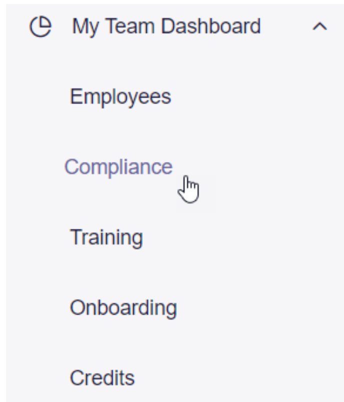
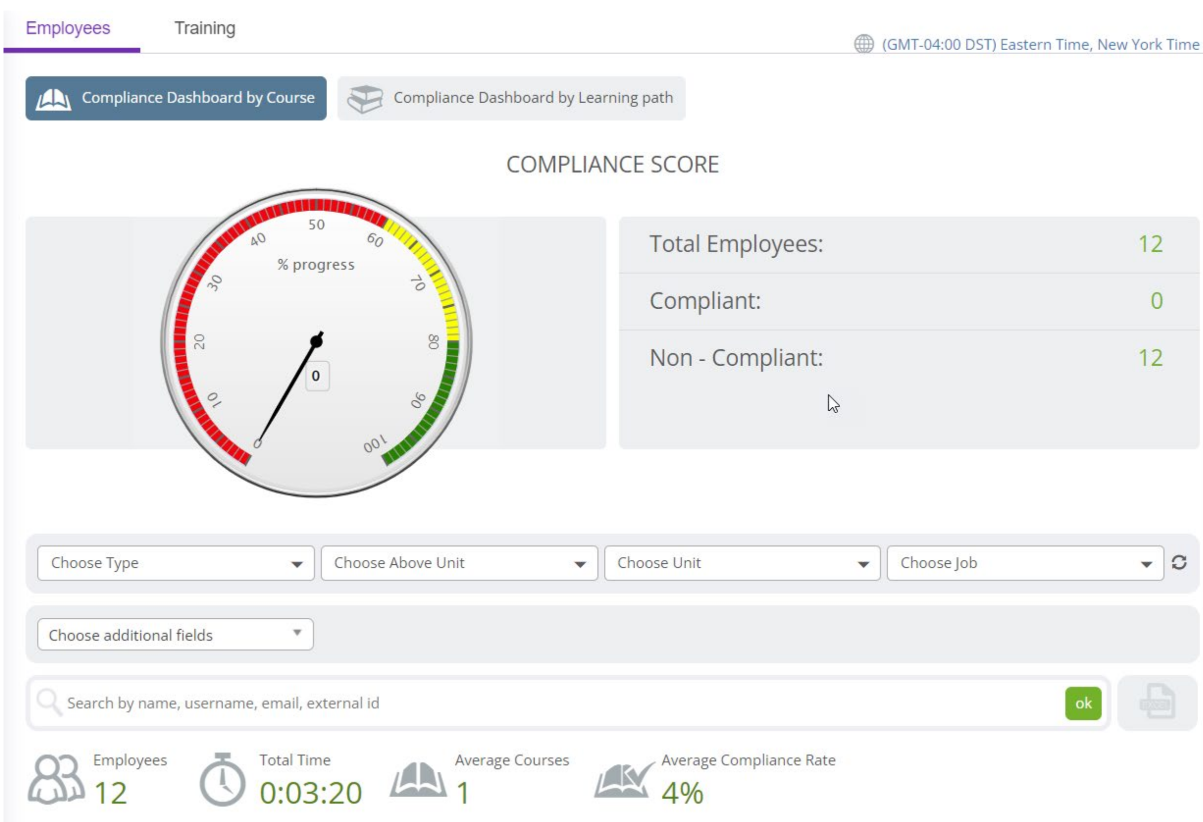
Utilizing the Compliance Dashboard

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.

