TMS
2.0
VA
Supervisor Job Aid
Use the Supervisor Dashboard

Manager Job Aid: Use the Employee Dashboard

(Revision date: September 21, 2020)

Purpose

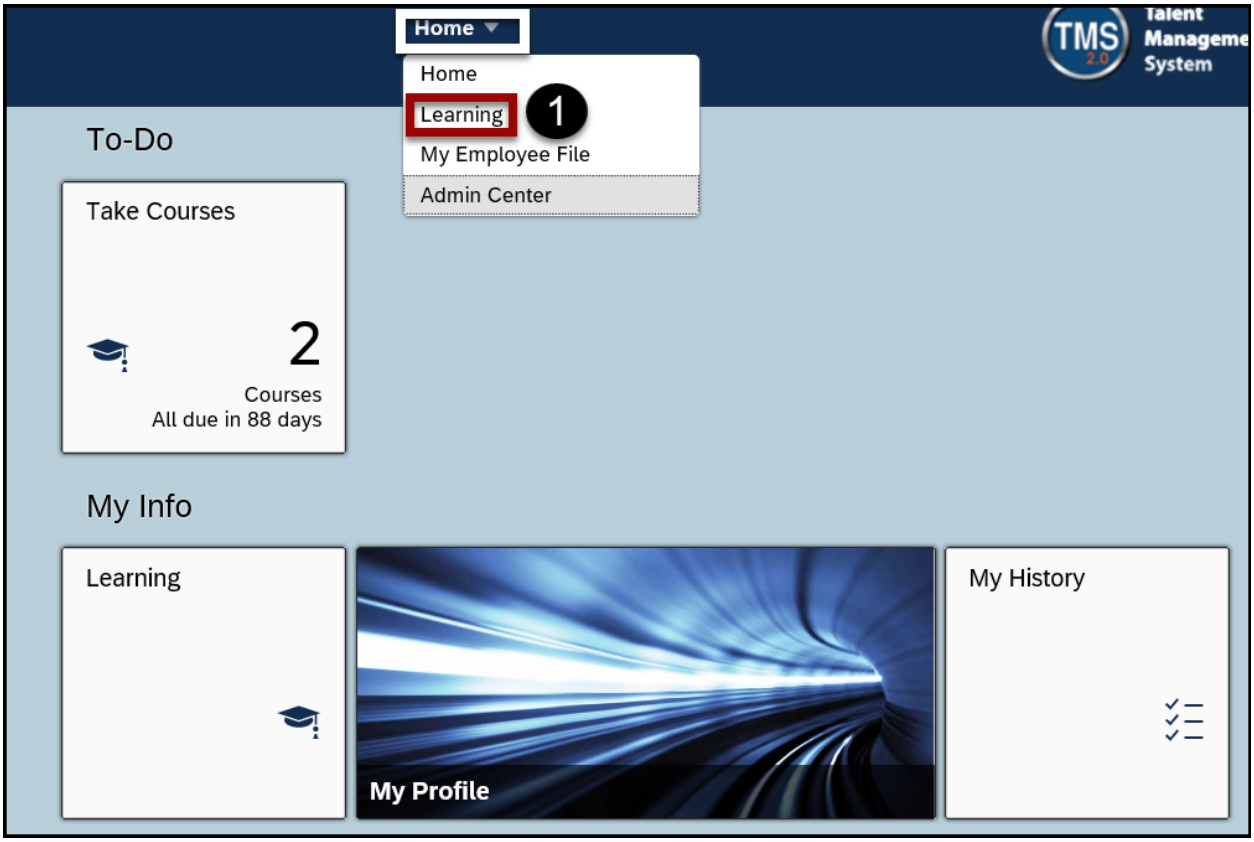
The purpose of this job aid is to guide you through the step-by-step process of using the Employee Dashboard within the My Teams section of the TMS.

In this job aid, you will learn how to:

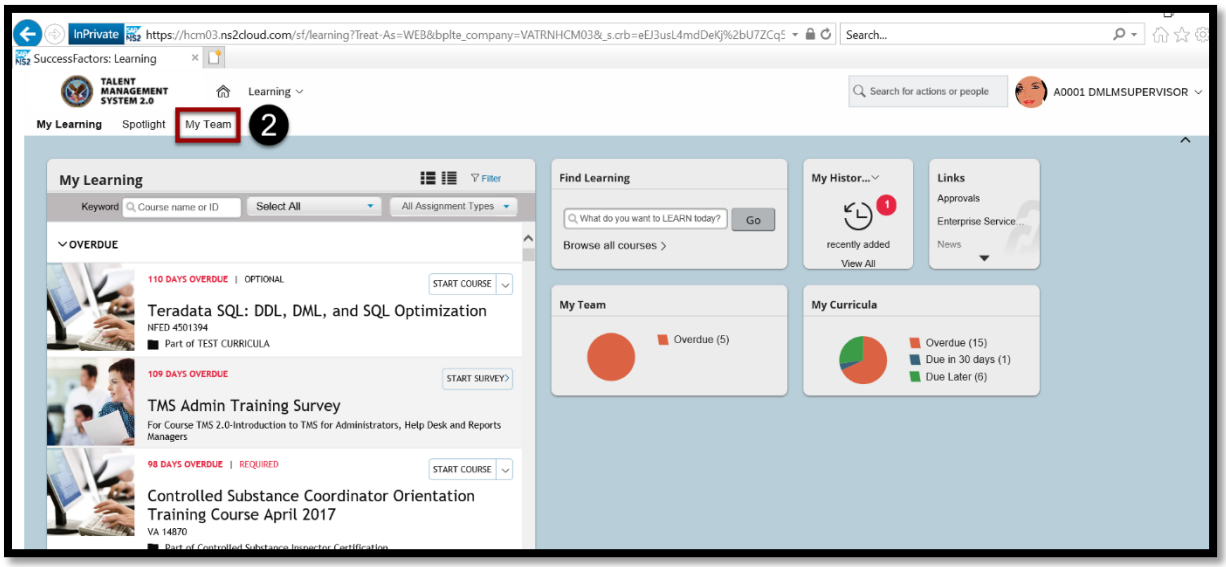
- Task A. Navigate to the My Team view
- Task B. Format and Use the Employee Dashboard

