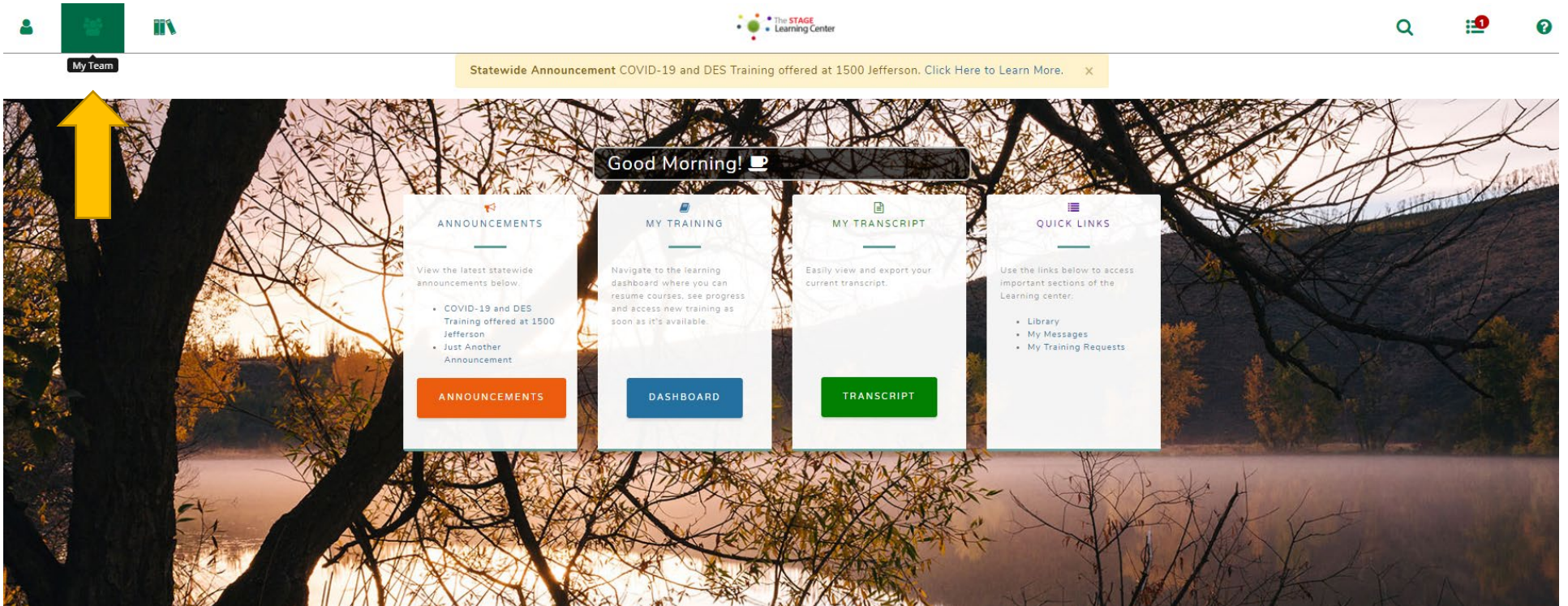


My Team and Manager Dashboard Orientation

Click on the “My Team” icon on the home page.



My Team

Statewide Announcement COVID-19 and DES Training offered at 1500 Jefferson. Click Here to Learn More. x

Good Morning!

ANNOUNCEMENTS

View the latest statewide announcements below.

- COVID-19 and DES Training offered at 1500 Jefferson
- Just Another Announcement

ANNOUNCEMENTS

MY TRAINING

Navigate to the learning dashboard where you can resume courses, see progress and access new training as soon as it's available.

DASHBOARD

MY TRANSCRIPT

Easily view and export your current transcript.

