



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.

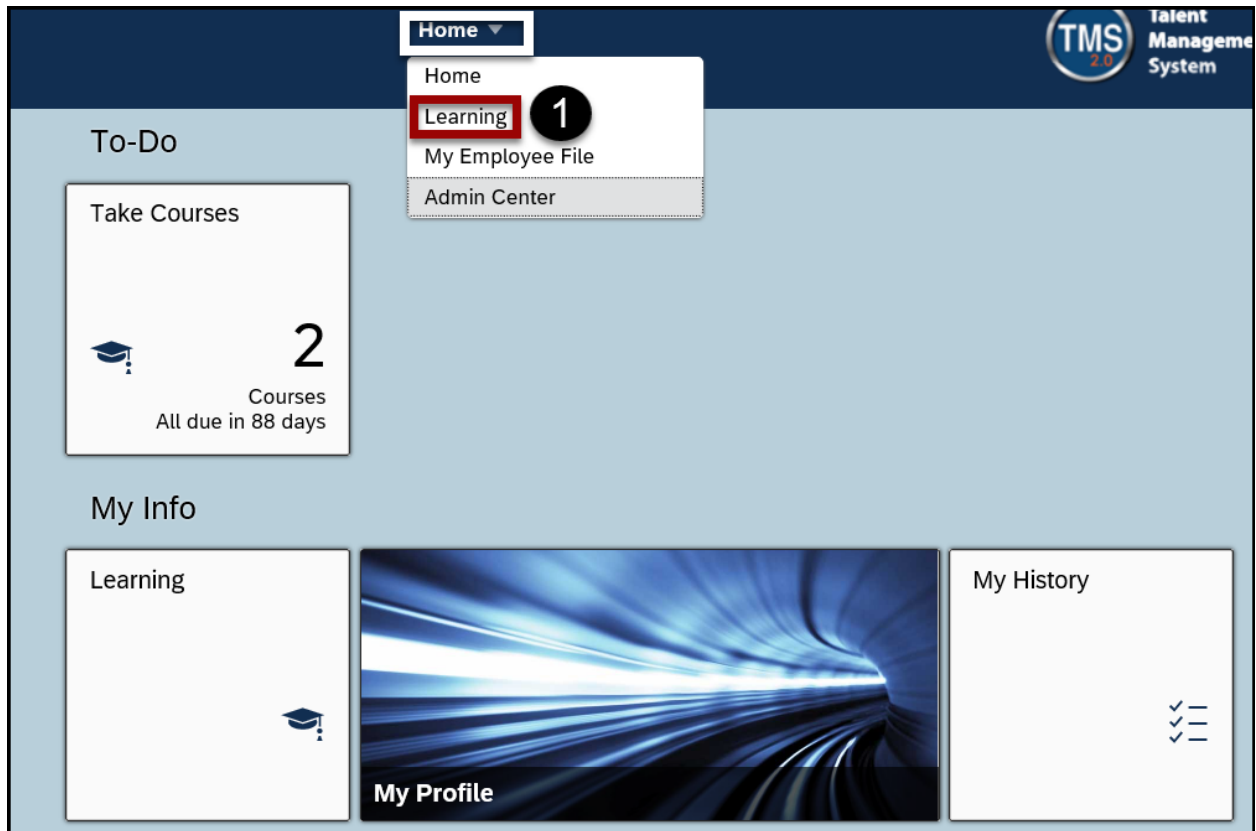
In this job aid, you will learn how to:

