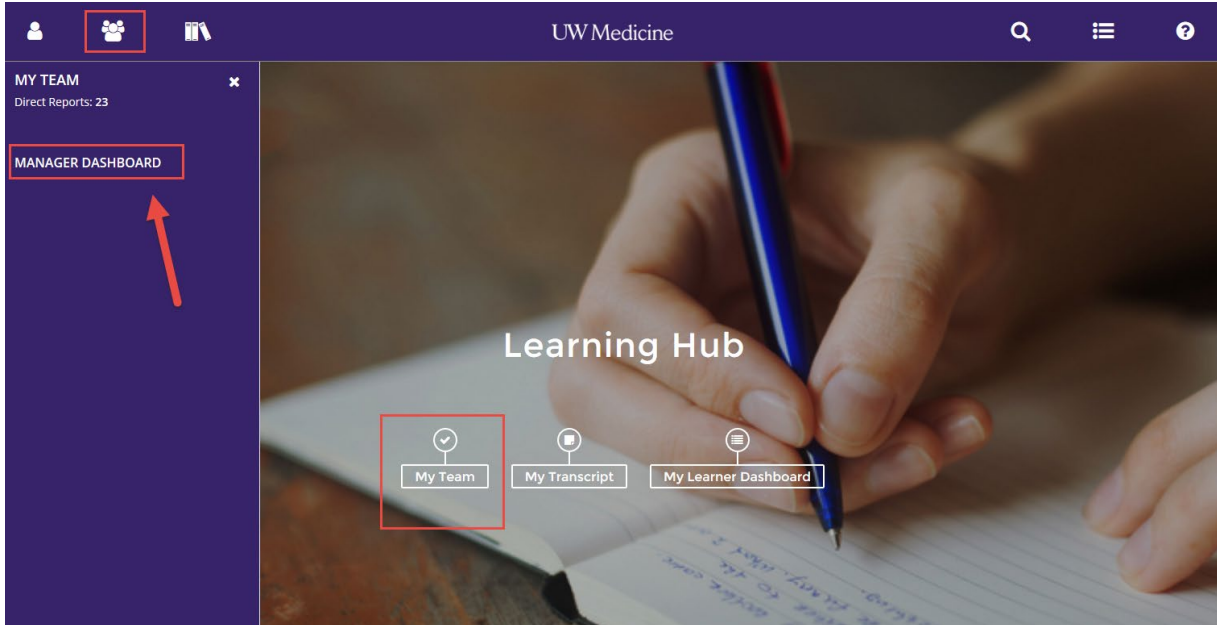


Purpose

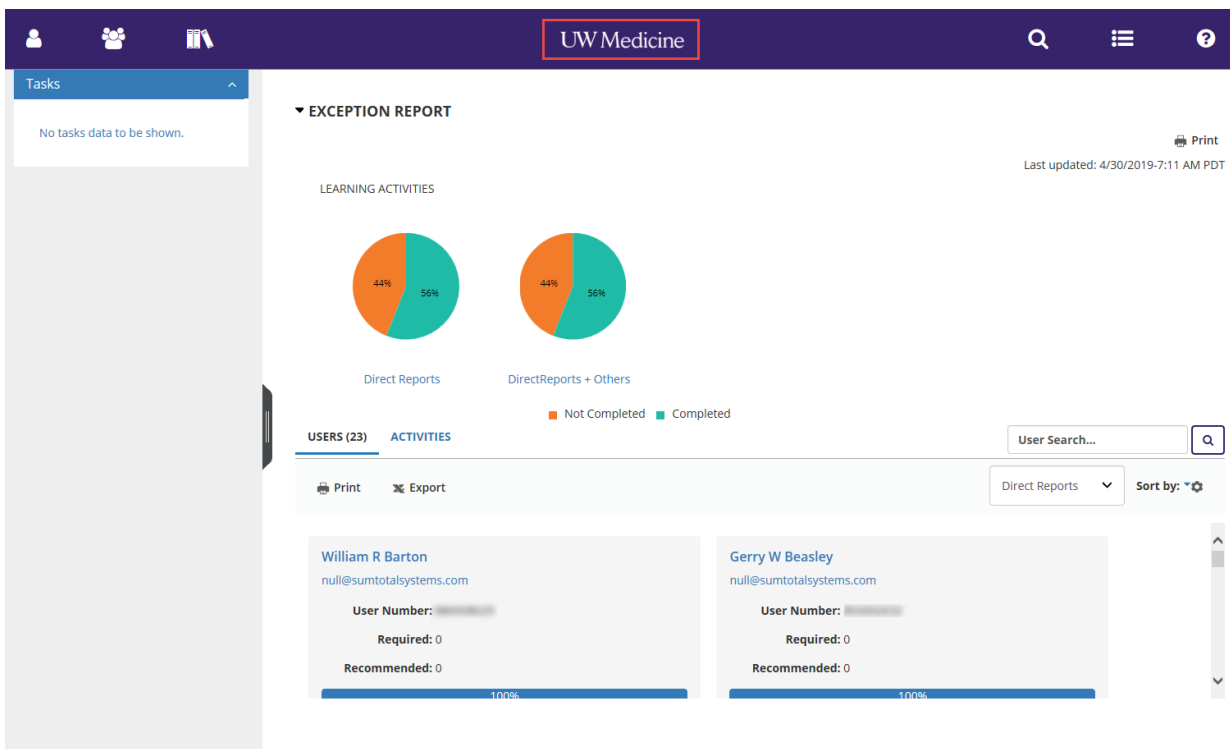
Use Manager Mode Dashboard including exception reporting.

