

Department Administrator/Manager: How To View and Manage the Exception Report By Activities

1

Visit the following link:

<http://uclc.uci.edu/>

and click **Login**

*** If you need assistance with your login information, please contact your IT department's Help Desk.**

2

Hover over the **Manager** tab and click **Dashboard**.



3

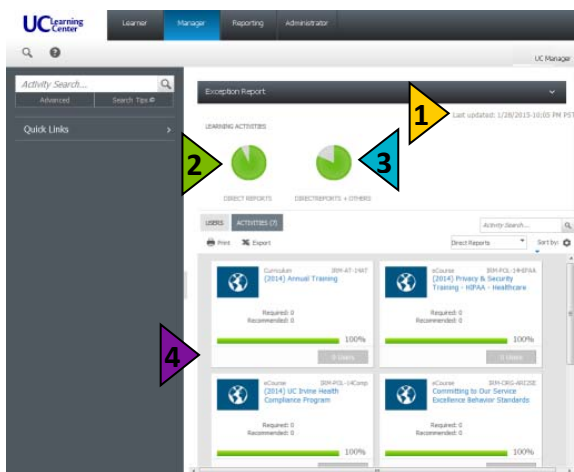
You will see your compliance percentage in the pie chart.

1 Date of when the latest data was run and reflected.

2 Direct Reports = compliance based off of staff who directly report to you.

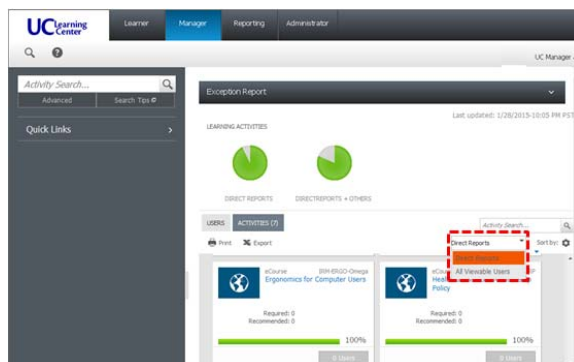
3 Direct Reports + Others = compliance based off of staff that directly report to you and staff from the departments you have access to.

4 List of assigned training and corresponding percentage compliance.



4

The default view will be **Direct Reports** and you will see the list of assigned training that are assigned to staff that directly report to you. If you manage others that do not directly report to you, select **All Viewable Users** from the drop-down list to view the list of assigned training assigned to all staff you manage.

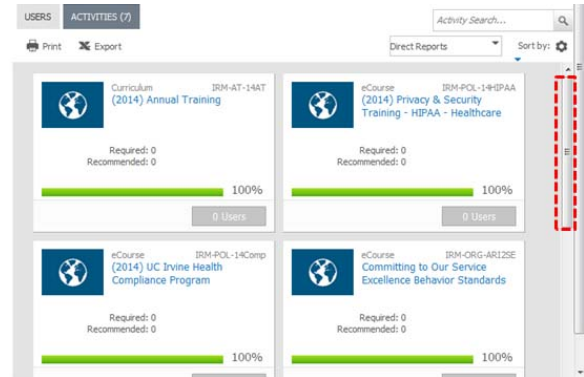


Department Administrator/Manager: How To View and Manage the Exception Report By Activities

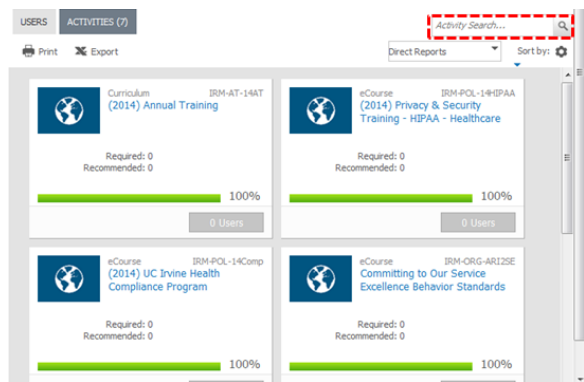
5

Scroll through the list of training by using the scroll bar located to the right to find the training you want to view.

