

The Dashboard

BSC Health & Safety E-Learning Platform



Introduction

The dashboard provides a global overview of employee activity on the platform. It can be used to access filtered reports on course completion and self-assessment submissions.

When you log in to the platform you will be presented immediately with the dashboard. The dashboard can be accessed at any time by clicking on the **Dashboard** link at the top of your administration block.

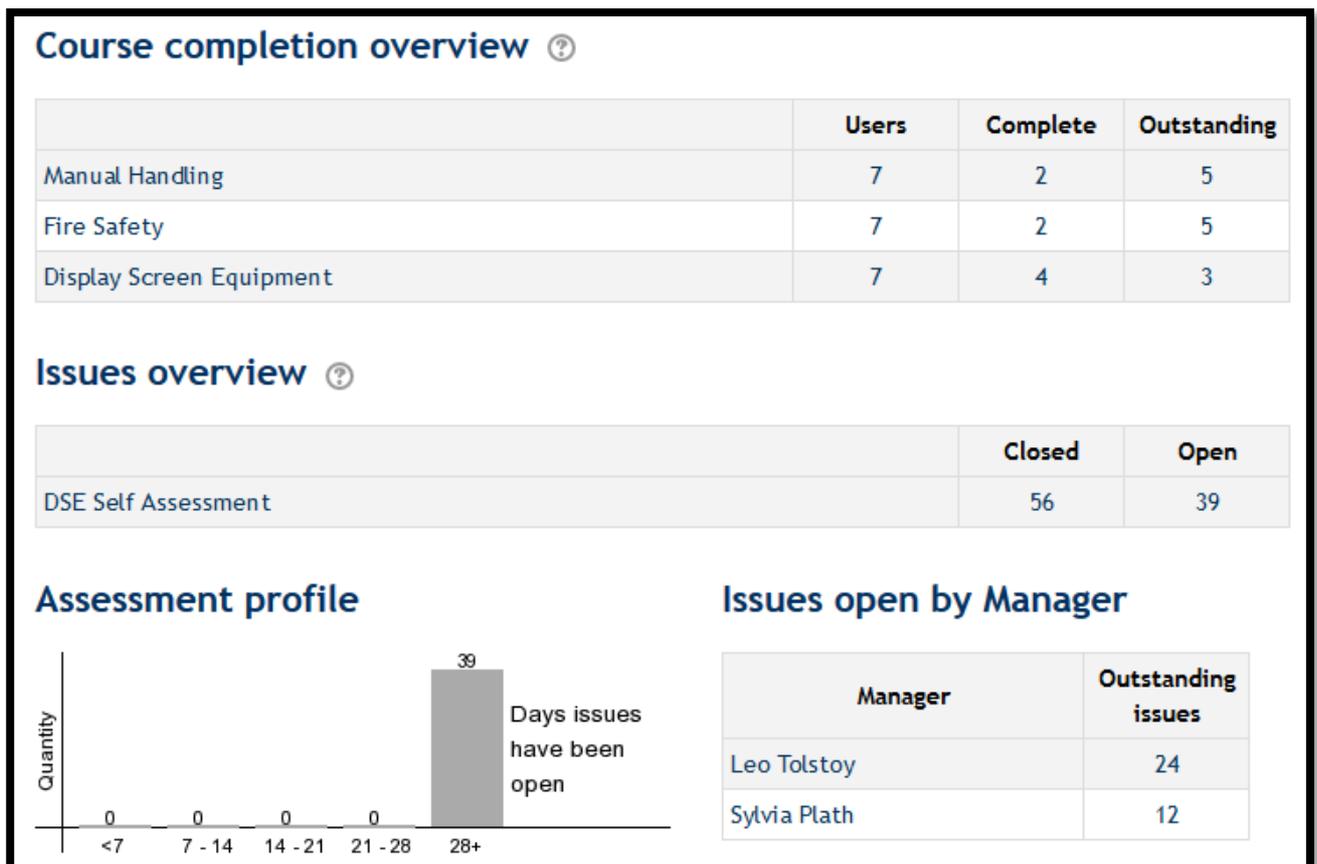
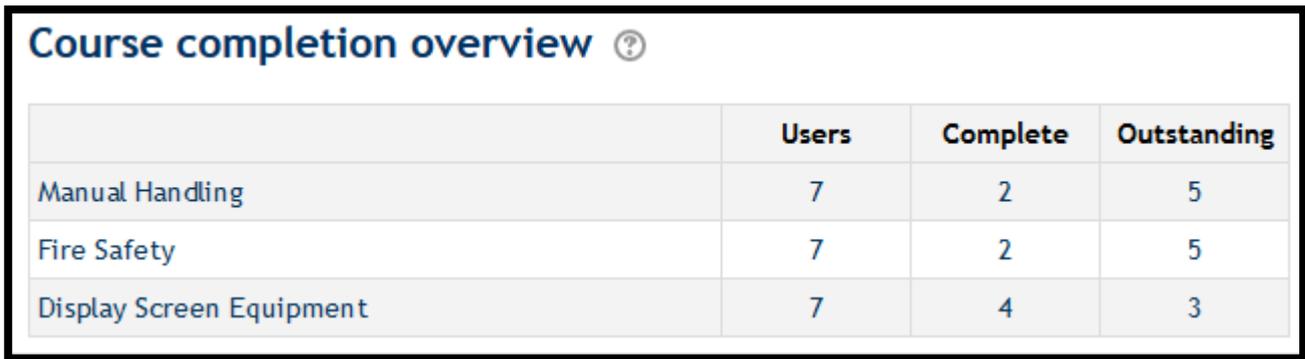