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

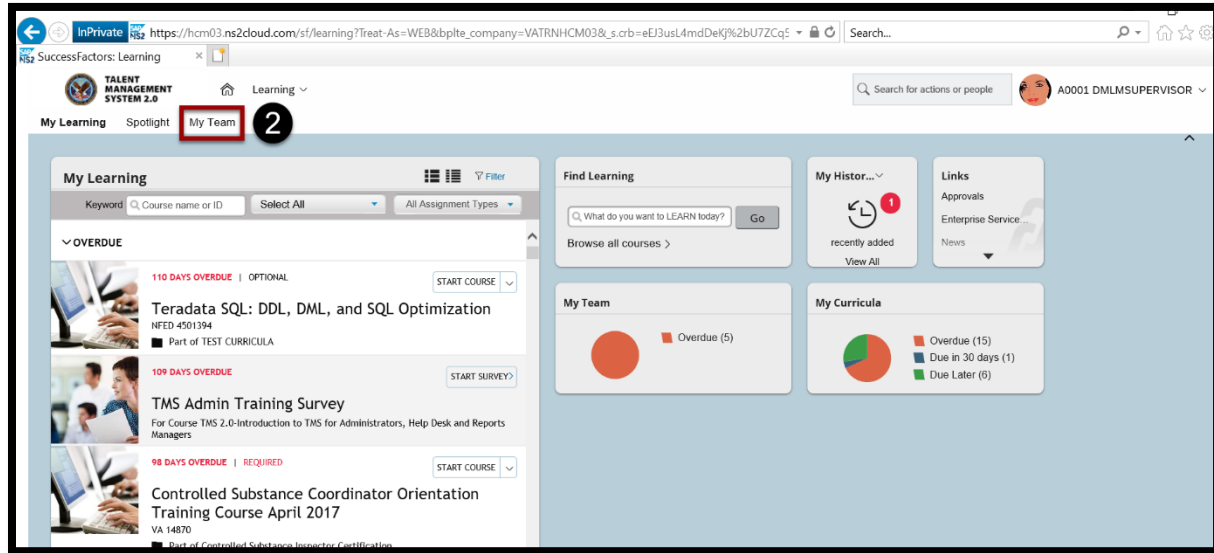


Task A. Navigate to the My Team view

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



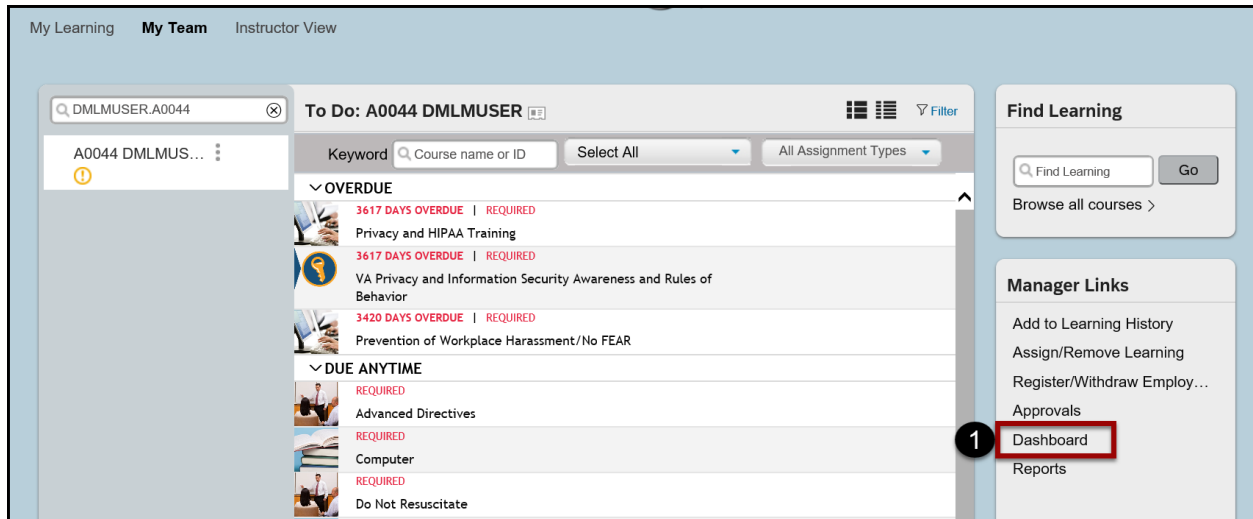
2. Select the **My Team** tab from the My Learning page.





Task B. Format and Use the Employee Dashboard

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



My Learning **My Team** Instructor View

Search: DMLMUSER.A0044

To Do: A0044 DMLMUSER

Keyword: Course name or ID Select All All Assignment Types Filter

OVERDUE

- 3617 DAYS OVERDUE | REQUIRED Privacy and HIPAA Training
- 3617 DAYS OVERDUE | REQUIRED VA Privacy and Information Security Awareness and Rules of Behavior
- 3420 DAYS OVERDUE | REQUIRED Prevention of Workplace Harassment/No FEAR

