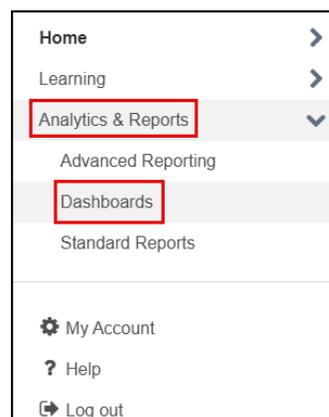


Dashboards are customizable visual interfaces that allow managers to track training activity and key information at a glance, using charts, widgets, and reports.

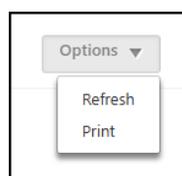
1. From the menu select Analytics & Reports and then choose Dashboards. Alternatively, you can click the Team Dashboard tile on your home screen for quick access.



2. Your Manager Dashboard visualizes data in the Dashboards Viewing Pane. This pane displays the following key training metrics:

- Required Training Due (Next 3 Months)
- Overdue Required Training
- Completed Training (Past 12 Months)
- Upcoming Session Enrolments (Next 2 Months)

3. The following options are available to you from the Options dropdown menu.



- **Refresh:** Refresh the dashboard before reviewing it to ensure you are viewing the most up-to-date data.
- **Print:** Click this link to print the dashboard. Only the visible information on the page will be printed. This option uses your web browser's built-in print functionality, so you may need to adjust your browser's print settings to ensure the data and images print correctly.



NB. You may want to consider using a screen capture tool to make an image of your dashboard. You will have more control over the exact visualization you want to use, without noticeable loss in quality.

4. Hover over a widget to reveal the Expand button . Clicking it will display the following options:
- **View Details:** Opens a pop-up window displaying detailed data.
 - **Export to Excel:** Exports the data and graphs to an Excel file.
 - **Refresh:** Updates the data within the individual widget.