TRANSCRIPT

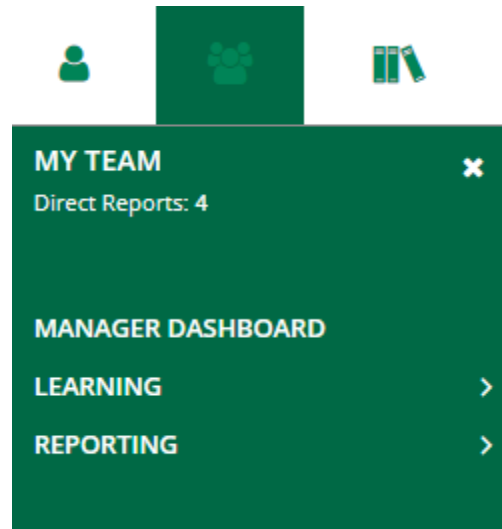
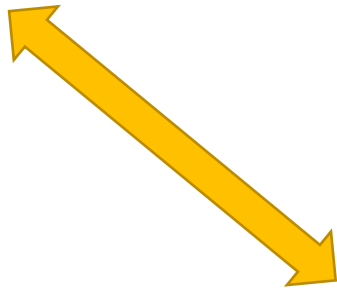
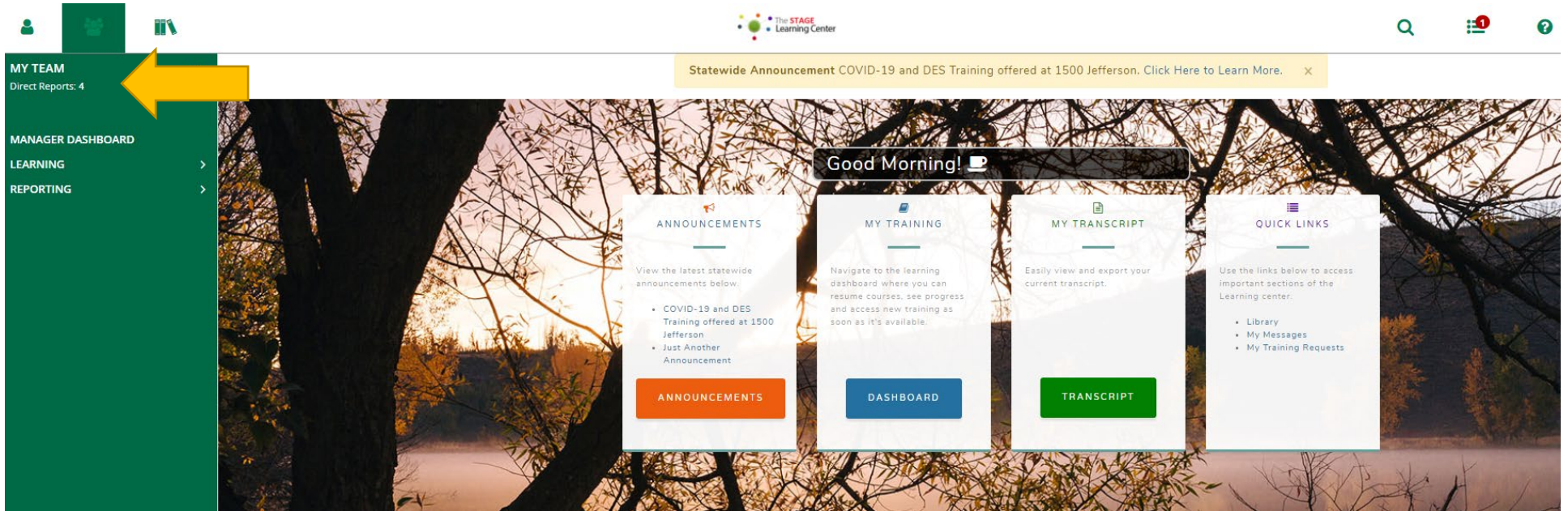
QUICK LINKS

Use the links below to access important sections of the Learning center.

- Library
- My Messages
- My Training Requests

Date Changed	Revisions	Changed By	Revision #
09/20/20	Created	Imelda	1

After clicking the “My Team” icon, you will be provided an expanded menu.