Procedure

1. Log into the Learning Hub.
2. Click on the **Manager icon**>**Manager Dashboard** OR Click **MY TEAM** on the main page.

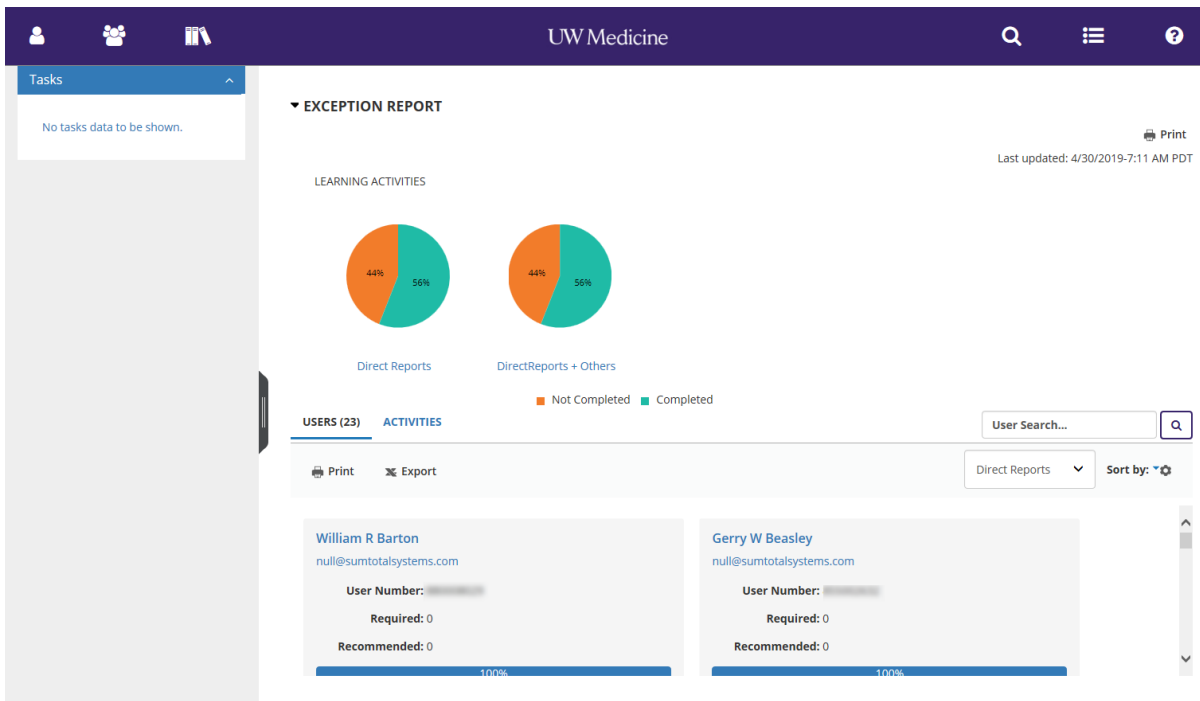


****To get back to the Main Page, click the logo (UW Medicine, SCCA, or Percipio logo)****



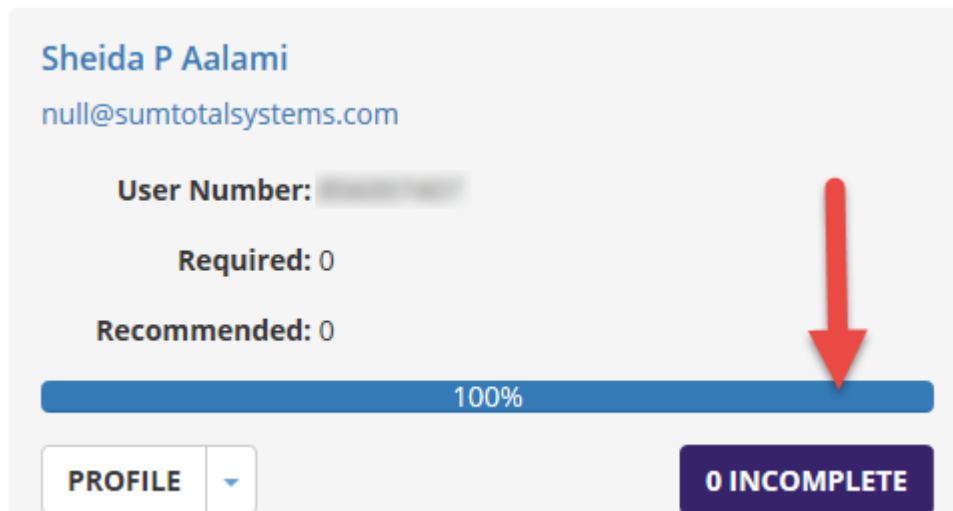
- 3. All of your direct reports (these are employees that are listed by HR as reporting directly to you) show up as individual boxes so you can see their status.

The status you are seeing here is an exception report based on training that is assigned to them, this includes mandatory training such as HIPAA/Corporate Compliance, Annual Competency and other training with set due dates. What it does not include is training they are registered for such as in person classes.



