

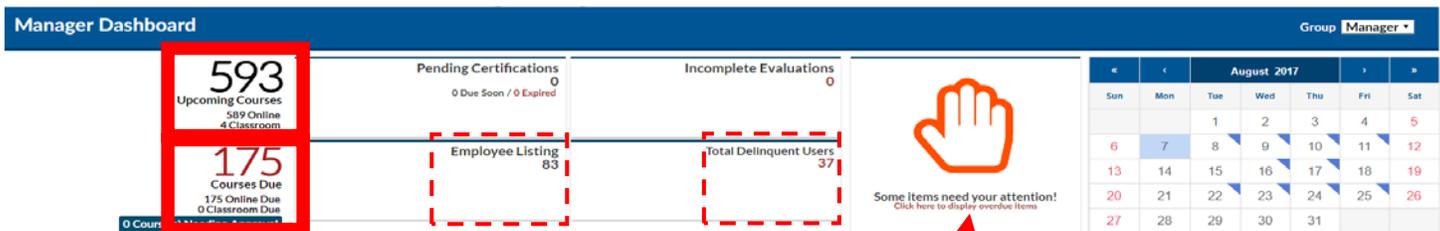
# MANAGER QUICK GUIDE

In the LMS, on the first screen after you log in, you can also see how your team is doing with completing the assigned modules in the LMS. Start by changing the group view to “Manager”



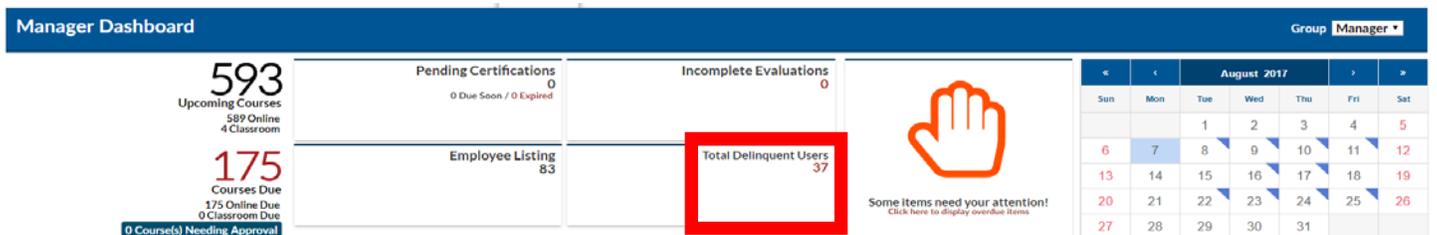
## MANAGER DASHBOARD FEATURES

- The “**Upcoming Courses**” section shows a manager the total number of modules that remain outstanding.
- The “**Courses Due**” section in red shows the number of overdue courses. These numbers do NOT indicate the number of team members.
- To the right of the “Courses Due” is the “**Employee Listing**” shows the number of team members that you supervise. Team members are employed by CCHHS and others not employed by CCHHS.
- The “**Total Delinquent Users**” shows the number of workforce members that have “Courses Due.”  
*(This example shows 37 users have not completed 175 modules)*



The Hand Icon is a quick visual that allows Managers to see if their team members are up-to-date (Green Hand) or overdue (Red Hand) in completing annual education modules.

View the delinquent users on your team, please select the number in “**Total Delinquent Users**”.



If you want to look for the specifics of one particular team member, use the search icon (highlighted below).

**Manager Dashboard** Group **Manager** ▾

**593**  
Upcoming Courses  
589 Online  
4 Classroom

**175**  
Courses Due  
175 Online Due  
0 Classroom Due

0 Course(s) Needing Approval

Pending Certifications **0**  
0 Due Soon / 0 Expired

Incomplete Evaluations **0**

Employee Listing **83**

Total Delinquent Users **37**

August 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**User List** New Action Previous Next

Employee ID	Name	User Name

## TEAM TAB:

The default view is a listing of Users that make up your team as shown in the User List.

Overview Profile Search Analytics Learning Objects **Team** Reports Help

Users Enrollment Competencies/Skills

**User List** New Actions Previous Next

Employee ID	Name	User Name
	A	A
8	A	8
8	A	8
7	A	7
4	A	4
8	A	8
8	A	8
	A	

## REPORTS TAB:

Click the Reports tab to access the Report List which displays a listing of Manager reports.

Overview Profile Search Analytics Team **Reports**

**Report List**

<input type="checkbox"/>	Standard	Completion Report [Excel Exportable]Enrolled, completed, Cancelled status	Completion Report [Excel Exportable]Enrolled, completed, Cancelled status
<input type="checkbox"/>	Standard	Employee Completion Report	Employee Completion Report
<input type="checkbox"/>	Standard	Group Employee Transcript	Group Employee Transcript