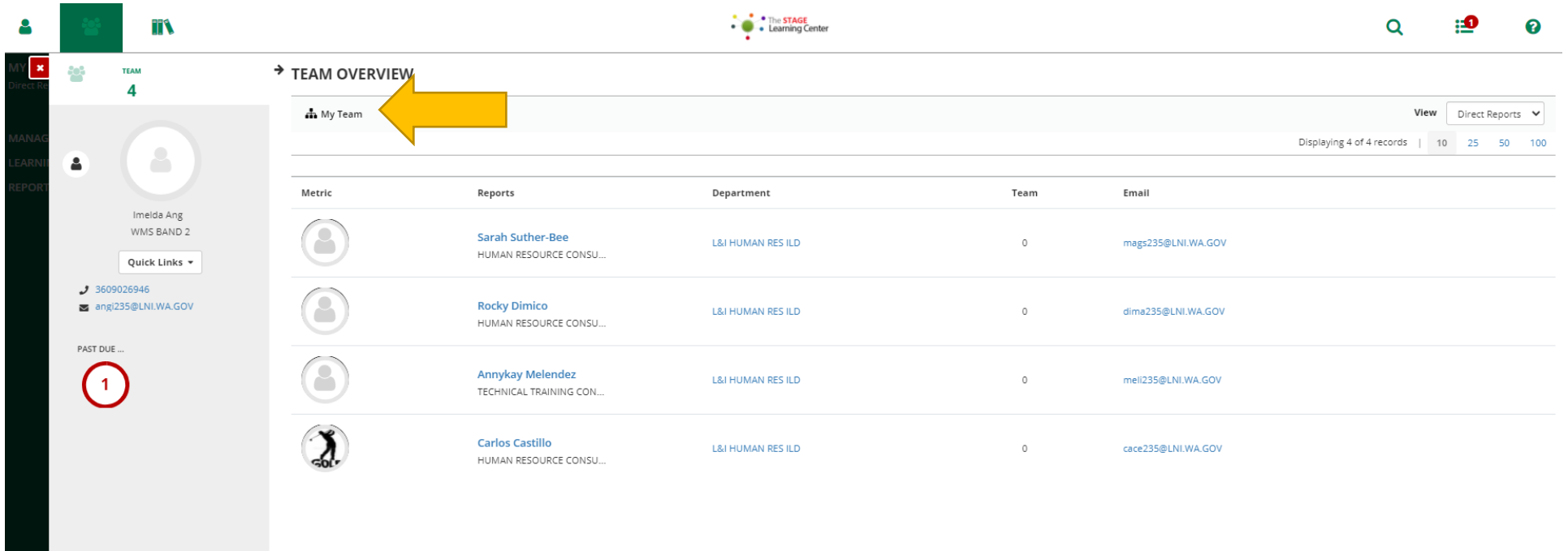
Right below “My Team” is “Direct Reports” followed by:

- Manager Dashboard
- Learning
- Reporting

Click on “Direct Reports.”

Clicking on this link will take you a page called, “Team Overview.” The page lists all of your direct reports.

Available to you is the option to view your direct reports in an organization chart form.



The screenshot displays the 'TEAM OVERVIEW' page in a web application. The header includes the 'The STAGE Learning Center' logo and navigation icons. The main content area features a 'My Team' link with a yellow arrow pointing to it, and a table of direct reports. The table has columns for Metric, Reports, Department, Team, and Email. The left sidebar shows the user's profile for Imelda Ang, WMS BAND 2, with contact information and a 'PAST DUE' notification.