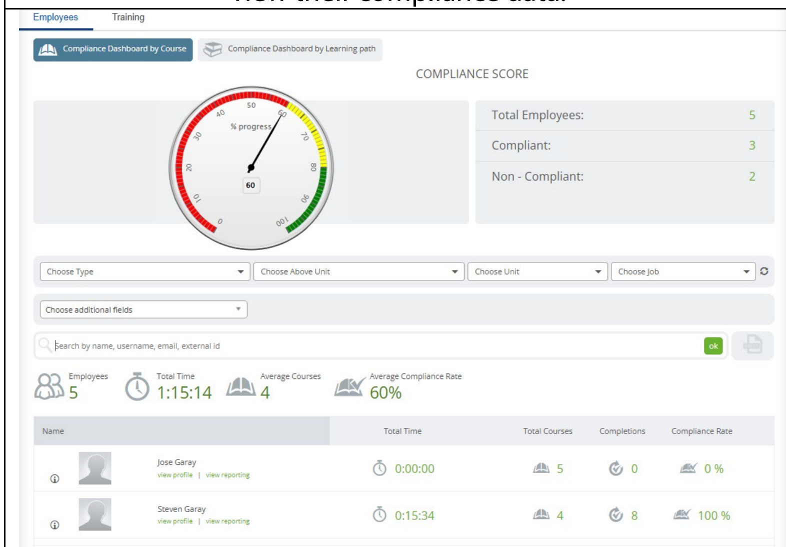
- You can sort this by Course or by Learning Path, showing the compliance score for either.
- You can also use the filters to filter on the compliance score for specific jobs or departments.
- You can also search individual Team Members to view their compliance progress.



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

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


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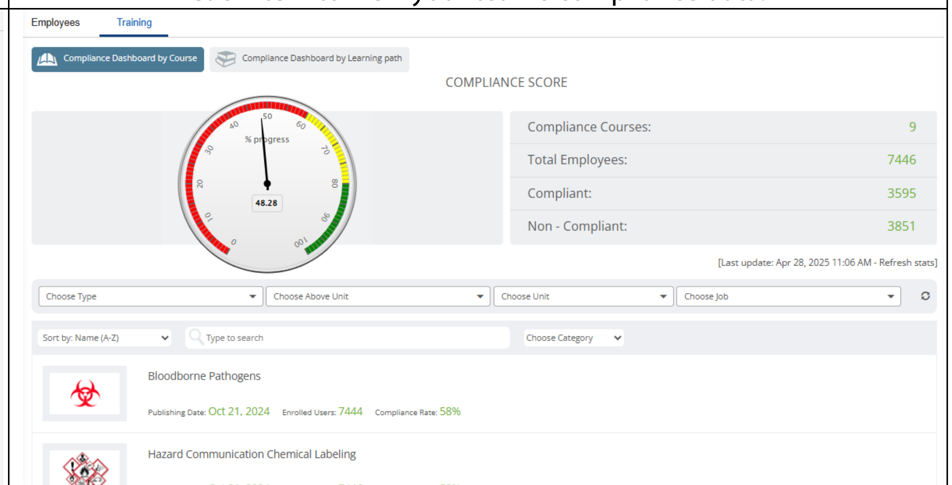

