

**WE SHARE
AND LEARN
EVERY DAY**



How to access my Dashboard in iLearn

Your iLearn Dashboard allows to view Training Status for:

- Yourself as an employee
- Yourself and your team as a manager

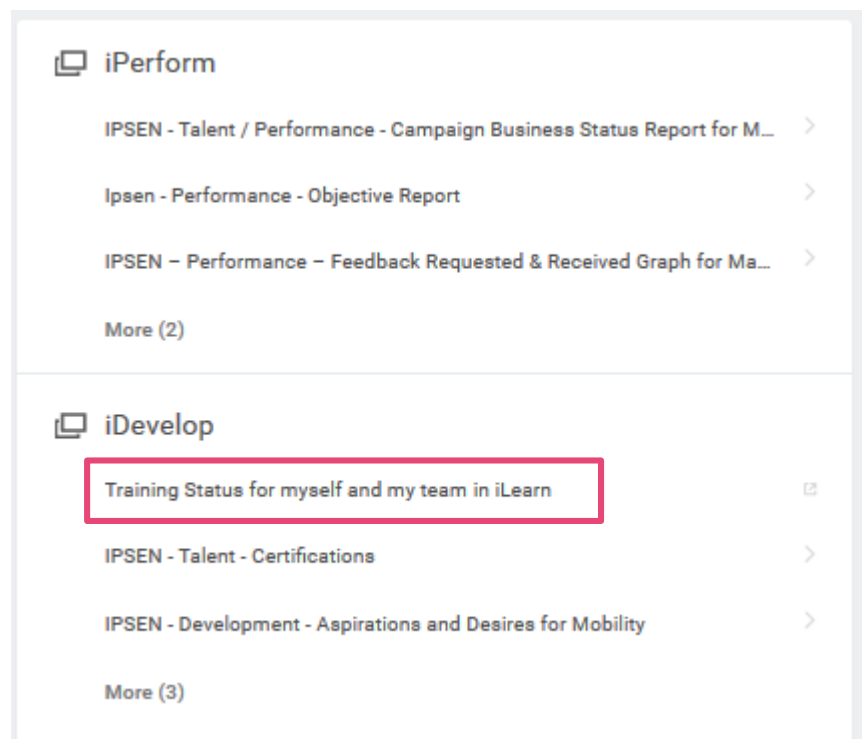
You can access your iLearn Dashboard by going on:

➤ iPeople

1 Click on the "Manager Dashboard" Worklet in your iPeople Homepage



2 Click on the "Training Status for myself and my team in iLearn" on the iDevelop tab

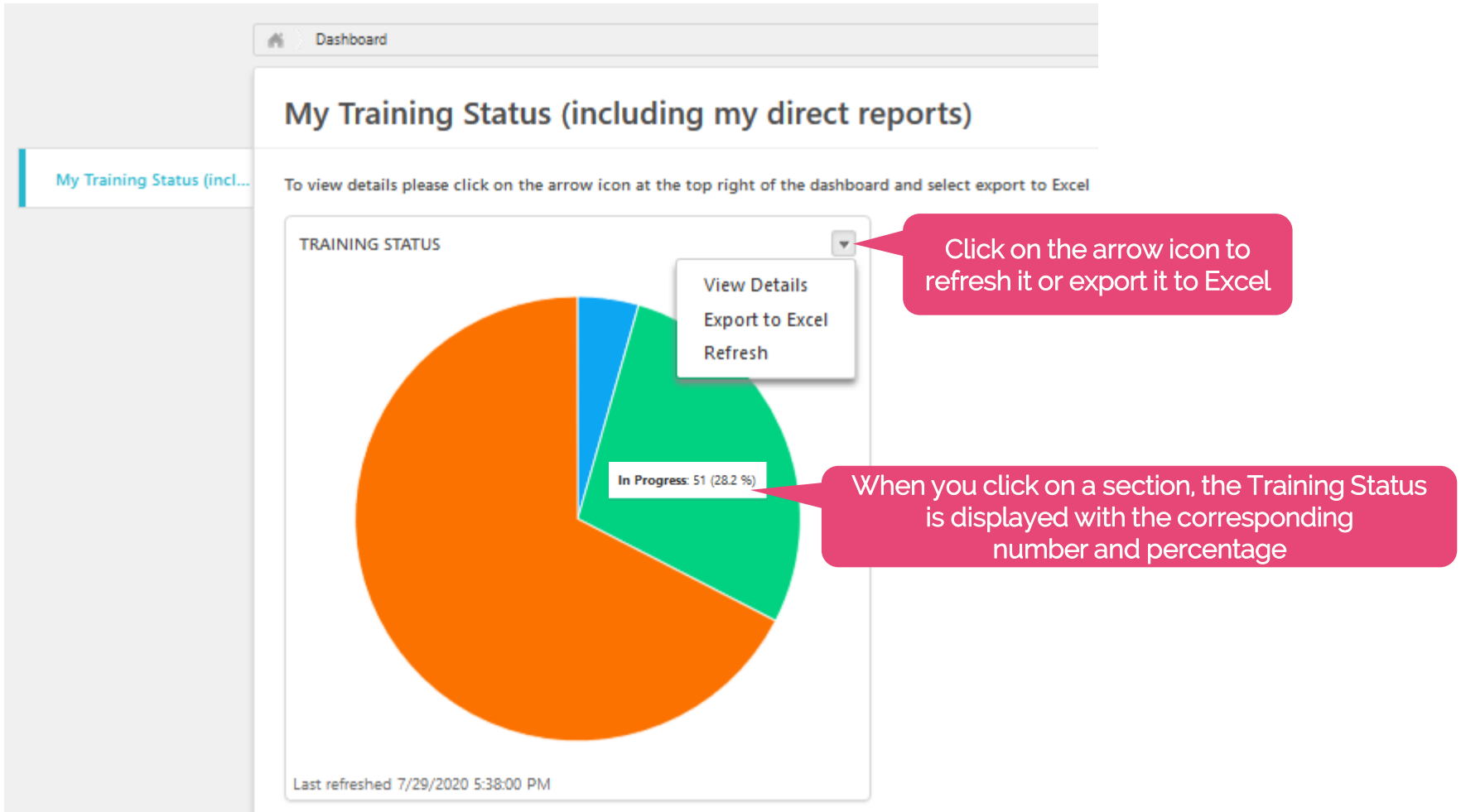


➤ iLearn

Select iLearn main navigation menu, click on Reports and Dashboards



Click on the arrow icon at the top right of the section and select "Refresh". Your Dashboard will automatically appear.



My Training Status (including my direct reports)

To view details please click on the arrow icon at the top right of the dashboard and select export to Excel

TRAINING STATUS

View Details
Export to Excel
Refresh

In Progress: 51 (28.2 %)

Last refreshed 7/29/2020 5:38:00 PM

Click on the arrow icon to refresh it or export it to Excel

When you click on a section, the Training Status is displayed with the corresponding number and percentage

You will be able to view the information listed below in the Excel Report:

