

Overview: Manager Home Page

1. Menu Tab

In this new update, there is more hovering as opposed to clicking. To see the choices available in the **Manager** menu, hover over **Manager** and the choices will appear.

NOTE: The Dashboard is always the default page.

2. Activity Search

Search for available training (Instructor Led Training and eCourses). Type the title or key words for a course you are trying to find.

3. Quick Links

Quick link to search by user or your workgroup whose information you would like to view.

4. Last Data Update

Date and time of when the data was last updated.

5. Learning Activity Compliance

A quick view of compliance percentage for your **Direct Reports**, as well as **Direct Reports + Others** is represented in the pie graphs.

The screenshot displays the UC Learn Center Manager Home Page. At the top, there is a navigation bar with tabs for 'Learner', 'Manager', 'Reporting', and 'Administrator'. The 'Manager' tab is selected. Below the navigation bar is a search bar labeled 'Activity Search...' with a magnifying glass icon. To the left of the search bar is a 'Quick Links' section. Below the search bar are two pie charts labeled 'DIRECT REPORTS' and 'DIRECTREPORTS + OTHERS'. Below the pie charts are two tabs: 'USERS' and 'ACTIVITIES (7)'. The 'ACTIVITIES (7)' tab is selected. Below the tabs are four activity cards, each with a globe icon, a title, a progress bar, and a '0 Users' button. The activity cards are: 'Curriculum (2014) Annual Training', 'eCourse (2014) Privacy & Security Training - HIPAA - Healthcare', 'eCourse (2014) UC Irvine Health Compliance Program', and 'eCourse Committing to Our Service Excellence Behavior Standards'. At the bottom right, there is a 'Print' and 'Export' button, and a 'Sort by' dropdown menu. The page is annotated with numbered callouts: 1 points to the 'Manager' tab, 2 points to the search bar, 3 points to the 'Quick Links' section, 4 points to the 'Last updated' text, 5 points to the pie charts, 6 points to the 'ACTIVITIES (7)' tab, 7 points to the activity cards, 8 points to the search bar, 9 points to the 'Sort by' dropdown, 10 points to the 'Print' and 'Export' buttons, 11 points to the '0 Users' button, and 12 points to the user name 'UC Manager'.

6. Activities Tab

View by **Users** or by **Activities**. Default view is by **Activities**.

7. View

View by **Direct Reports** or by **All Viewable Users**. Default is by **Direct Reports**.

8. Search Box

Search for specific activity or user from the list.

9. Sort By

Sort list by Name, Progress, Activity Code, or Username depending whether you are viewing compliance by activities or by users.

10. Print Or Export

Print or export the data.

11. Details

Detail of activity compliance (Activities tab) or compliance of staff (Users tab).

12. Log Off

Log out of your account.