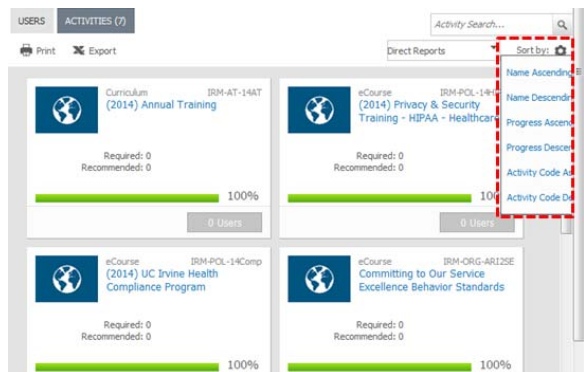
* **Note:** When you reach the bottom of the page, if you have access to more training, the page will automatically load additional training.



A search for a specific training can be done by typing in the name of the training in the **Activity Search...** box and clicking the magnifying glass.



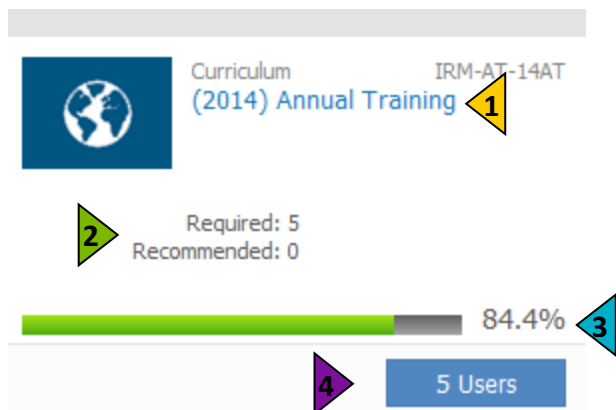
Or the list of staff can be sorted by **Name, Progress, and Activity Code** by selecting an option under the **Sort By:** drop down field.



6

In a training exception report profile, you will find the following:

- 1 Training name. Training information.
- 2 Number of required and recommended staff who need to complete the training.
- 3 Percentage of staff that have completed the training.
- 4 Number of staff who have not completed the training.



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To view training information, click on the training name.

You will see more information about the training. You can print the information by clicking **Print** in the upper right hand corner. When finished, click **X Close** located in the upper right hand corner to close out of the **Activity Summary** and return to your **Exception Report**.

The screenshot shows the 'ACTIVITIES (17)' page. Two activity cards are visible: '(2014) Annual Training' (IRM-AT-14AT) with 84.4% progress (5 users) and '(2014) New Hire: Isolation/Transmission Based...' (IRM-AT-14ET) with 50% progress (4 users). Below the cards is the 'Activity Summary' for '(2014) Annual Training', including details like 'Activity status: Active', 'Content: Health Care Education', and 'Training organization: UCI'. A red dashed box highlights the 'X Close' button in the top right corner.

To view list of staff that have not completed the training, click the **Users** box.

You will see a list of staff that have not completed the training. You will see their due date and percent progress of the course. You can email the staff individually by clicking the email icon located to the left of their name. To print or export the list, click **Print** or **Export** in the upper right hand corner. When finished, click **X Close** located in the upper right hand corner to close out of the **Detailed Exception Report By Activity** and return to your **Exception Report**.

7

The screenshot shows the 'Detailed Exception Report by Activity' for '(2014) Annual Training'. It displays a table of users who did not complete the activity. The table has columns for Name, Username, Assignment, Due date, and Progress. A red dashed box highlights the 'X Close' button in the top right corner.

Name	Username	Assignment	Due date	Progress
UC LEARNER #1		Required	2/23/2015	0%
UC LEARNER #2		Required	12/1/2014	0%
UC LEARNER #3		Required	2/15/2015	0%
UC LEARNER #4		Required	5/1/2014	0%
UC LEARNER #5		Required	12/1/2014	0%