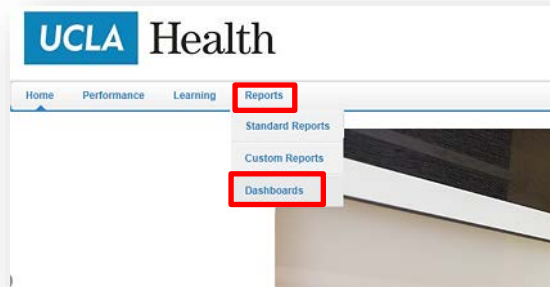


Cornerstone Training Guide Manager Dashboard

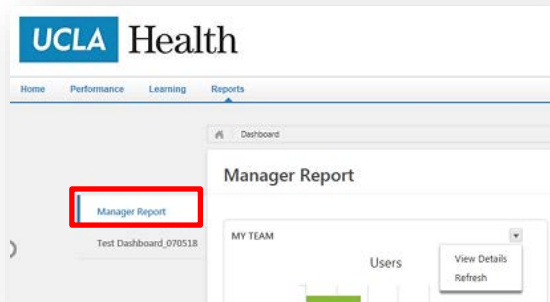
Introduction

In this scenario, Managers will view the Dashboard.

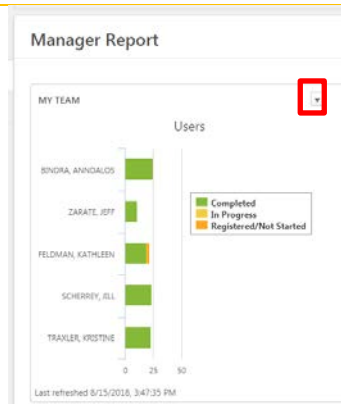
1. On the Cornerstone Tool Bar, hover your cursor over **Reports** and from the dropdown menu click on **Dashboards**.



2. Select **Manager Report**.

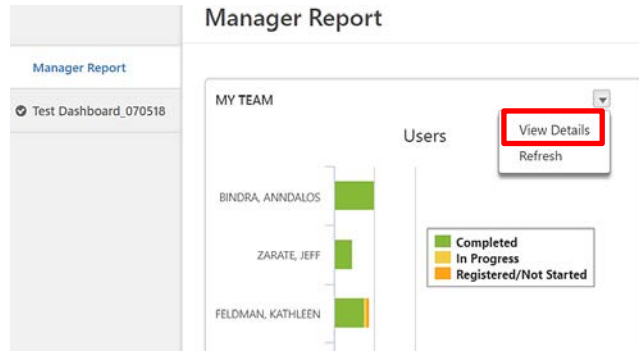


3. Hover over the right side of the report and a dropdown arrow will appear.



4. Click on the arrow for the dropdown menu. Click on **View Details** to view the training completion dates for each team member.

Note: You may need to click **Refresh** to populate a report.



5. A pop-up of the report will appear.

Note: Make sure pop-ups are not blocked.

Employee Training Status - Google Chrome

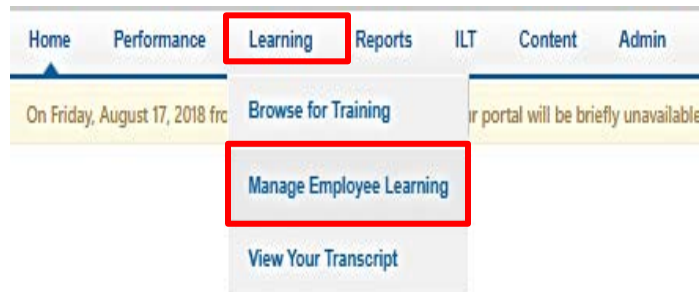
Secure | https://uclahhealth-pilot.cloud.com/reports/trackemployee/EmployeeTrainingStatusPrint.aspx?dashboard_mode=1&dashboard_report_id=15

Training Status Summary

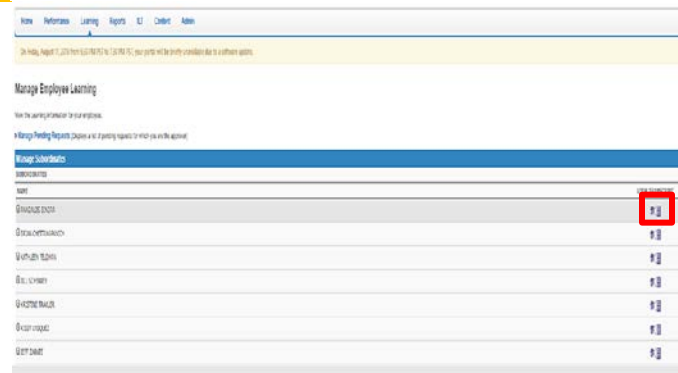
NAME	MANAGER	NOT STARTED	IN PROGRESS	COMPLETED	INCOMPLETE	PAST DUE	EXEMPT
BINDRA, ANNDALOS	PHILLIPS, JESSICA	0	0	25	0	0	0
ZARATE, JEFF	PHILLIPS, JESSICA	0	0	11	0	0	0
FELDMAN, KATHLEEN	PHILLIPS, JESSICA	2	1	19	0	0	0
BOCHNER, TILL	PHILLIPS, JESSICA	0	0	24	0	0	0
TRAVLER, KRISTINE	PHILLIPS, JESSICA	0	0	23	0	0	0
VANQUE, KISSY	PHILLIPS, JESSICA	1	0	9	0	0	0
CHETTANARANGON, BRIAN	PHILLIPS, JESSICA	1	0	18	0	0	0

USER ID	USERS	TYPE	TITLE	TRAINING PROVIDER	STATUS
304284791	BONDRA, ANNDALOS	Online Class	Stroke	HR	Completed
304284791	BONDRA, ANNDALOS	Online Class	Annual Education Clinical	HR	Completed
304284791	BONDRA, ANNDALOS	Online Class	Adult Health Administration Safety Review	Training - Online	Completed
304284791	BONDRA, ANNDALOS	Session	EMERG General Pre J	CareConnect - Classroom	Completed
304284791	BONDRA, ANNDALOS	Online Class	Security Education Infant Abduction	HR	Completed
304284791	BONDRA, ANNDALOS	Online Class	SAFE Infant Handling	HR	Completed
304284791	BONDRA, ANNDALOS	Online Class	Radiation Safety - General Hazard Awareness Training	HR	Completed
304284791	BONDRA, ANNDALOS	Online Class	Annual Stroke Education	Training - Online	Completed
304284791	BONDRA, ANNDALOS	Online Class	Anti - Hepatitis Training	HR	Completed
304284791	BONDRA, ANNDALOS	Online Class	ICARE	HR	Completed
304284791	BONDRA, ANNDALOS	Online Class	Child Security Awareness Training	HR	Completed
304284791	BONDRA, ANNDALOS	Online Class	UC Ethical Values and Conduct	HR	Completed
304284791	BONDRA, ANNDALOS	Online Class	Radiation Safety Basic 30-day	HR	Completed
304284791	BONDRA, ANNDALOS	Online Class	Guide of Conduct	HR	Completed
304284791	BONDRA, ANNDALOS	Session	NUR399 ANS/CP Nurse	CareConnect - Classroom	Completed

6. To view individual employee transcripts, hover over **Learning** on the Cornerstone Tool Bar and click **Manage Employee Learning**.



7. Click on the **View Transcript** icon for the appropriate employee.



(enlarged icon)

