

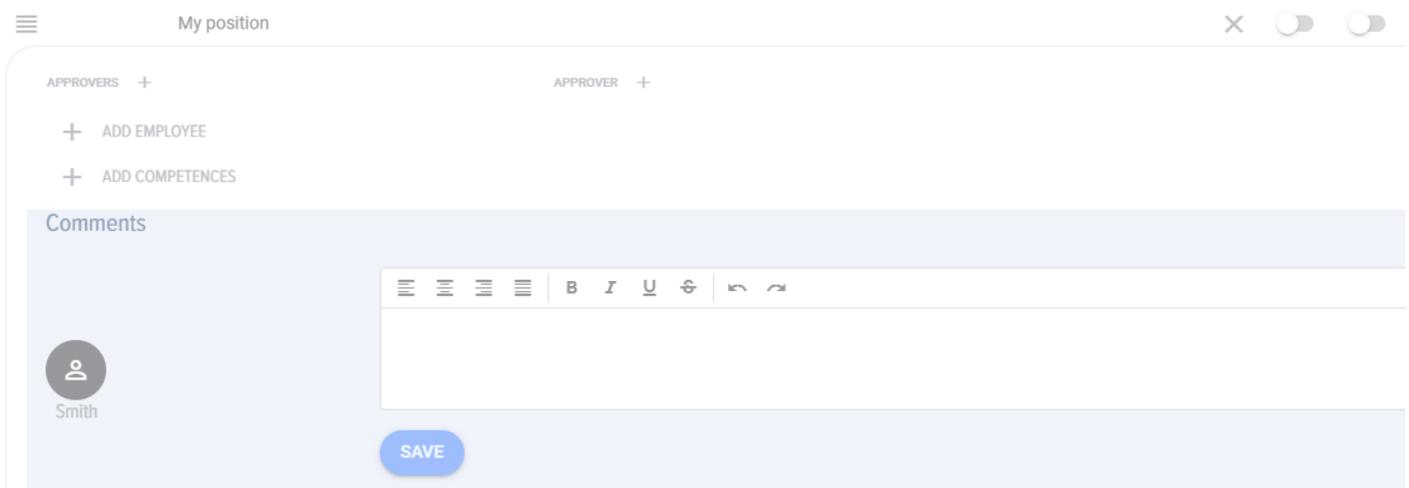
# Adding a profile



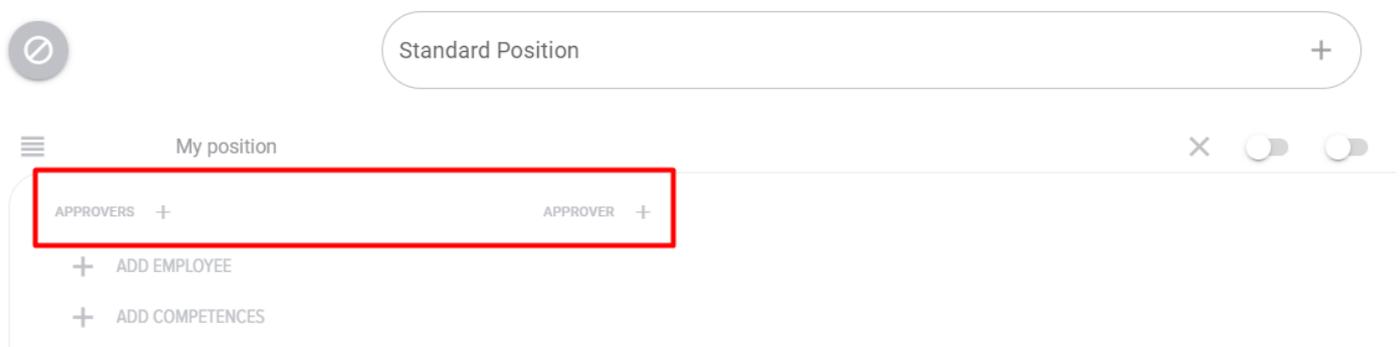
A) To add a profile, click on the plus , enter the name of the typical position and click on the plus.



B) Open the profile editing card



C) Add employees who approve and approve the profile



D) Add employees to whom the profile will apply

☰ My position

APPROVERS + APPROVER +

**+ ADD EMPLOYEE**

+ ADD COMPETENCES

Comments

☰ ☰ ☰ ☰ | **B** *I* U & | ↺ ↻

E) Add competencies

⊘ Standard Position +

☰ My position X ⏻ ⏼

APPROVERS + APPROVER +

+ ADD EMPLOYEE

**+ ADD COMPETENCES**

F) For each added competency, select a rating scale and target level.

☰ My position X ⏻ ⏼

APPROVERS + APPROVER +

+ ADD EMPLOYEE

+ ADD COMPETENCES

Soft skills

|      | Rating Scale    | Target Level |
|------|-----------------|--------------|
| Ind1 | My rating scale | good         |
| Ind2 |                 | normal       |

The screenshot shows a user interface for a university application. At the top, there is a navigation bar with 'University', a 'Quick Search' bar, and links for 'COURSES-PROGRAMS', 'TESTS', and 'EVENTS'. A left sidebar contains navigation options: Notifications, Profile, My Rating (highlighted), My Tests, My Courses, My Groups (4), My Assessments (4), My Reviews (1), My Certificates, My Competences, My Events (4), and My Programs. The main content area features a profile picture of a kitten, a score of 738, and a message: 'Points are awarded for actions performed in the application'. Below this is a 'Score Points' section with a table:

| Date       | Entity | N       | Name         | Points |
|------------|--------|---------|--------------|--------|
| 2025-02-24 | Test   | 1488676 | Biology test | 10     |

At the bottom, there are three toggle switches. The middle one is turned on and highlighted with a red square. Below the switches is a blue button labeled 'Send for Approval'.

G) Select the  element, the profile will be sent for approval.

Enter comments, they will be available to all participants in the process.

Revision #1  
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