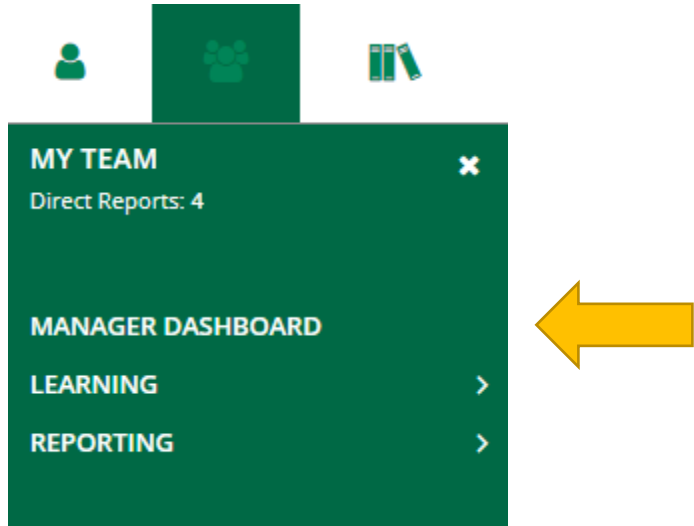
Metric	Reports	Department	Team	Email
	Sarah Suther-Bee HUMAN RESOURCE CONSU...	L&I HUMAN RES ILD	0	mags235@LNI.WA.GOV
	Rocky Dimico HUMAN RESOURCE CONSU...	L&I HUMAN RES ILD	0	dima235@LNI.WA.GOV
	Annykay Melendez TECHNICAL TRAINING CON...	L&I HUMAN RES ILD	0	meli235@LNI.WA.GOV
	Carlos Castillo HUMAN RESOURCE CONSU...	L&I HUMAN RES ILD	0	cace235@LNI.WA.GOV

After clicking on the “Org Chart” icon, you are directed to the page below where you view the levels of reporting of those you report to you.

On top of your screen, you will see your reporting chain.

The screenshot displays the 'MY TEAM' dashboard. On the left is a dark green sidebar with navigation options: 'MY TEAM' (with 'Direct Reports: 4'), 'MANAGER DASHBOARD', 'LEARNING', and 'REPORTING'. The main content area is titled 'MY TEAM' and shows a reporting chain. At the top is a card for 'Imelda Ang, WMS BAND 2' with email 'angl235@LNI.WA.GOV' and 4 direct reports. Below are four cards for direct reports: 'Sarah Suther-Bee, HUMAN RESOURCE CONSU...' (mags235@LNI.WA.GOV), 'Rocky Dimico, HUMAN RESOURCE CONSU...' (dima235@LNI.WA.GOV), 'Annykay Melendez, TECHNICAL TRAINING CON...' (mell235@LNI.WA.GOV), and 'Carlos Castillo, HUMAN RESOURCE CONSU...' (cace235@LNI.WA.GOV). The top right of the dashboard has a search icon, a notification icon with a red '1', and a help icon. The top center shows 'The STAGE Learning Center' logo.

Click on “**Manager Dashboard**” from the expanded menu.



After clicking on “Manager Dashboard,” you will be directed to the page below.

The page has separate sections that provide the Manager information on:

Tasks	This section is where you go to look at your Pending approvals, Pending Signatures, Pending Activity Completion and Requests.
Past Due Training	This section lists the names of your direct reports who have past due training.
Enterprise News	This section lists messages to all Learning Center users generated from DES.
Exception Reports	This section gives the manager immediate view of direct reports and any pending activities for each person.

The screenshot displays the Manager Dashboard interface. On the left, a sidebar contains navigation links for 'Tasks' (with sub-items: Pending Approvals, Pending Signatures, Pending Activity Completion, Requests) and 'Past Due Training'. The main content area is titled 'ENTERPRISE MANAGER NEWS WIDGET' and contains placeholder text. Below this is the 'EXCEPTION REPORTS' section, which is last updated on 9/20/2020-10:00 PM PDT. It features a 'User Search...' field and a 'Direct Reports' dropdown menu. The reports are listed as follows:

USER	ACTIVITIES
Carlos E Castillo cace235@LNI.WA.GOV Username: 20126171 Required: 2 Recommended: 0 0% SELECT - 2 INCOMPLETE	Rocky R Dimico dima235@LNI.WA.GOV Username: 20121064 Required: 2 Recommended: 0 0% SELECT - 2 INCOMPLETE
Annykay B Melendez meli235@LNI.WA.GOV Username: 00164555 Required: 0 Recommended: 0 0% SELECT - NO ACTIVITIES ASSIGNED	Sarah B Suther-Bee mags235@LNI.WA.GOV Username: 20075443 Required: 0 Recommended: 0 0% SELECT - NO ACTIVITIES ASSIGNED