My Team and Manager Dashboard Orientation

Click on the "My Team" icon on the home page.

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.
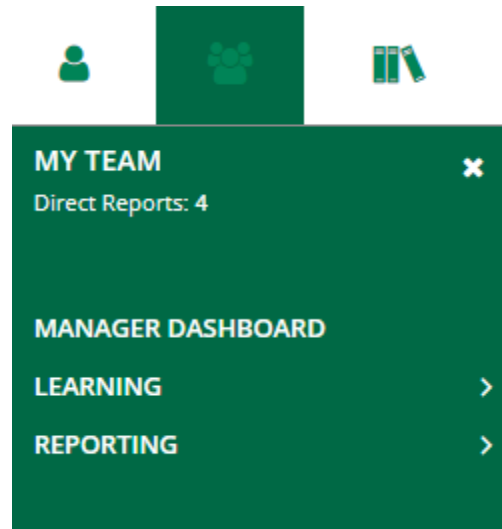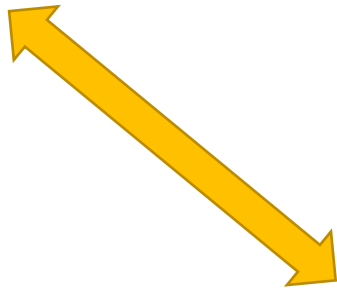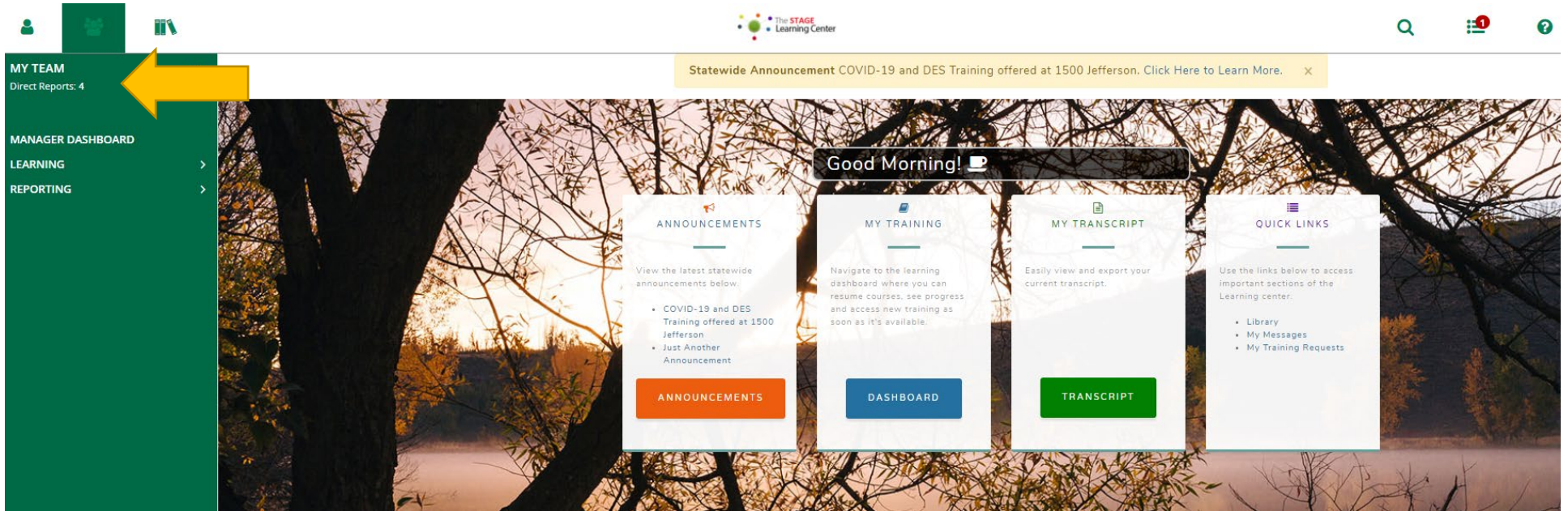
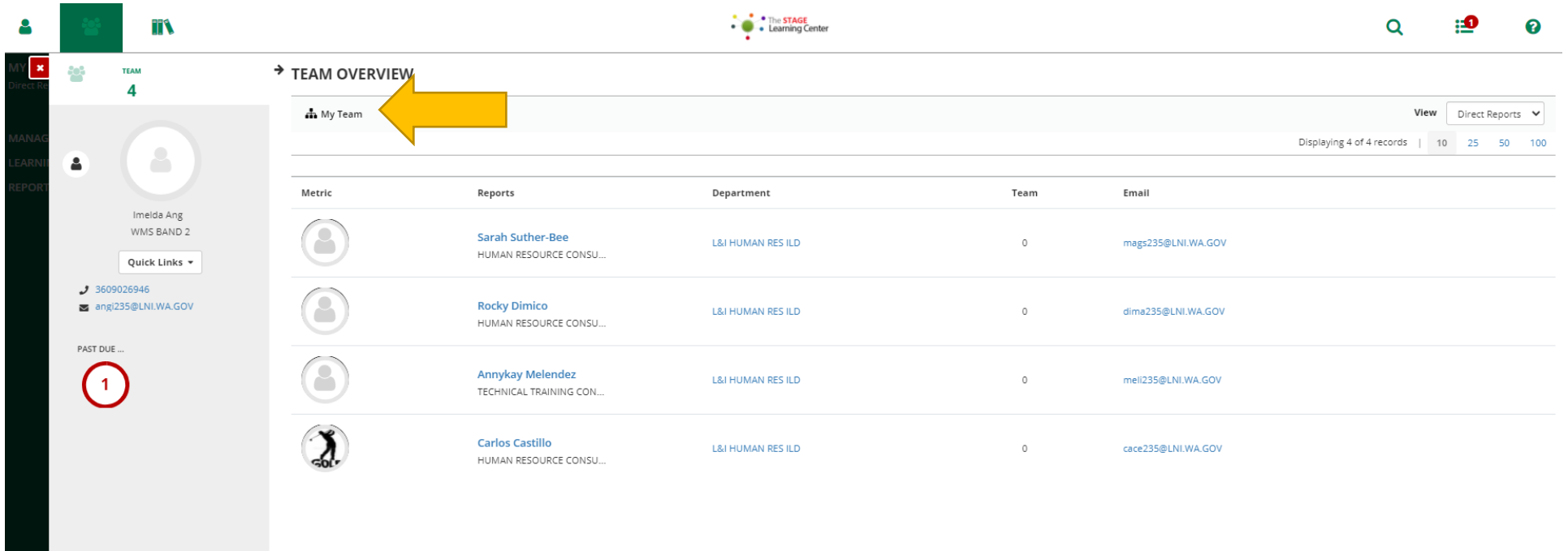Right below "My Team" is "Direct Reports" followed by:

- 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.

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.

Click on "Manager Dashboard" from the expanded menu.
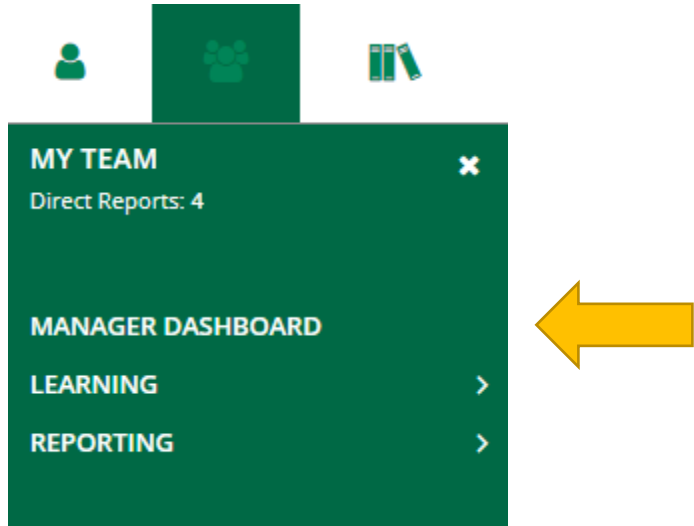
After clicking on "Manager Dashboard," you will be directed to the page below.

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.