
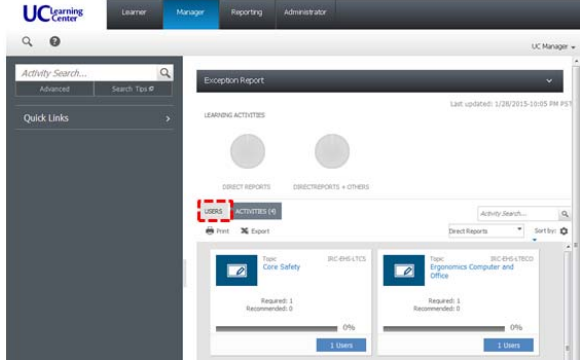
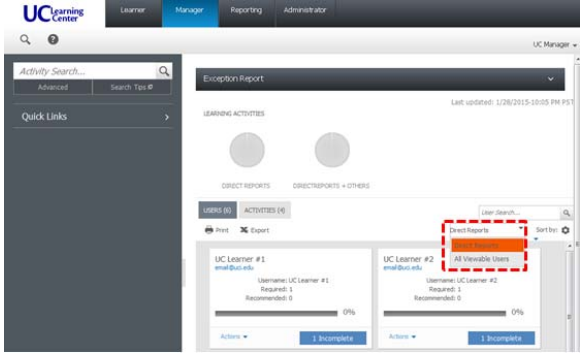
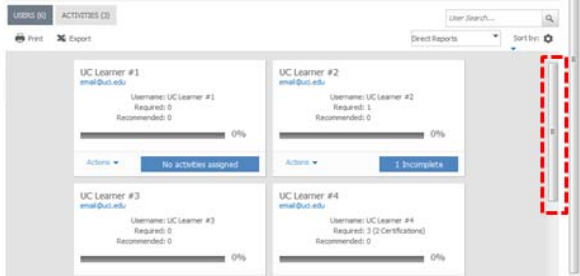
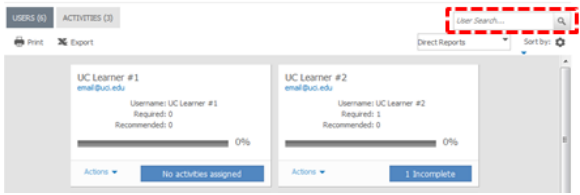
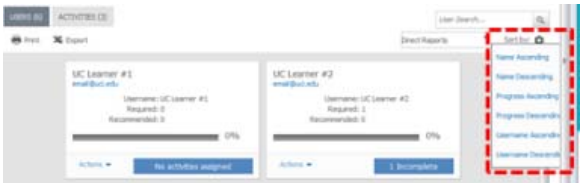




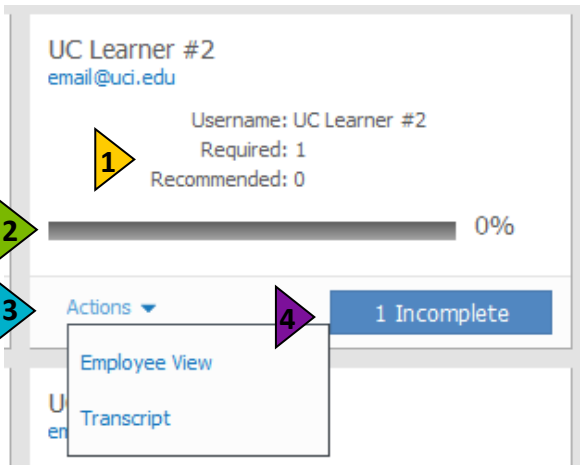
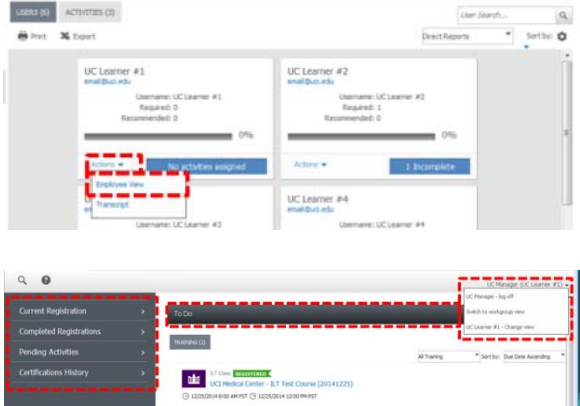


