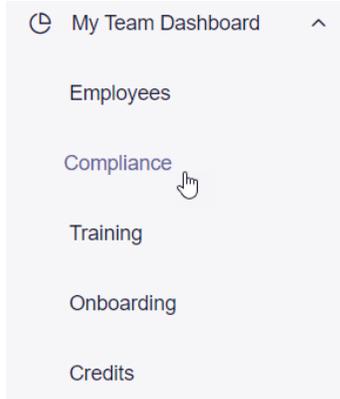




Utilizing the Compliance Dashboard

The Compliance Dashboard gives you information on the progress on Compliance Courses. To go here, navigate to the **Team Workspace** and select **My Team Dashboard** -> **Compliance**.



Within the Compliance Dashboard, you get a quick overview of the amount of compliance courses, how many employees are out of compliance, and the average compliance rate.

- You can sort this by Course or by Learning Path, showing the compliance score for either.
- You can also use the filters to filter on the compliance score for specific jobs or departments.
- You can also search individual Team Members to view their compliance progress.

The screenshot shows the 'Compliance Dashboard by Course' view. It features a gauge chart for '% progress' with a needle pointing to 0. To the right, a summary table displays:

Total Employees:	12
Compliant:	0
Non - Compliant:	12

Below the summary are filter controls: 'Choose Type', 'Choose Above Unit', 'Choose Unit', and 'Choose Job'. A search bar is located at the bottom with the text 'Search by name, username, email, external id'. At the very bottom, a status bar shows: Employees: 12, Total Time: 0:03:20, Average Courses: 1, and Average Compliance Rate: 4%.

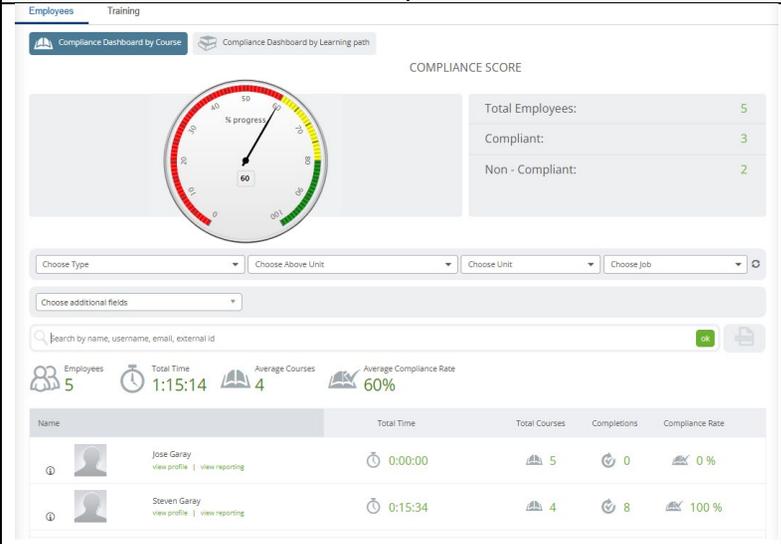
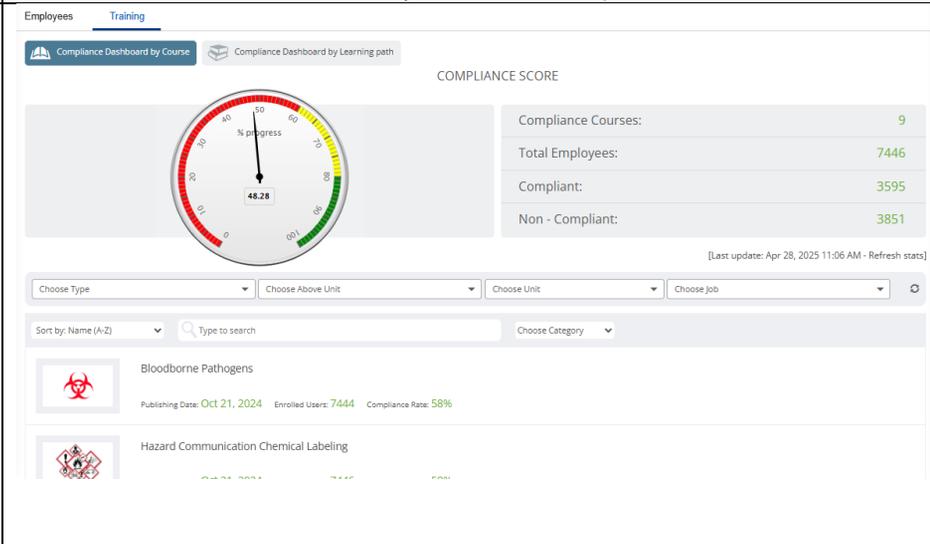




