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.

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.