DUE ANYTIME

- REQUIRED Advanced Directives
- REQUIRED Computer
- REQUIRED Do Not Resuscitate

Find Learning

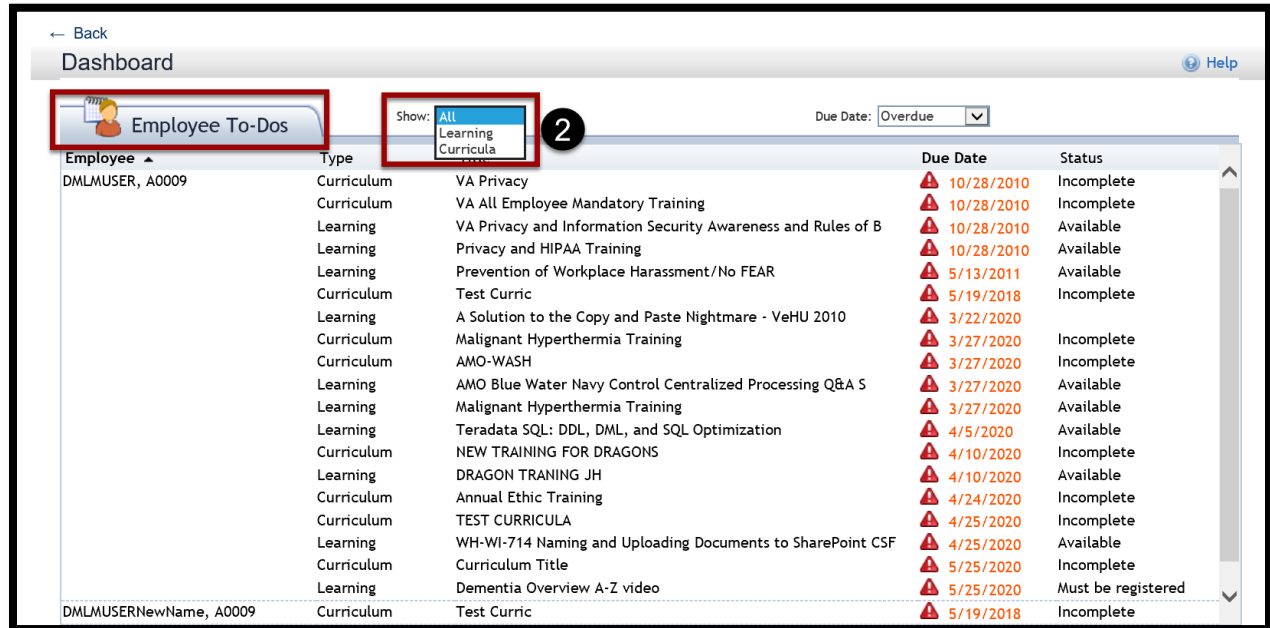
Find Learning Go

Browse all courses >

Manager Links

- Add to Learning History
- Assign/Remove Learning
- Register/Withdraw Employ...
- Approvals
- Dashboard**
- Reports

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



← Back
Dashboard Help

Employee To-Dos Show: All Learning Curricula 2 Due Date: Overdue

Employee	Type	Task	Due Date	Status
DMLMUSER, A0009	Curriculum	VA Privacy	10/28/2010	Incomplete
	Curriculum	VA All Employee Mandatory Training	10/28/2010	Incomplete
	Learning	VA Privacy and Information Security Awareness and Rules of B	10/28/2010	Available
	Learning	Privacy and HIPAA Training	10/28/2010	Available
	Learning	Prevention of Workplace Harassment/No FEAR	5/13/2011	Available
	Curriculum	Test Curric	5/19/2018	Incomplete
	Learning	A Solution to the Copy and Paste Nightmare - VeHU 2010	3/22/2020	
	Curriculum	Malignant Hyperthermia Training	3/27/2020	Incomplete
	Curriculum	AMO-WASH	3/27/2020	Incomplete
	Learning	AMO Blue Water Navy Control Centralized Processing Q&A S	3/27/2020	Available
	Learning	Malignant Hyperthermia Training	3/27/2020	Available
	Learning	Teradata SQL: DDL, DML, and SQL Optimization	4/5/2020	Available
	Curriculum	NEW TRAINING FOR DRAGONS	4/10/2020	Incomplete
	Learning	DRAGON TRAINING JH	4/10/2020	Available
	Curriculum	Annual Ethic Training	4/24/2020	Incomplete
	Curriculum	TEST CURRICULA	4/25/2020	Incomplete
	Learning	WH-WI-714 Naming and Uploading Documents to SharePoint CSF	4/25/2020	Available
	Curriculum	Curriculum Title	5/25/2020	Incomplete
Learning	Dementia Overview A-Z video	5/25/2020	Must be registered	
DMLMUSERNewName, A0009	Curriculum	Test Curric	5/19/2018	Incomplete