Figure 1 - The dashboard (administrator view)

The dashboard consists of four reports:

Course Completion Overview



	Users	Complete	Outstanding
Manual Handling	7	2	5
Fire Safety	7	2	5
Display Screen Equipment	7	4	3

Figure 2 - The course completion overview

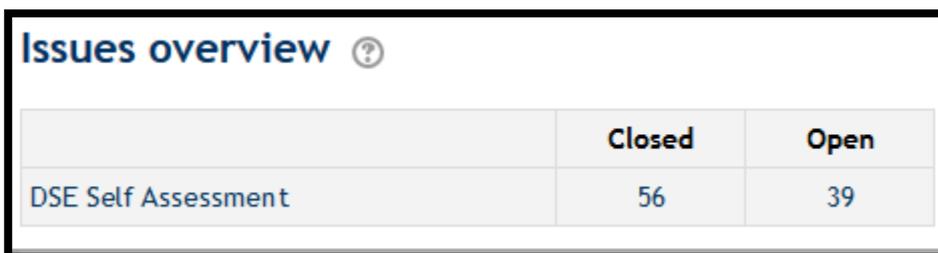
This report will give you a snapshot of the course completion data for all your employees. The first column displays the course followed by the total users on the course and how many are completed and outstanding.

Only three courses will be shown. If you have more than three courses a **Show more** link will appear underneath the report. Click the **Show more** link to expand the report to include all courses.

All the items in this table link to further information. You can click on the numbers in the columns to view course completion reports:

- **Users** – Clicking on the numbers in this column will take you to a report detailing the completion status of all the users who have access to the adjacent course.
- **Complete** – Clicking on the numbers in this column will take you to a report containing all the users who have completed the adjacent course.
- **Outstanding** – Clicking on the numbers in this column will take you to a report containing all the users who have not yet completed the adjacent course.

Issues Overview



	Closed	Open
DSE Self Assessment	56	39

Figure 3 - The issues overview

This report shows all non-compliance issues that have been logged by your users through the Display Screen Equipment or Home Workers self-assessment activity. You can click on the numbers in the columns to view self-assessment overview reports:

- **Closed** – Clicking the numbers in this column will take you to a list of all logged self-assessment issues that have been resolved.
- **Open** – Clicking the numbers in this column will take you to list of all logged self-assessment issues that remain unresolved.

Assessment Profile

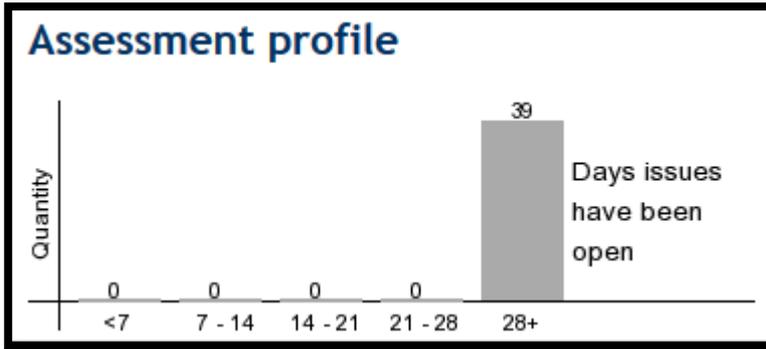


Figure 4 - The assessment profile

This graph illustrates the age of open self-assessment issues on your platform. Ideally you should aim to resolve each issue within two weeks to keep the risk level low. The longer a concern is open, the higher the risk to your business.

