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.

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).