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.

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.