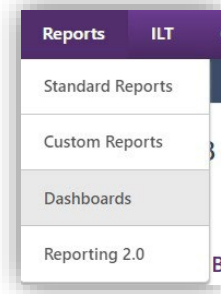


# Bloodborne Pathogens (BBP) Education Completion Dashboard QRG (Quick Reference Guide)

## Access the dashboard

- Open “**I-Learn**” from I-Connect
- Hover over “**Reports**”
- Click “**Dashboards**”

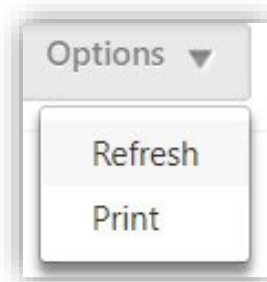


- On left-side of screen, click “**Bloodborne Pathogens (BBP) Education Completion Dashboard**” link.



## Refresh data

- Hover over chart title “**BLOODBORNE PATHOGENS (BBP) EDUCATION COMPLETIONS**”.
- Click down arrow.
- Click “**refresh**”.



- May take 5 minutes depending on how many direct reports you have. Once refresh completed, chart displays graphical representation of “**completions vs in progress**”.

## View Data Details

- Hover over chart title “**BLOODBORNE PATHOGENS (BBP) EDUCATION COMPLETIONS**”
- Click down arrow
- Click “view detail” option.
- Separate window will open with data to review.
- From this window, in upper right-hand corner of screen click “**chart text menu**”.
- Click “**print chart**” if hard copy needed.
- Close separate window by clicking “**x**” in upper right-hand corner of screen.



## Export Data to Excel

- Export function is only available if “refresh” has been done.
- **Note:** “Refresh” may take up to 5 minutes depending on how many direct reports you have.
- Hover over chart title “**BLOODBORNE PATHOGENS (BBP) EDUCATION COMPLETIONS**”.
- Click down arrow.
- Click “**export to excel**” option.
- Filter and save file as needed.

## Who needs to complete BBP education?

- ALL team members will be required to complete the Bloodborne Pathogens Education (BBP).
- The required education will be pushed to all team member I-Learn transcripts.
- Do **NOT** assign/enroll your team members in BBP education.
- Bloodborne Pathogens Education module will be available for ongoing self-enrollment and assignments after the compliance month.