Issues Open by Manager

Manager	Outstanding issues
Leo Tolstoy	24
Sylvia Plath	12

Figure 5 - Issues open by manager

This table shows you managers with the highest amount of outstanding issues. Keeping track of this table will allow you to identify those managers who may need assistance in resolving concerns.

As with the other reports, you can click on the numbers to drill down to further detail:

- **Outstanding issues** – Clicking the numbers in this column will take you to a list of all unresolved issues for staff who report to the adjacent manager.

The Manager's Dashboard

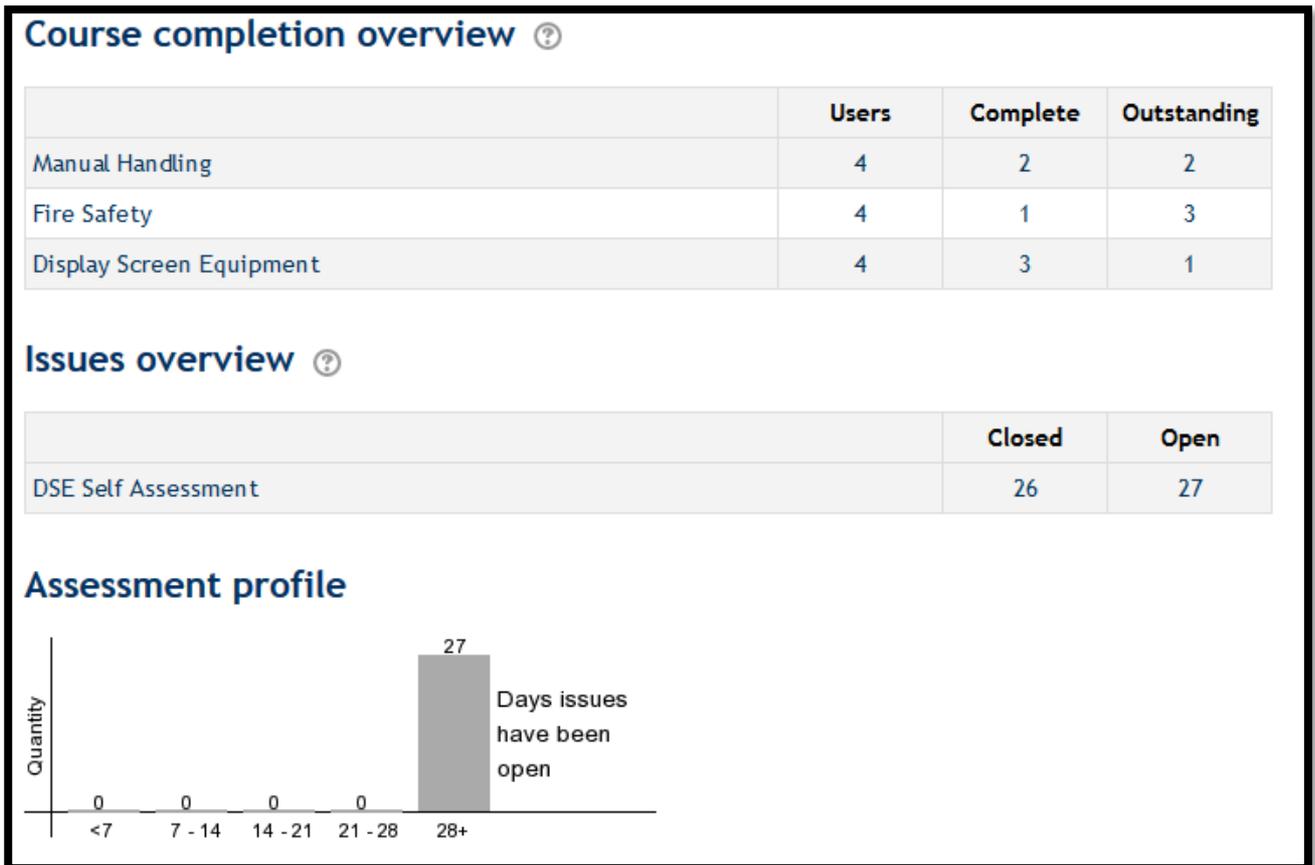


Figure 6 - The manager's dashboard

Users who have been given the “Company manager” role will also have access to the dashboard. The manager’s dashboard only includes data for staff who have been assigned to that manager and does not include the “Issues open by manager” report.