Dashboard Overview

At the top of this page, you can view your compliance dashboard by either **Employees** or **Training**. Each section allows you to see the compliance score as well as the last time that the stats were updated.

- **Compliance Courses:** the total number of compliance courses in the LMS
- **Total Employees:** the number of Team Members enrolled in compliance courses
- **Compliant:** the number of Team Members who are considered compliant in all the compliance courses
- **Non-compliant:** the number of Team Members who are not considered compliant, as mentioned above

Employee View	Training View (Compliance Courses/Learning Paths)
<p>Search for a Team Member and click on View Reporting to view their compliance data.</p>	<p>A list of compliance courses and learning paths will be displayed. Click on each item to view your team's compliance data.</p>
	

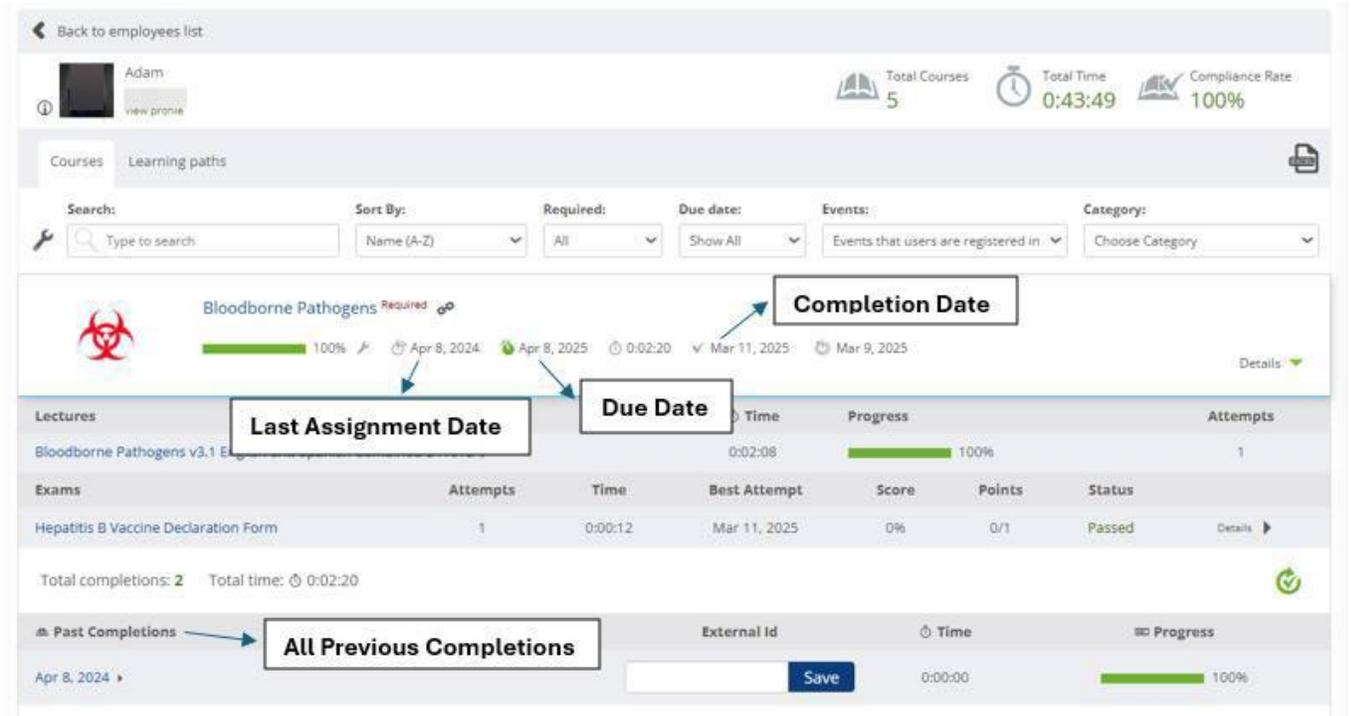
*****Note: You will only have visibility to your direct reports/team. *****