Employee tiles will look different depending on the number of activities they have to complete and their status.

If they are not 100% complete you can click the button that says the number complete to see the list of activities for that user that are remaining.



Click **Show all assignments** to see the ones that still need to be completed by the employee.

UW Medicine

DETAILED EXCEPTION REPORT BY USER Darren L. Cox

Overall progress: 0%

List of activities assigned to this user.

Search [] [Q] Current Assignments [v] Last Processed: Tuesday, April 30, 2019 7:11:26 AM PDT
Displaying 2 of 2 Records

Show all assignments (2)

Filter by:

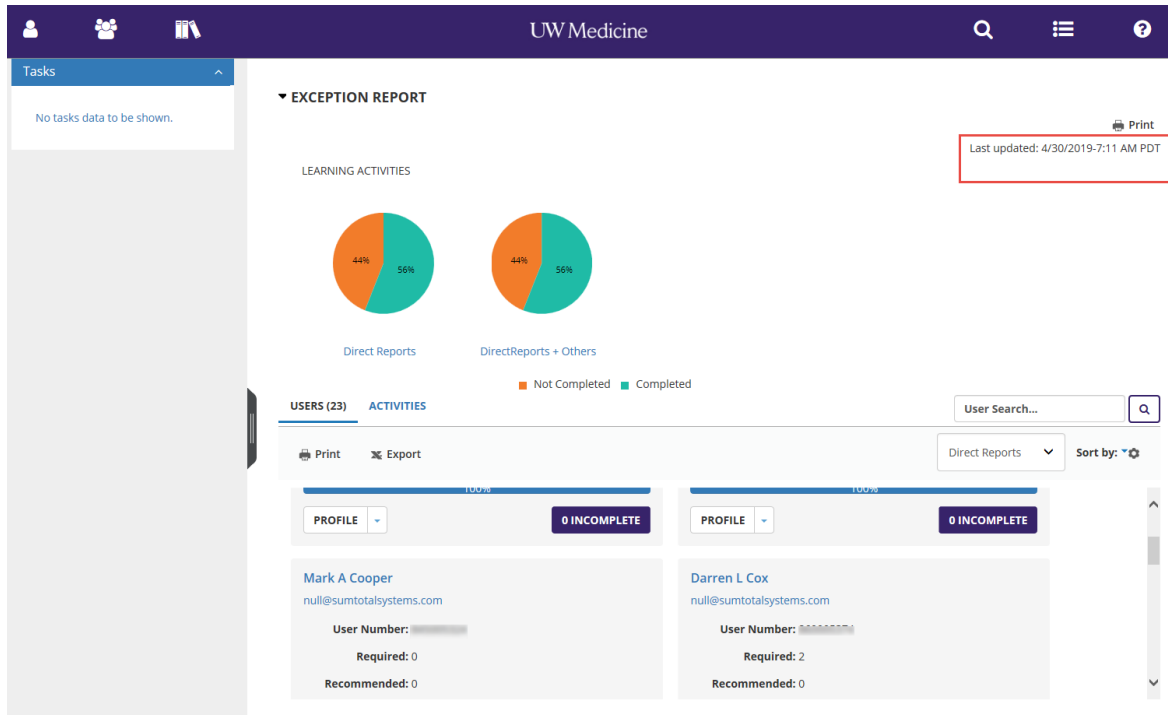
- Assignment Status
- Assignment Type
- Assignment By

