

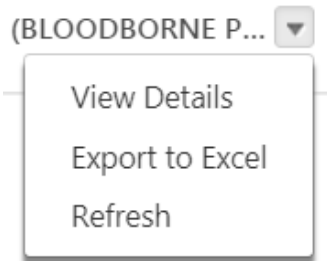
Dashboard Report Quick Reference Guide (QRG)

Dashboard Reports Overview

Dashboards are used to provide a quick, graphical view of report information for compliance, and other process improvement purposes. The term dashboard refers to a list of small reports which are all displayed on the same page. Dashboard reports allow leaders to view summary information and are generally smaller in size and include graphs or charts.

To access dashboard

1. Open ILearn via google chrome
Note: login with email address and system password
2. Hover "report" tab
3. Click "dashboard" option
4. Ensure updated info is provided by click arrow beside dashboard title
5. Click "refresh"

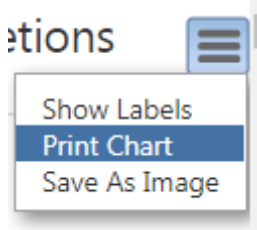


6. Current date will display when updated

Last refreshed 9/25/2018, 8:37:26 AM

To view details

1. Click arrow beside dashboard title
2. Click "view details"
3. Review information displayed
4. From details window, click "print" option to print as needed



To export data to excel for additional filtering

1. Click arrow beside dashboard title
2. Click "export to excel"
3. Filter/save as needed

Note: use caution with saving. You will want to refresh and view dashboard for most current information.