Screen	Reviewer	Tags	Details	Level	Actions	Status	Ready for QA	QA-Verified
2		How to Navigate This Course	Move navigation to the bottom, probably record how-to-navigate in Captivate	Critical		New	☐	☐
Global			Remove Articulate Logo	Not Critical		New	☐	☐
Global			Grainger Grey Skin	Not Critical		New	☐	☐
3		Course Overview	First bullet: "Learn to use the new features in the SAP Compensation Management System." New Fifth bullet: "Instructions on how to run reports" Sixth bullet; "An opportunity to practice planning and approving pay recommendations using the SAP Compensation Management System."	Not Critical		New	☐	☐
Global			Change "modeling" to "planning"	Not Critical		New	☐	☐
4			Make "Annual Pay Review" a link to a new window (APR page, same as last year)	Not Critical		New	☐	☐
5		FAQ Screen	Intro: change to "compensation information and reports" Merit Budget: Change second bullet: "The system will show you the total percentage you are using for all of your increases." change fourth bullet: "Your budget will automatically adjust to employees leaving or entering your organization." Delete ALL "Key Changes Tab" and move bullets 2, 3 to Introduction -- cut everything else in this tab Key Features: Strike second, sixth bullets Roles & Responsibilities - see Kathryn's notes	Not Critical		New	☐	☐
Global			What's New Module, branching after how-to screen -- see Kathryn's notes	Critical		New	☐	☐
6		Compensation Terminology	new term: "Performance Management Process" - definition in APR Guidelines document (job aids) change "Modeling" to Planning change "Ineligible Status" - remove third bullet; change from "2007" to "of the plan year." change Compa Ratio - strike the whole Example. Instead, append "Compa Ratio is equal to Current Pay divided by Midpoint of the Grade, taking into account location differential Manager Self Service: spell-check for "Manager" instead of "Manger" Performance Excellence: append "in certain areas of the organization." Add "Performance Management Process" - definition to come from APR Guidelines	Not Critical		New	☐	☐
Global			Change 2007 to 2008	Not Critical		New	☐	☐
7		Annual Pay Review Timeline	* 2/18 - 3/9 * *3/10 - 3/14 - svp First three weeks are lumped together Final dates to be provided Modeling & Recommendation * Change date as will be provided * Changes per Kathryn's notes *	Not Critical		New	☐	☐
9		Compensation Management Tabs	Need the screenshot of the screen being identified before breaking off into the tabs and introducing it... needs to be redone in Captivate. Accessing the System -- need to retake Screenshot -- 5. Click on "Annual Pay Review - All Reports" or click on "Annual Pay Review - Direct Reports"; see Kathryn's notes Total Amount - change "modeling" to "planning"; change "Summary Tab" to "summary"; see Kathryn's notes Employee Fields - no changes Status Definitions - strike reference to "step rate"; change "modeling" to "planning"; first bullet, change date -- reference Jan 1 "of the plan year"; change "Submitted" - see Kathryn's notes Actions - see Kathryn's notes	Critical		New	☐	☐
16			Review or Reject - change dates; see Kathryn's notes	Not Critical		New	☐	☐
Global			After "Reporting", Pay Summary, Instructions on how to print the Pay Summary out need to be added.	Not Critical		New	☐	☐
18			Reporting: See Kathryn's notes MRR/Grade Range Report	Not Critical		New	☐	☐
Global			Capitalize "Managers"	Not Critical		New	☐	☐
22			Take out the URL and hyperlink the Compensation Website; new screenshot; Include contact information for calling ESC	Not Critical		New	☐	☐
				Not Critical		New	☐	☐
				Not Critical		New	☐	☐
				Not Critical		New	☐	☐
				Not Critical		New	☐	☐
				Not Critical		New	☐	☐
				Not Critical		New	☐	☐
				Not Critical		New	☐	☐
				Not Critical		New	☐	☐
				Not Critical		New	☐	☐
				Not Critical		New	☐	☐
				Not Critical		New	☐	☐
				Not Critical		New	☐	☐
				Not Critical		New	☐	☐
				Not Critical		New	☐	☐
				Not Critical		New	☐	☐
				Not Critical		New	☐	☐
				Not Critical		New	☐	☐
				Not Critical		New	☐	☐
				Not Critical		New	☐	☐
				Not Critical		New	☐	☐
				Not Critical		New	☐	☐
				Not Critical		New	☐	☐
				Not Critical		New	☐	☐
				Not Critical		New	☐	☐
				Not Critical		New	☐	☐
				Not Critical		New	☐	☐
				Not Critical		New	☐	☐
				Not Critical		New	☐	☐
				Not Critical		New	☐	☐