



Navigate the WorkforceGPS Directory Descriptive Transcript

Descriptive Transcript

Video Title: Navigate the WorkforceGPS Directory

Scene 1:

Audio: [high-pitched tones]

Video: WorkforceGPS logo

Scene 2:

Audio: This brief video answers the question: How can I navigate the WorkforceGPS Member Directory?

Video: How can I navigate the WorkforceGPS Member Directory?

Scene 3:

Audio: The member directory helps you connect with other WorkforceGPS members. It is important to note that everyone in the member directory has chosen to be a part of it. You can opt in or out of the directory at any time. The member directory is only accessible to WorkforceGPS members who have signed in. You can access the member directory tab from the top of any page on WorkforceGPS.

Video: Member Directory webpage with Member Directory tab highlighted with a blue rectangle.

Scene 4:

Audio: Let's review the member directory. You can filter the results of the member directory by search criteria first name or last name, by the community that the member you are looking for is a part of, by grant, by affiliation, or by state.

Video: The Member Directory webpage, Find a Member section, showing users the option to search by First name or Last name. Search Filters highlighted with a blue rectangle.

Scene 5:

Audio: To demonstrate how to use the member directory, let's search. Recently, on a WorkforceGPS webinar, I recall someone making good points and offering tangible examples of how their state was implementing new programs around the topic.

Video: The Member Directory webpage.

Scene 6:

Audio: But I can't quite remember the person's full name. It began with M. Since I'm certain the person's last name is Pierson, I'll change the name search to the last name and select the Search button. After I enter Pearson and select the search button, the results return with the member profile for Mark Pearson.

Video: The Member Directory webpage highlighted with a blue rectangle changes from a first-to-last name search. "Pierson" is added to the search field, with the caption "Select" next to the search icon. Search results include a member with the name Mark Pierson.



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Scene 7:

Audio: Let's review Mark's profile. It appears Mark is a workforce analyst in Texas and is a member of some communities. Mark has not opted to make his work phone number available. I'll email him for now. Before I forget, I will select the Save button to add Mark's profile to My Contacts.

Video: Mark Pierson's member profile with caption "Select" and Save button highlighted with a blue rectangle.

Scene 8:

Audio: Let's review how to opt in or out of the member directory.

Video: How can I opt in or out of the member directory?

Scene 9:

Audio: You can update your Profile visibility by checking the box Add my profile to the Member Directory. When your profile is visible, other WorkforceGPS members can contact you. If you prefer not to make your profile visible, leave this option unchecked. You can hide or show your profile anytime but keeping it visible fosters communication and collaboration with colleagues. Thanks! We look forward to connecting with you again!

Video: Member Directory Edit Profile webpage with Profile visibility option highlighted with a blue rectangle.

Scene 10:

Audio: [high-pitched tones]

Video: WorkforceGPS logo