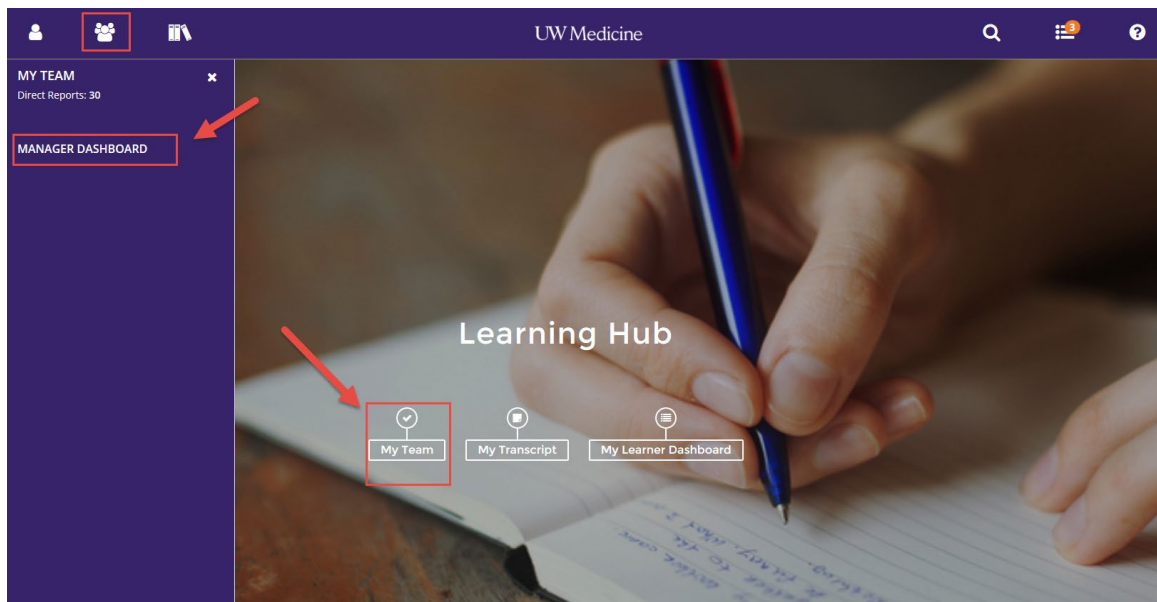


## Purpose

Use Manager Mode to view an employee's To-Do List.

## Procedure

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



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 screenshot displays the 'EXCEPTION REPORT' dashboard. At the top, there's a navigation bar with 'UW Medicine' and search, notification, and help icons. A left sidebar shows 'Tasks' with 'No tasks data to be shown.' The main content area features two pie charts under 'LEARNING ACTIVITIES'. The first chart, 'Direct Reports', shows 87% completed (green) and 13% not completed (orange). The second chart, 'DirectReports + Others', also shows 87% completed and 13% not completed. Below the charts are two user profile cards for Sabina B Brych and Carmen E Caffey. Each card shows 'User Number', 'Required: 0', 'Recommended: 0', a 100% progress bar, and a '0 INCOMPLETE' button. The interface includes a 'User Search...' bar, a 'Sort by:' dropdown, and a 'Print' button. The last updated time is 5/6/2019-7:14 AM PDT.

With the appropriate permissions you can also switch to All Viewable Uses and see everyone you are allowed to see.

This screenshot is identical to the one above but includes red annotations. A red arrow points to the 'DirectReports + Others' pie chart. Another red arrow points to the 'All Viewable Users' option in the 'Sort by:' dropdown menu. The 'Direct Reports' option is also visible in the dropdown.

4. Click on the **Profile** button (not the down arrow)

The screenshot displays the 'EXCEPTION REPORT' dashboard. At the top, there's a navigation bar with 'UW Medicine' and search, list, and help icons. A left sidebar shows 'Tasks' with 'No tasks data to be shown.' The main content area features two pie charts under 'LEARNING ACTIVITIES'. The first chart, 'Direct Reports', shows 13% Not Completed (orange) and 87% Completed (green). The second chart, 'DirectReports + Others', also shows 13% Not Completed and 87% Completed. Below the charts are tabs for 'USERS (30)' and 'ACTIVITIES'. A 'User Search...' field and 'Sort by' dropdown are present. The user list shows two entries: Catherine L Cannon and Linh P Cao. Each entry has a progress bar at 100% (Required: 0, Recommended: 0) and a 'PROFILE' button. A red arrow points to the 'PROFILE' button for Catherine L Cannon.

5. This will show the employee contact information

The screenshot shows the 'Profile' page for Sabina Brych. The header includes 'UW Medicine' and navigation icons. The page title is 'Profile' and the section is 'ABOUT ME'. The profile information includes a profile picture placeholder, the name 'Sabina Brych', title 'Rehabilitation Counselor 1', phone number '206-744-2491', and email address 'null@sumtotalsystems.com'.

To return to your dashboard view:

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