Detailed Team Member Course View (Reporting)

When viewing a Team Member's progress for any course, it will provide you with a detailed listing of completion data. The list of completion data indicators listed below are illustrated in the following image to assist you with determining the Team Member's specific completion data.

- **Completion Date:** Last time a TM completed the course
- **Last Assignment:** Labeled as 'Last Retake' in the system but means the last time a training was re-assigned
- **Due Date:** The date a course is due.



The screenshot displays the user interface for viewing a team member's course progress. At the top, it shows the user's name (Adam) and profile picture, along with summary statistics: Total Courses (5), Total Time (0:43:49), and Compliance Rate (100%). Below this, there are tabs for 'Courses' and 'Learning paths'. A search and filter section includes options for 'Search', 'Sort By' (Name (A-Z)), 'Required' (All), 'Due date' (Show All), 'Events' (Events that users are registered in), and 'Category' (Choose Category).

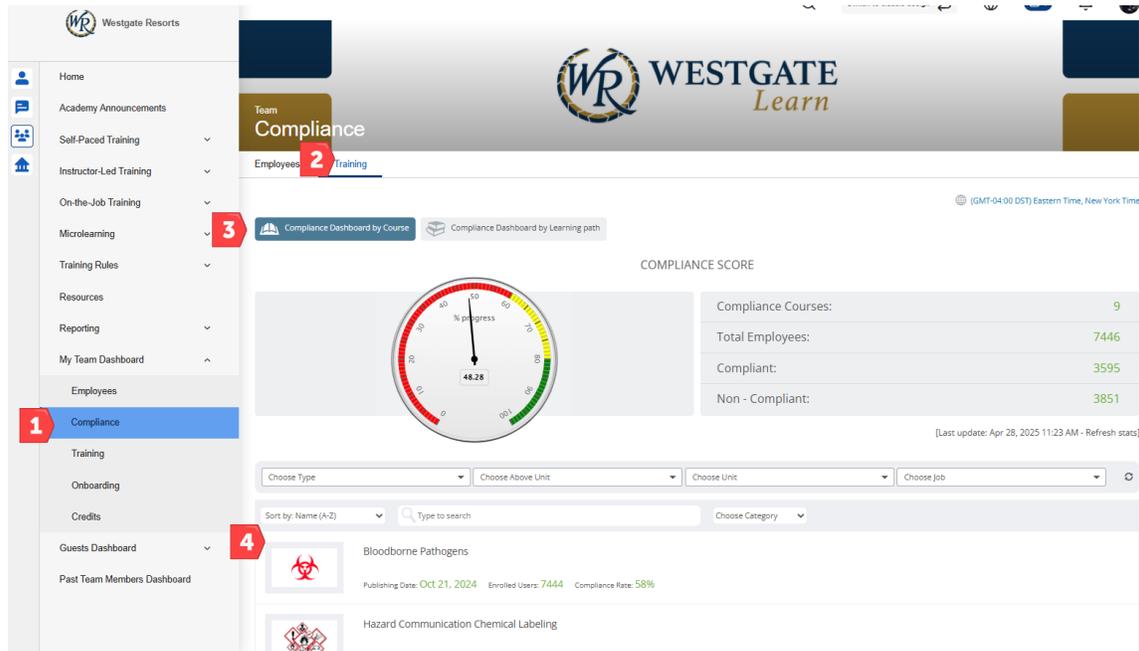
The main content area shows the course 'Bloodborne Pathogens' with a biohazard icon and a 'Required' status. A progress bar indicates 100% completion. Key dates are highlighted with callouts: 'Last Assignment Date' (Apr 8, 2024), 'Due Date' (Mar 11, 2025), and 'Completion Date' (Mar 9, 2025). Below the course overview, there are sections for 'Lectures' and 'Exams'. The 'Lectures' section shows 'Bloodborne Pathogens v3,1 E' with a time of 0:02:08 and 100% progress. The 'Exams' section shows 'Hepatitis B Vaccine Declaration Form' with 1 attempt, a time of 0:00:12, and a 'Passed' status. At the bottom, there is a 'Past Completions' section with a callout for 'All Previous Completions' and a table showing a completion on Apr 8, 2024, with an external ID field and a 'Save' button.



