Cornerstone LMS Quick Reference Guide

Manager - Dashboards and Reporting

Introduction

This guide outlines the steps a manager will take to view Dashboards, and run Reports for direct and indirect (connected to a manager by a dotted line) reports.

Dashboards

1. From the Welcome page, hover over the Reports link on the navigation bar, and click Dashboards.

2. Click Manager Dashboard. This report will display your employee’s status information for instructor led classroom training, and online training courses.

3. To view information for all of your employees, hover your mouse over the graph, and a View Details dropdown menu will appear. Click View Details.

 Helpful Hint: This allows you to view training completion dates for each of your team members. You can refresh the report if needed. The Dashboards also has the export to Excel option available.
Running Reports
You may run standard and custom reports that have been shared with you.

4. To run standard reports, hover over the Reports link on the navigation bar, and click Standard Reports.

Helpful Hint: Custom reports are another option for viewing the dashboard reports in a printable version or an Excel format.

5. Under Track Employees, click the Name of the report you wish to view.

Helpful Hint: The Transcript report allows you to view employees’ individual transcripts.

6. To run a report, click the Name of the report.
7. Fill in any required report **Parameters**, and choose to either view the **Printable Version** or export to **Excel**.

💡 Helpful Hint: Not all of the reports require parameters to be filled in.