

Cornerstone LMS Quick Reference Guide

Manager - Dashboards and Reporting

Introduction

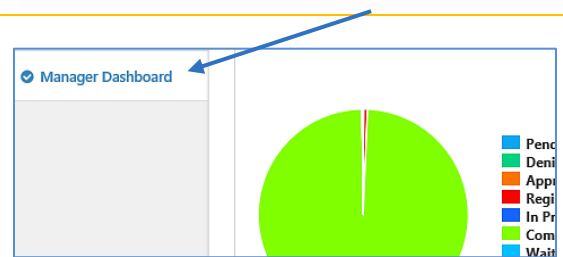
This guide outlines the steps a manager will take to view Dashboards, and run Reports for direct and indirect (connected to a manager by a dotted line) reports.

Dashboards


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

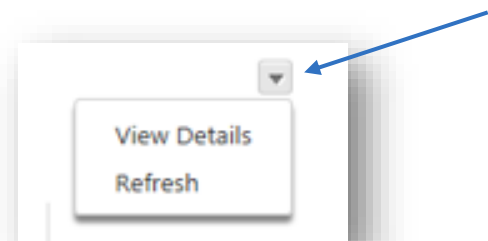


2. Click **Manager Dashboard**. This report will display your employee's status information for instructor led classroom training, and online training courses.



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

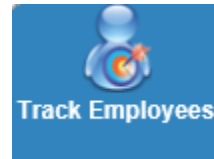
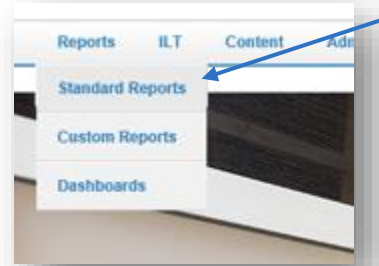
You may run standard and custom reports that have been shared with you.

- 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.



Session Withdrawal
Displays a list of employees who registered for sessions and later withdrew.

Training Progress Pie Chart
Displays a pie chart summary of subordinates' training progress.

Training Status Summary
Displays a summary of how many training items each employee has that are in progress.

Transcripts
Displays transcripts of employees for whom you are the approver, manager, or supervisor.

- 6. To run a report, click the **Name** of the report.

Session Withdrawal
Displays a list of employees who registered for sessions and later withdrew.

Training Progress Pie Chart
Displays a pie chart summary of subordinates' training progress.




Training Status Summary
Displays a summary of how many training items each employee has that are in progress.

Transcripts
Displays transcripts of employees for whom you are the approver, manager, or supervisor.

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.

| | | | |
|------------------|-----|---|---|
| Training Type : | All | ▼ | |
| Training Title : | | |   |
| Provider : | All |  | |

 [Printable Version](#)  [Export to Excel](#)