Task A. Navigate to the My Team view

1. From the **Home** drop-down menu, select the **Learning** option.

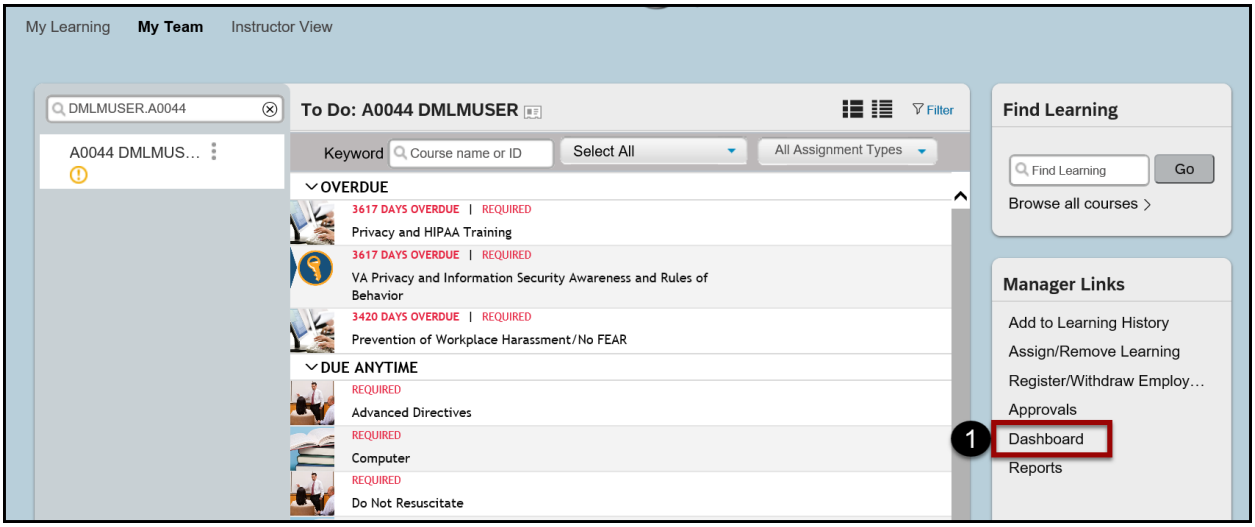


2. Select the **My Team** tab from the My Learning page.

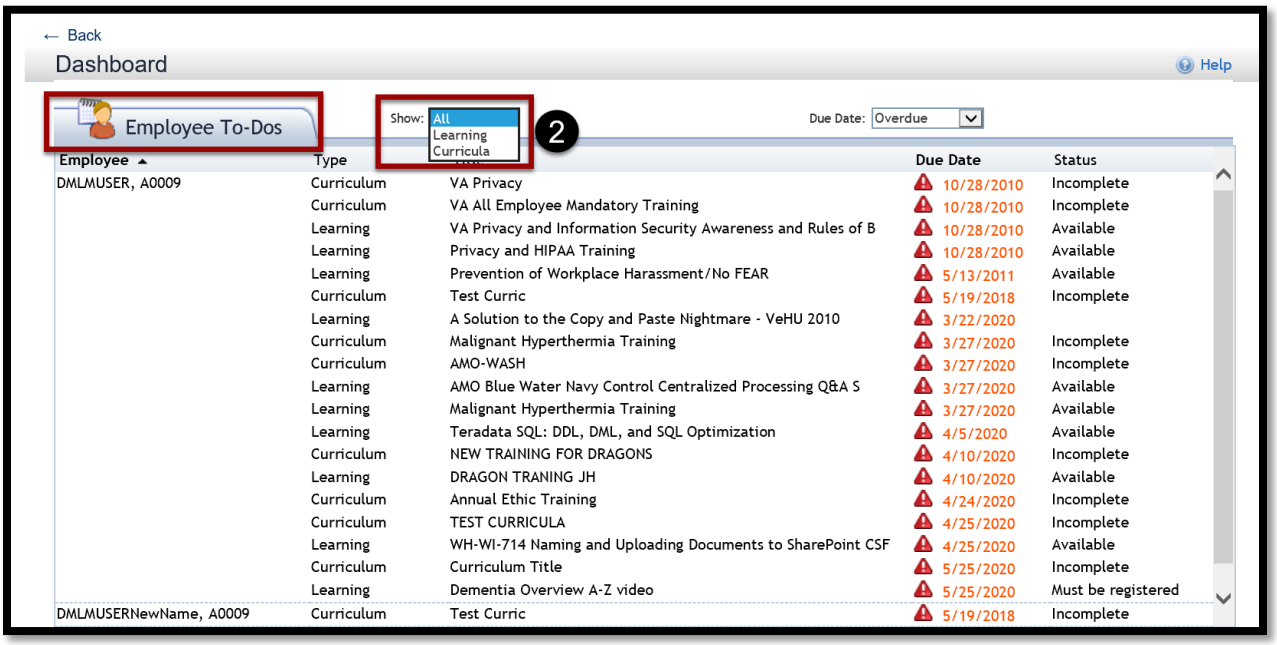
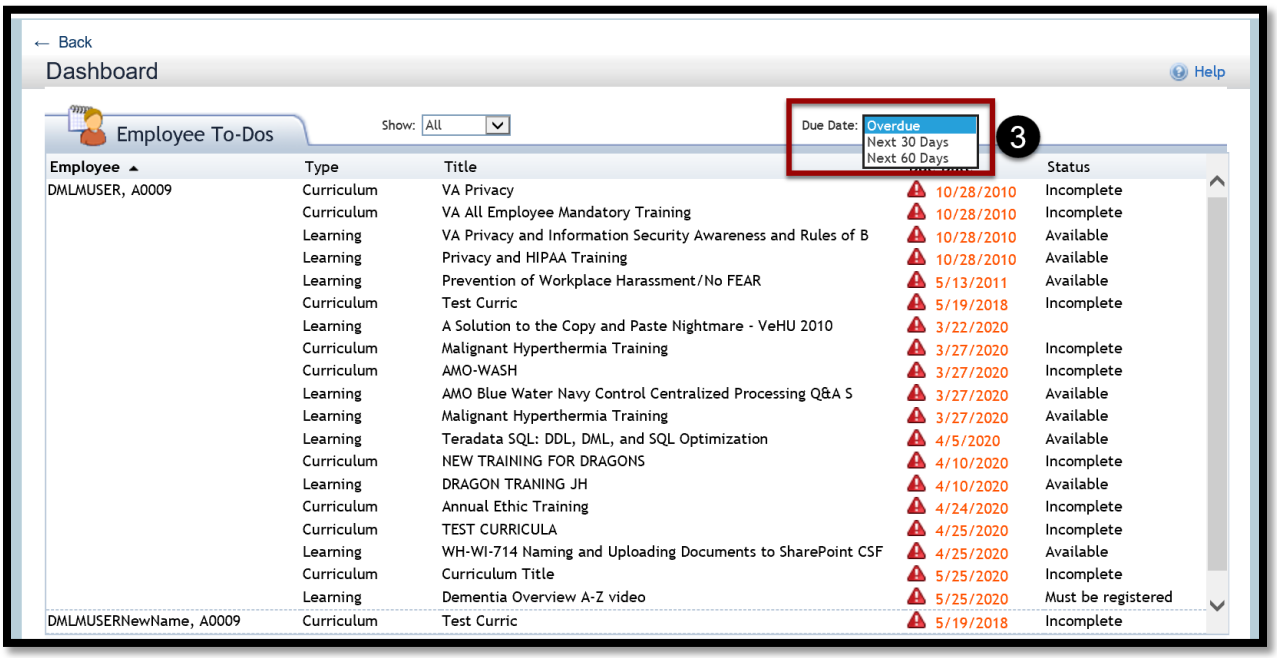


Task B. Format and Use the Employee Dashboard

1. Select **Dashboard** under the Manager Links widget.



2. There will be a list of **Employee To-Dos** displayed by user. You can select to **Show** Learning, Curricula, or both.



3. You can also choose to display the items by **Due Date**. Select the desired response from the drop-down, and the table below will refresh to display your choices.