How to View Overdue Team Members

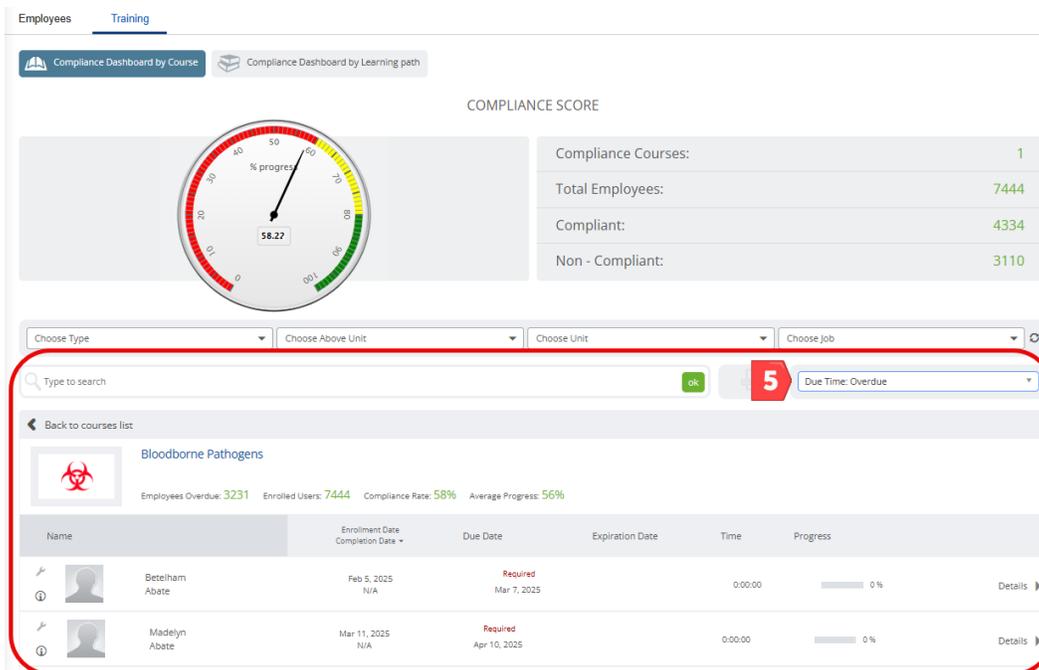
Follow the steps below to view a list of Team Members who are overdue for each compliance course.

1. Go to your team's **Compliance** dashboard.
2. Click on **Training**.
3. Filter between **Compliance Dashboard by Course** and by **Learning Path**.
4. Click on the compliance course.



The screenshot shows the 'Compliance' dashboard with the 'Training' tab selected. The 'Compliance Dashboard by Course' filter is active. The 'Bloodborne Pathogens' course is highlighted with a red box and a '4' indicating the next step.

5. Filter due time to **Dual Time: Overdue**. A list of overdue Team Members will populate.



The screenshot shows the 'Bloodborne Pathogens' course page with the 'Due Time: Overdue' filter applied. A red box highlights the filter dropdown and the resulting list of overdue employees.

Name	Enrollment Date Completion Date	Due Date	Expiration Date	Time	Progress	Details
Betelham Abate	Feb 5, 2025 N/A	Required Mar 7, 2025		0:00:00	0%	Details
Madelyn Abate	Mar 11, 2025 N/A	Required Apr 10, 2025		0:00:00	0%	Details