Activity Name	Assignment Type	Assignment Date	Due date
<input type="radio"/> UWMC 2018 - Code Silver Active Shooter	Required	2/1/2018	12/1/2018
<input type="radio"/> UWMC 2018 CM - Bariatric Sensitivity for Non Clinical Staff	Required	5/24/2018	6/25/2018

CLOSE

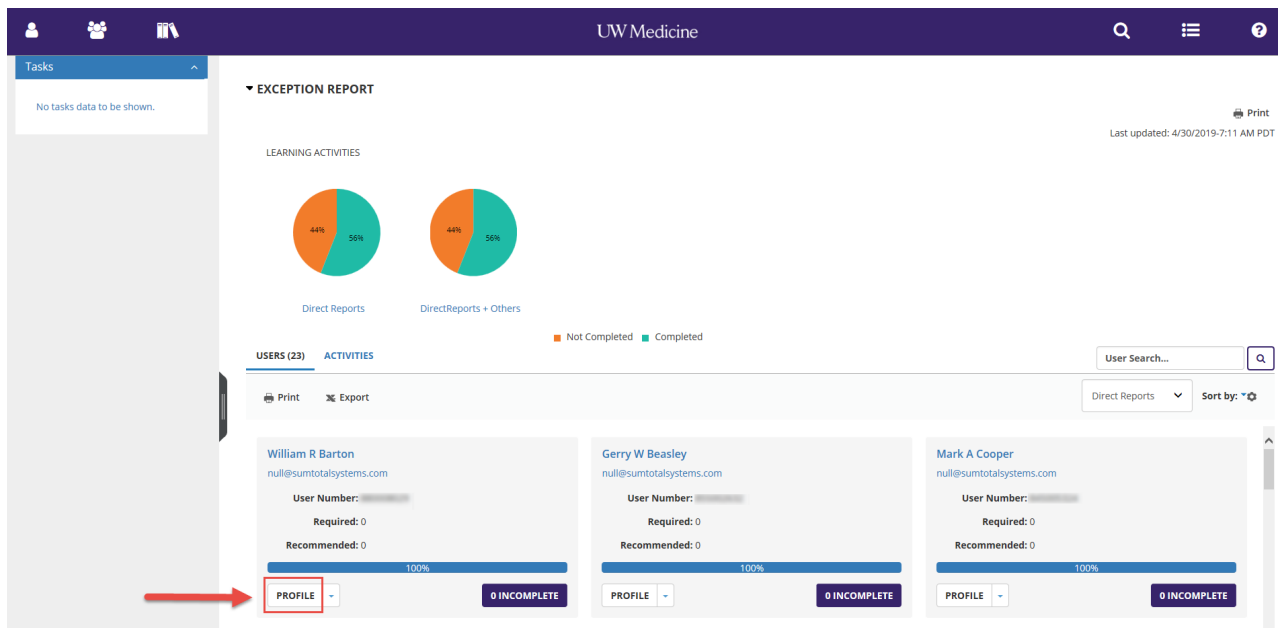
When done, click the purple Close button in the bottom right corner to return to your dashboard.

This graphical status is not real time, it is refreshed nightly. You can see when the data was from in the upper right of your screen just under the Exception Report Header



So, to see real time data on a person by person basis:

1. Click on the **PROFILE** button (not the down arrow)



2. This will show the employee contact information



To return to your dashboard view:

Click the **Manager icon** and then **Manager Dashboard**