# Department Administrator/Manager: How To View and Manage Exception Reports By Users

<p><b>1</b></p>	<p>Visit the following link:  <a href="http://uclc.uci.edu/">http://uclc.uci.edu/</a>          and click <b>Login</b>  <b>* If you need assistance with your login information, please contact your IT Department Help Desk.</b></p>	
<p><b>2</b></p>	<p>Hover over the <b>Manager</b> tab and click <b>Dashboard</b>.</p>	
<p><b>3</b></p>	<p>Click the <b>Users</b> tab under the <b>Exception Report</b> section.</p>	
<p><b>4</b></p>	<p>The default view will be <b>Direct Reports</b>. If you manage others that do not directly report to you, select <b>All Viewable Users</b> from the drop-down list.</p>	
<p><b>5</b></p>	<p>Scroll through the list of available staff by using the scroll bar located to the right to find the employee you want to view.  <b>* Note: When you reach the bottom of the page, if you have access to more staff, the page will automatically load additional staff.</b></p>	

# Department Administrator/Manager: How To View and Manage Exception Reports By Users

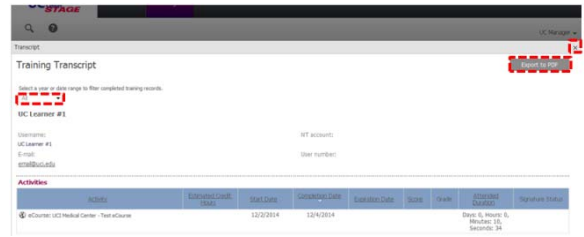
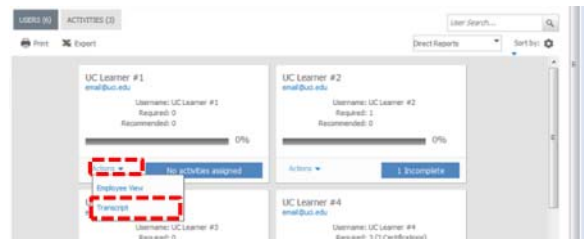
	<p>A search for a specific staff can be done by typing in the name of the staff in the <b>User Search...</b> box and clicking the magnify glass.</p>	
	<p>Or the list of staff can be sorted by <b>Name, Progress, and Username</b> by selecting an option under the <b>Sort By:</b> drop down field.</p>	
<p>6</p>	<p>In a staff's exception report profile, you will find the following:</p> <ul style="list-style-type: none"> <li> Number of required and recommended training.</li> <li> Percentage of completed assigned training.</li> <li> Option to view staff's learner page or training transcripts.</li> <li> Number of incomplete assigned training.</li> </ul>	
<p>7</p>	<p>To view the staff's learner page from the view of the staff, hover over <b>Actions</b> and click <b>Employee View</b> within the staff profile box you wish to view.</p> <p>You will see the staff's <b>To Do</b> list. To the left, you will have menu tabs to view their <b>Current Registration, Completed Registrations, Pending Activities, Certifications History</b>. To open the menu, click the arrows associated with the tab.</p> <p>To return to your <b>Exception Report</b>, click on your name located in the upper right hand corner, and select <b>Switch to workgroup view</b>.</p>	

# Department Administrator/Manager: How To View and Manage Exception Reports By Users

8

To view the staff's training transcript, hover over **Actions** and click **Transcript** within the staff box you wish to view.

You will see the staff's **Training Transcript**. Training records can be filtered by year using the drop down field located in the upper left corner. To export the training transcript, click **Export to PDF** located in the upper right hand corner. When finished, click **X** located in the upper right hand corner to close out of the transcript and return to your workgroup view.



9

To view the staff's list of incomplete training, click the **Incomplete** assignment box.

You will see the staff's list of incomplete training, due date, and progress bar. Training assignments can be filtered using the filter options located to the left. To print or export the training details, click **Print** or **Export** located in the upper right hand corner. When finished, click **X Close** located in the upper right hand corner to close out of the report and return to your workgroup view.

