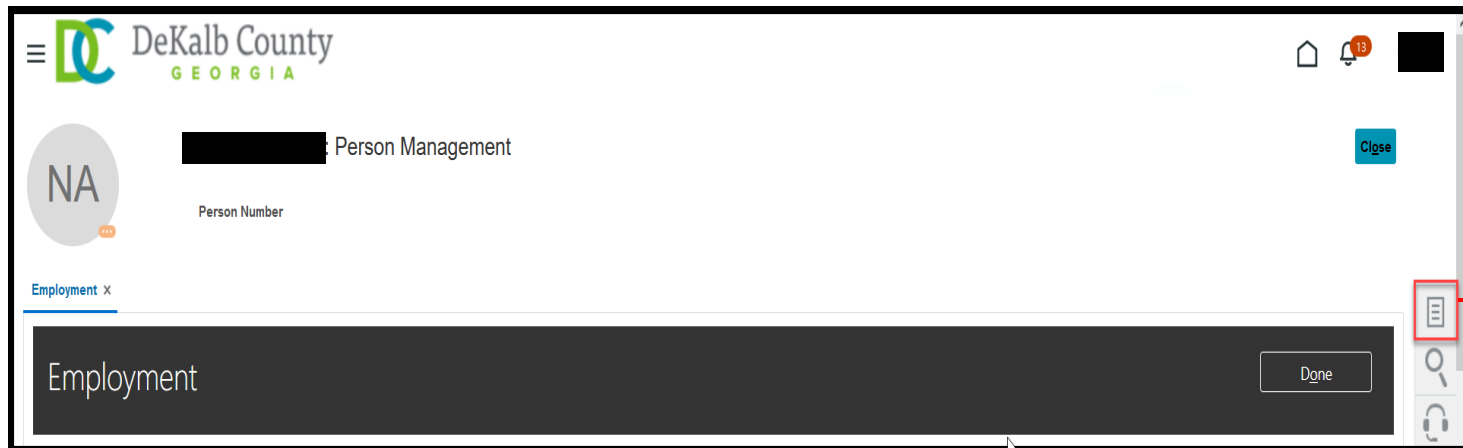
6 From the Employment page, select the **Panel Drawer** icon
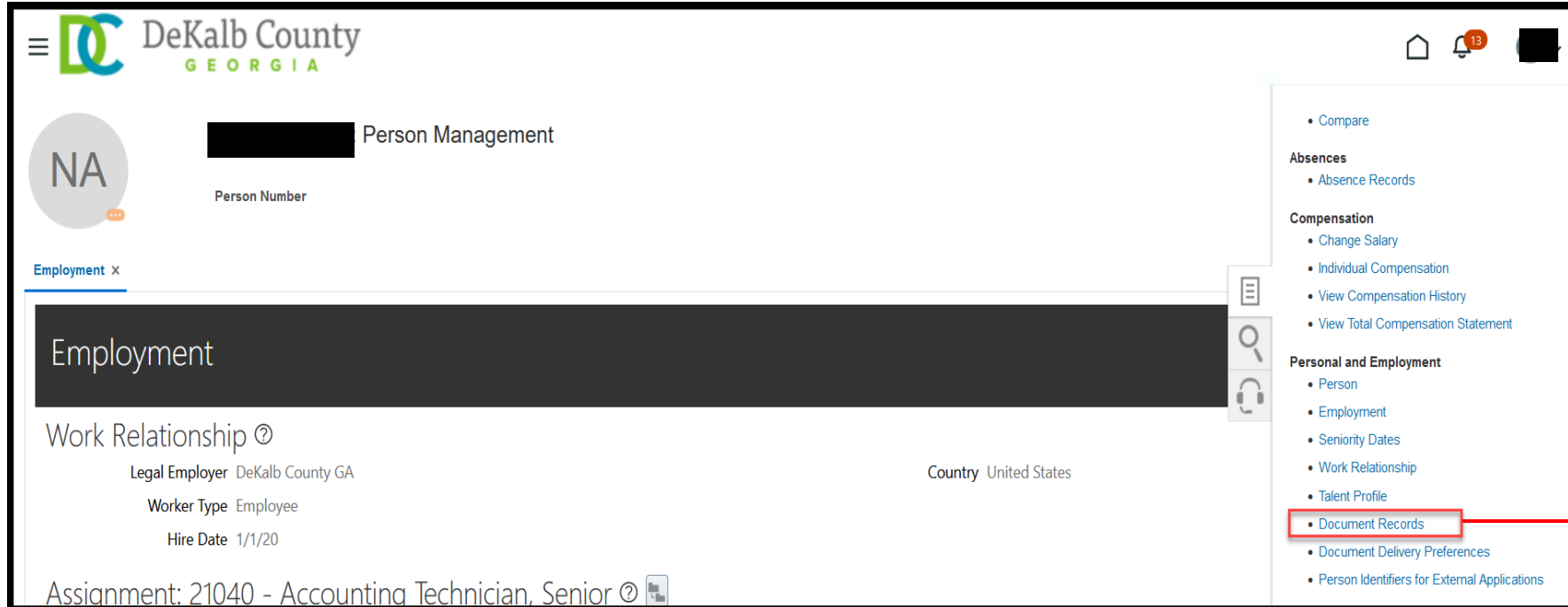
Manage Employment: View an Employee's Document Records Details

