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.