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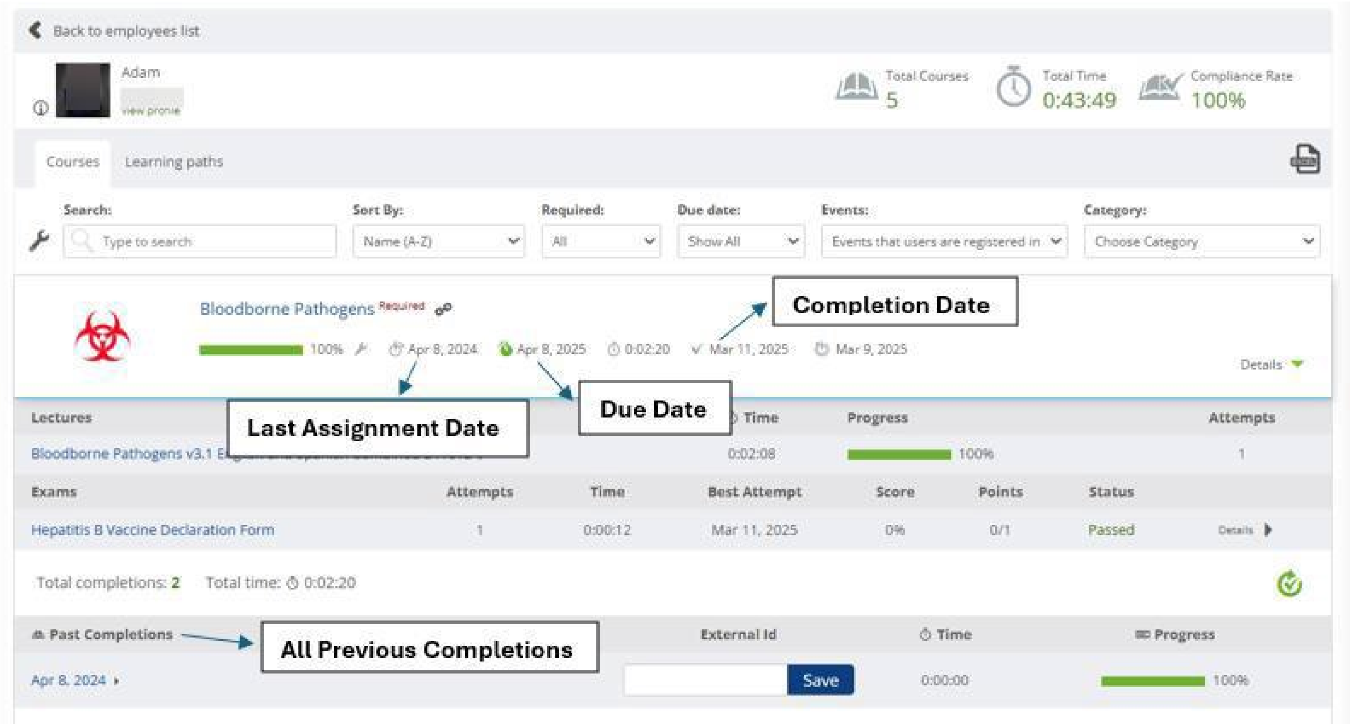
******Note: You will only have visibility to your direct reports/team. ******

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.

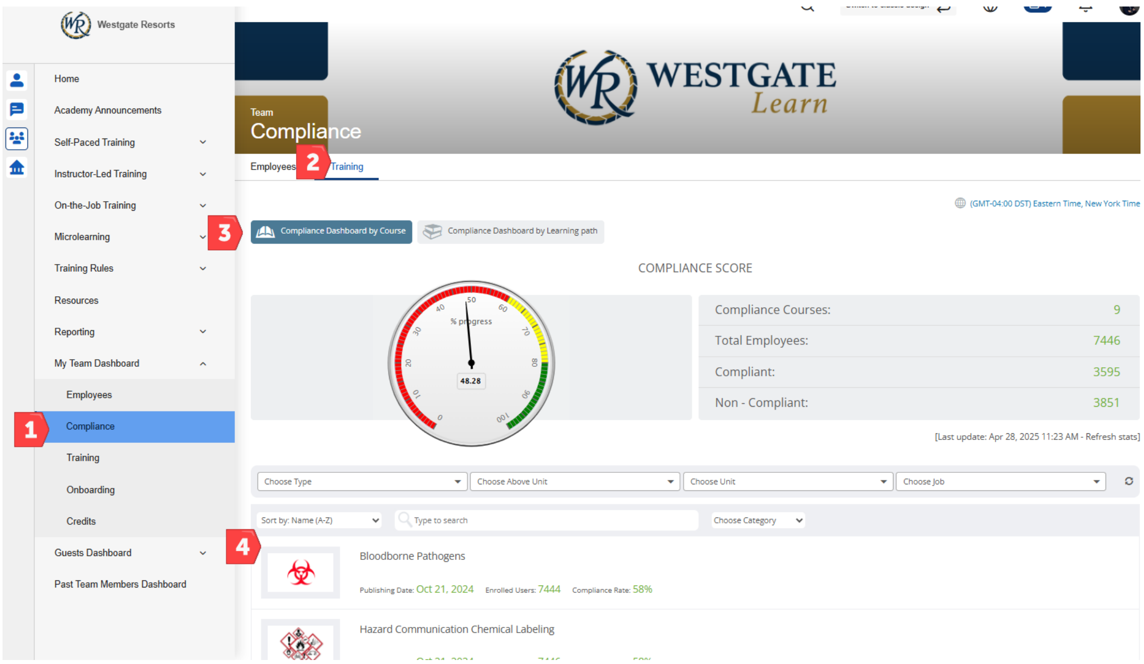
- **Completion Date**: Last time a TM completed the course
- **Last Assignment**: Labeled as 'Last Retake' in the system but means the last time a training was re-assigned
- **Due Date**: The date a course is due.



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.



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