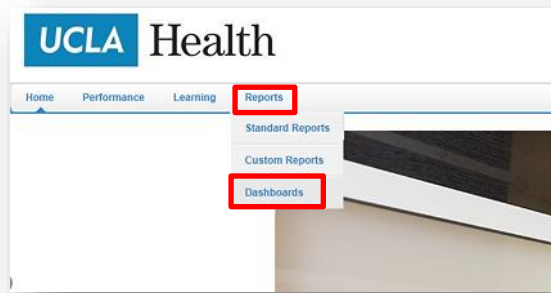


# Cornerstone Training Guide Manager Dashboard

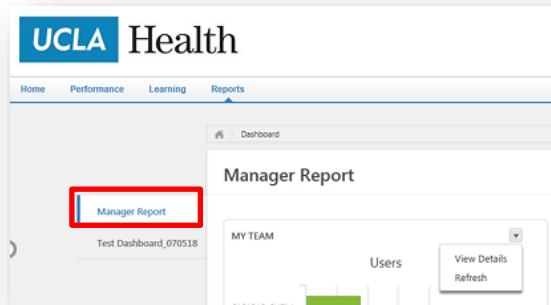
## Introduction

In this scenario, Managers will view the Dashboard.

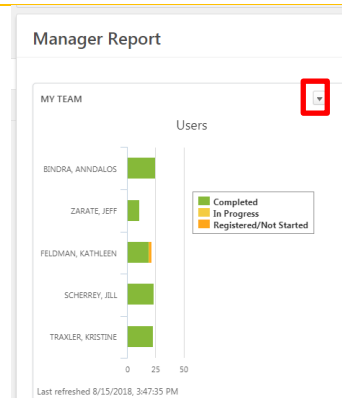
1. On the Cornerstone Tool Bar, hover your cursor over **Reports** and from the dropdown menu click on **Dashboards**.



2. Select **Manager Report**.

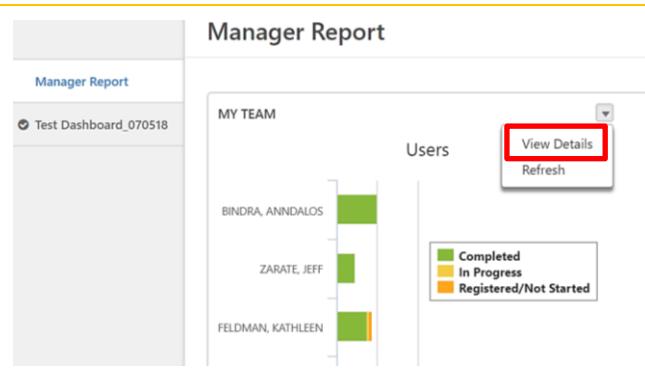


3. Hover over the right side of the report and a dropdown arrow will appear.



4. Click on the arrow for the dropdown menu. Click on **View Details** to view the training completion dates for each team member.

Note: You may need to click **Refresh** to populate a report.



5. A pop-up of the report will appear.

Note: Make sure pop-ups are not blocked.

EmployeeTrainingStatusPrint - Google Chrome

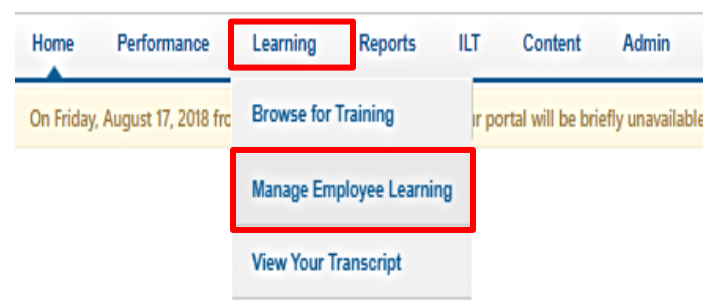
Training Status Summary

NAME	MANAGER	NOT STARTED	IN PROGRESS	COMPLETED	INCOMPLETE	PAST DUE	EXEMPT
BINDRA, ANNDALOS	PHILLIPS, JESSICA	0	0	25	0	0	0
ZARATE, JEFF	PHILLIPS, JESSICA	0	0	11	0	0	0
FELDMAN, KATHLEEN	PHILLIPS, JESSICA	2	1	19	0	0	0
SCHIRMER, JILL	PHILLIPS, JESSICA	0	0	24	0	0	0
TRAUER, KRISTINE	PHILLIPS, JESSICA	0	0	23	0	0	0
VARDQUEZ, KESSY	PHILLIPS, JESSICA	1	0	9	0	0	0
CHETTAMANNACH, BRIJAN	PHILLIPS, JESSICA	1	0	19	0	0	0

USER ID	USER	TYPE	TITLE	TRAINING PROVIDER	STATUS
394284791	BINDRA, ANNDALOS	Online Class	H2RAI	HR	Completed
394284791	BINDRA, ANNDALOS	Online Class	Annual Education Clinical	HR	Completed
394284791	BINDRA, ANNDALOS	Online Class	Adult Infection Administration Safety Review	Nursing - Online	Completed
394284791	BINDRA, ANNDALOS	Session	201920 General RN I	CareConnect - Classroom	Completed
394284791	BINDRA, ANNDALOS	Online Class	Security Education Infant Abduction	HR	Completed
394284791	BINDRA, ANNDALOS	Online Class	Safe Patient Handling	HR	Completed
394284791	BINDRA, ANNDALOS	Online Class	Radiation Safety - General Hazard Awareness Training	HR	Completed
394284791	BINDRA, ANNDALOS	Online Class	Annual Stroke Education	Nursing - Online	Completed
394284791	BINDRA, ANNDALOS	Online Class	Anti - Harassment Training	HR	Completed
394284791	BINDRA, ANNDALOS	Online Class	CICORE	HR	Completed
394284791	BINDRA, ANNDALOS	Online Class	Cyber Security Awareness Training	HR	Completed
394284791	BINDRA, ANNDALOS	Online Class	UIC Ethical Values and Conduct	HR	Completed
394284791	BINDRA, ANNDALOS	Online Class	Radiation Safety Basic X-ray	HR	Completed
394284791	BINDRA, ANNDALOS	Online Class	Code of Conduct	HR	Completed
394284791	BINDRA, ANNDALOS	Session	201920 ANNDALOS Nurse	CareConnect - Classroom	Completed

6. To view individual employee transcripts, hover over **Learning** on the Cornerstone Tool Bar and click **Manage Employee Learning**.



7. Click on the **View Transcript** icon for the appropriate employee.