Once the Panel Drawer opens, select the **Document Records** link from the **Personal and Employment** section

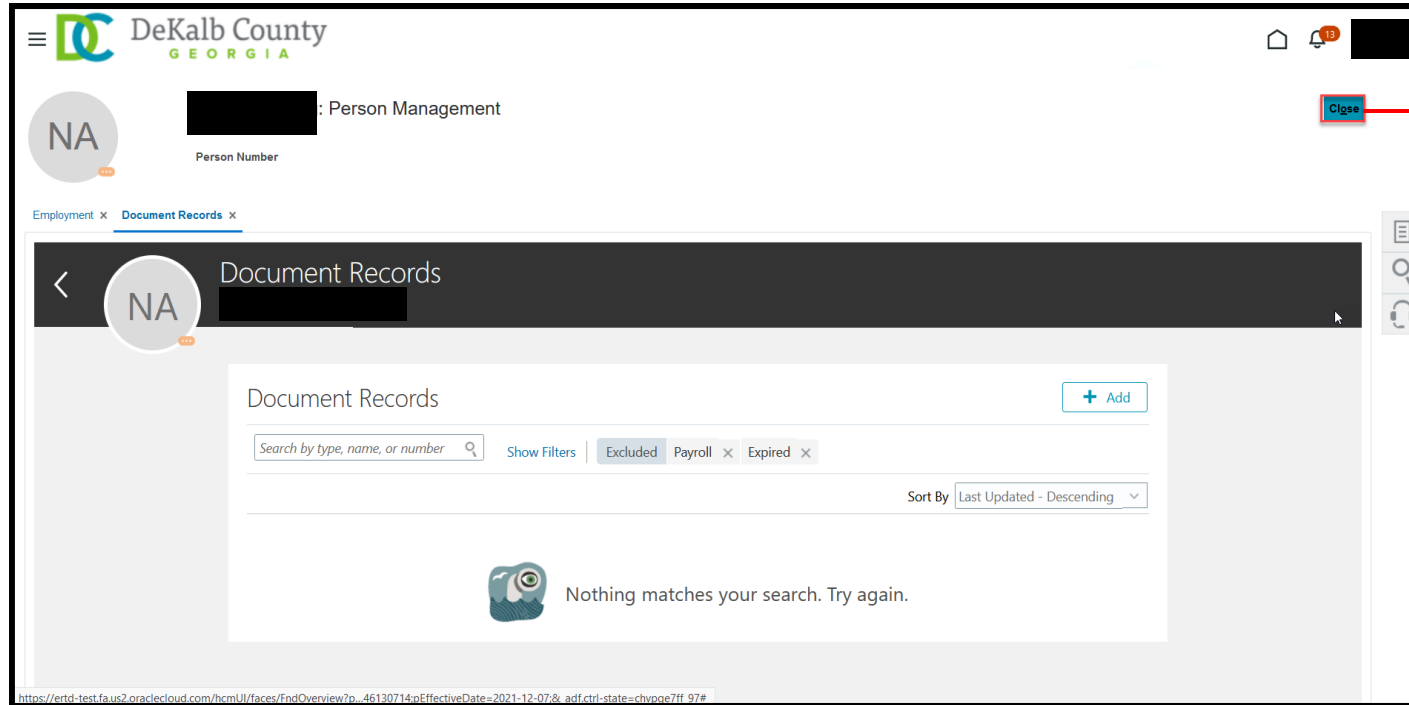# Manage Employment: View an Employee's Document Records Details

8

From the **Document Records** tab, the Coordinator can review the Documents assigned to the Employee. If no Documents were assigned, a message , There's nothing here so far, will appear on the page

Manage Employment: View an Employee's Document Records Details

9

Once the Coordinator has completed reviewing the Document details or there are no Documents, he/she can select the **Close** button

*If you are not taken directly back to the Person Search page after selecting the **Close** button, a Warning Message may appear. If it does, select the **Yes** button to return to the Person Search page*