

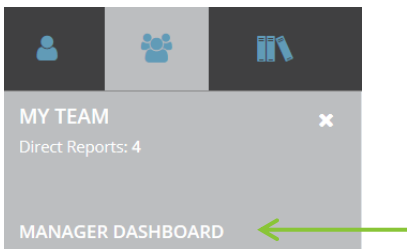
VIEWING MY MANAGER DASHBOARD

The Manager Dashboard is a great way to get a high level overview on what is happening within your team. It is different from your Learner Dashboard as that will only provide a snapshot of your individual learning profile.

There are different ways to access your Manager Dashboard in ULearn



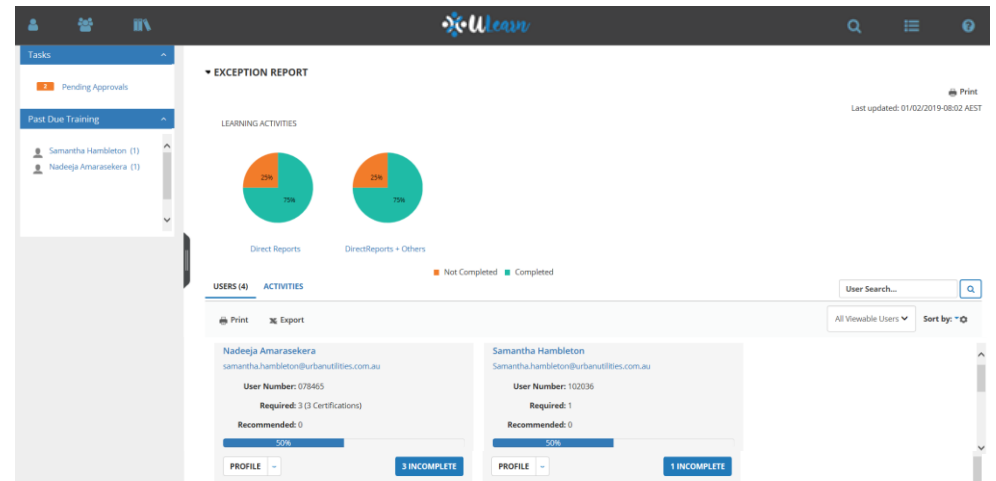
You can select the My Team icon  and then select "Manager Dashboard"



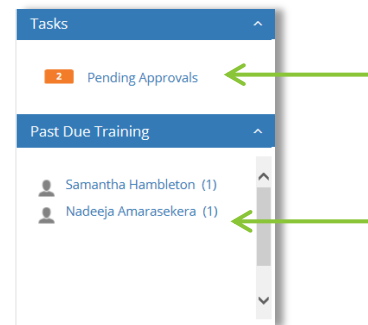
OR

You can select Manager Dashboard widget  from the Home Page.

Both ways will take you to the dashboard below.



Let's take a closer look at what this screen means in more detail.



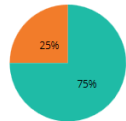
The "Tasks" section will display tasks requiring action. In this case it indicates that there are 2 approvals that need your attention. You can action these items from here if necessary

Here you can see that two of your direct reports have overdue learning activities.

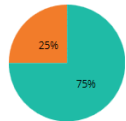
If you click on the individuals name you will be able to see what the overdue activity is.

▼ EXCEPTION REPORT

LEARNING ACTIVITIES



Direct Reports



DirectReports + Others

Not Completed Completed

The "Exception Report" provides an easy to read snapshot on the percentage of learning activities completed by your "Direct Reports". If your team also has direct reports, the percentage will display in "Direct Reports + Others"

USERS (4) ACTIVITIES (7)

Print Export

Nadeeja Amarasekera

samantha.hambleton@urbanutilities.com.au

User Number: 078465

Required: 3 (3 Certifications)

Recommended: 0

50%

PROFILE

3 INCOMPLETE

You can filter how you view your exception report information.

"Users" section will display a full list of your direct reports.

It will show the percentage of completed learning activities and the number of activities yet to complete.

You have the ability to print these

USERS (4) ACTIVITIES (7)

Print Export



Online URBANO016ENV...
Environmental Due Diligence

Required: 0

Recommended: 0

100%

0 USERS



Online URBANO017HAZ...
Hazardous Chemicals and Dangerous Goods

Required: 1

Recommended: 0

0%

1 USERS

If you choose "Activities" it will display the learning activity, percentage of completion and the number of users yet to complete.

You have the ability to print these details or export this information into an Excel spread sheet.