

# Overview: Manager Dashboard

## 1. Navigation Menu Tab

In this new update, you will click to process items as opposed to hovering as in the prior version. To see the choices available to Managers, click the **My Team** icon and the choices will appear.

## 2. My Team Menu Tab Options > My Team

If you have access to direct reports, **My Team** will appear in blue text. If you do not have direct reports, **My Team** will appear in white text. This option will provide you a view of your direct/downline reports.

## 3. My Team Menu Tab Options > Manager Dashboard

This option will provide you an exception report of compliance of assigned training of staff you have access to.

## 4. Past Due Trainings

List of staff, whom you have access to, who are overdue for assigned training. Number of overdue trainings indicated to the right of the staff's name.

The screenshot displays the Manager Dashboard interface. The top navigation bar includes the University of California Learning Center logo and a search icon. The left sidebar contains the 'MY TEAM' and 'MANAGER DASHBOARD' options. The main content area is divided into several sections: 'Tasks' (no data shown), 'Quick Links', 'Past Due Trainings' (listing MARY ALMOND and CHRIS NUTMEG), 'EXCEPTION REPORT' (with a 'Print' button and 'Last updated: 7/13/2017-9:35 PM PDT'), 'LEARNING ACTIVITIES' (two pie charts showing 41% and 59% compliance), and 'USERS' / 'ACTIVITIES (9)' (with an 'Activity Search...' box, 'Print' and 'Export' buttons, and a 'Sort by:' dropdown). A detailed view of a training activity is shown at the bottom, including the topic 'Bloodborne Pathogens', the code 'IRC-EHS-LT-BBP', and 'Required: 1' and 'Recommended: 0' counts.

## 5. Last Data Update

Date and time of when the data was last updated.

## 6. Learning Activity Compliance

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

## 7. Activities Tab

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

## 8. View

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

## 9. Search Box

Search for specific activity when in **Activities** tab. Or user when in the **Users** tab.

## 10. Sort By

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

## 11. Print Or Export

Print or export the data.

## 12. Details

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