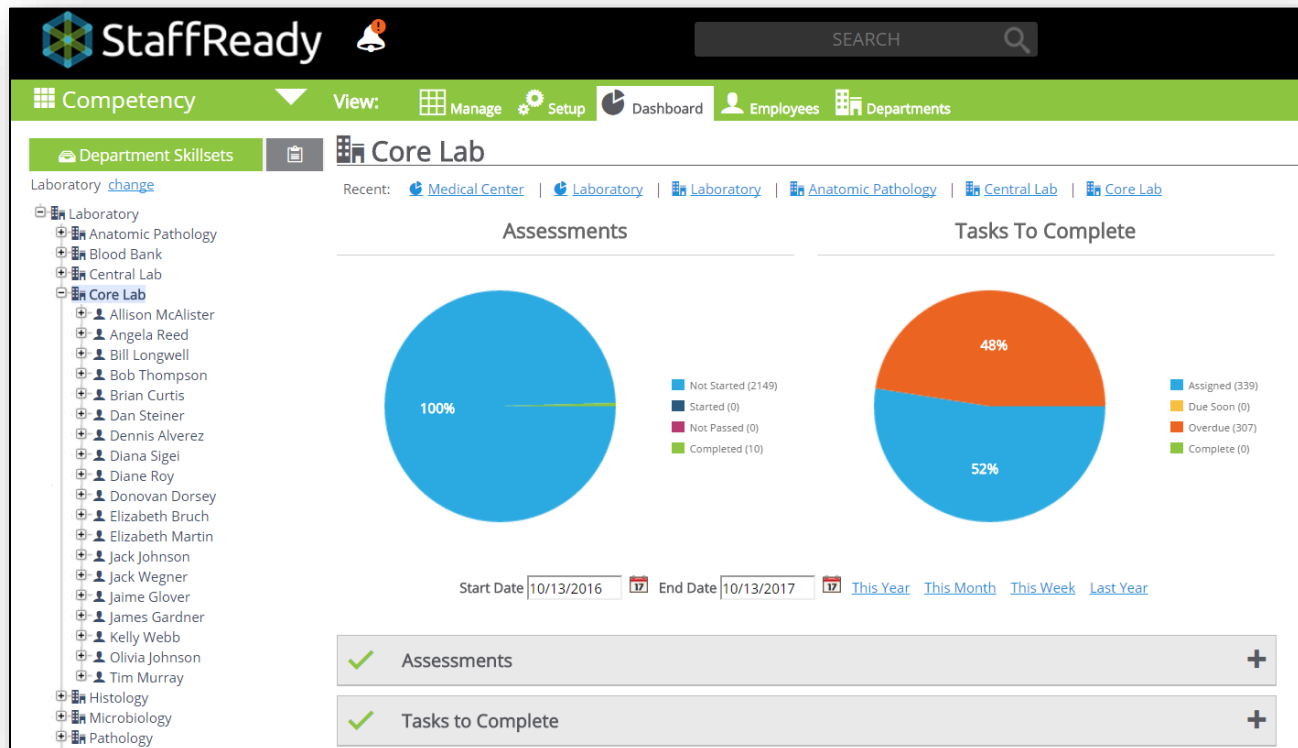


## Dashboard View – My Competency Menu

### Dashboard Assessments Colorbar

This reference guide provides an overview of the **Dashboard** view **Assessments** colorbar within StaffReady. The following process steps and instructional information are provided within this document:

- **Dashboard Navigation: Skillset Requirements Perspective**
- **Dashboard Navigation: Department Skillsets Perspective**
- **Review Assessment Task Attempts**
- **Review Assessment Document Details**
- **Email Assessment Subjects**
- **Print Assessments List**

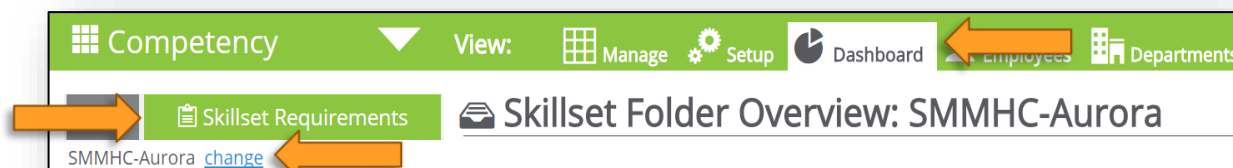


## 1 | Dashboard Navigation: Skillset Requirements Perspective

The **Skillset Requirements** dashboard option provides drill-in capabilities to view roll-up reporting for the entire organization, test system areas, associated test systems, and each requirement for each individual test system. This perspective is useful for viewing the progress of the competency assessment program for an entire organization, or to view the requirement breakdown by test system (e.g. direct observation).

### Dashboard Navigation: Skillset Requirement Perspective

1. Select the **Dashboard View** within the **Competency** module of the **Product** menu.
2. Select **Skillset Requirements Perspective**.
  - **Department Skillsets:** drill-in to view roll-up reporting for individual department, associated test systems, and employees.
3. Click [change](#).



4. Click [Select Folder](#).

**Choose Skillset Folder** [Close]

Current Selection: Skillsets (top level) > SMMHC-Aurora

Find Skillset Folder [Find]

**Choose a skillset folder**

+ aVISN 12 VA	Select
+ SMMHC- Core Lab	Select
- ✓ SMMHC-Aurora	Select
+ SMMHC-Central Valley	Select
+ SMMHC-Franklin	Select
+ SMMHC-Hammond	Select
+ SMMHC-Highland Park	Select

5. Click [Click For Details](#).

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Competency View: Manage Setup Dashboard Employees Departments

Skillset Requirements Skillset Folder Overview: SMMHC- Core Lab

SMMHC- Core Lab [change](#)

Recent: [Medical Center](#) | [SMMHC-Central Valley](#) | [SMMHC- Core Lab](#) | [SMMHC-Aurora](#)

Assessments Tasks To Complete

No Results


- Not Started (0)
- Started (0)
- Not Passed (0)
- Completed (0)

No Results

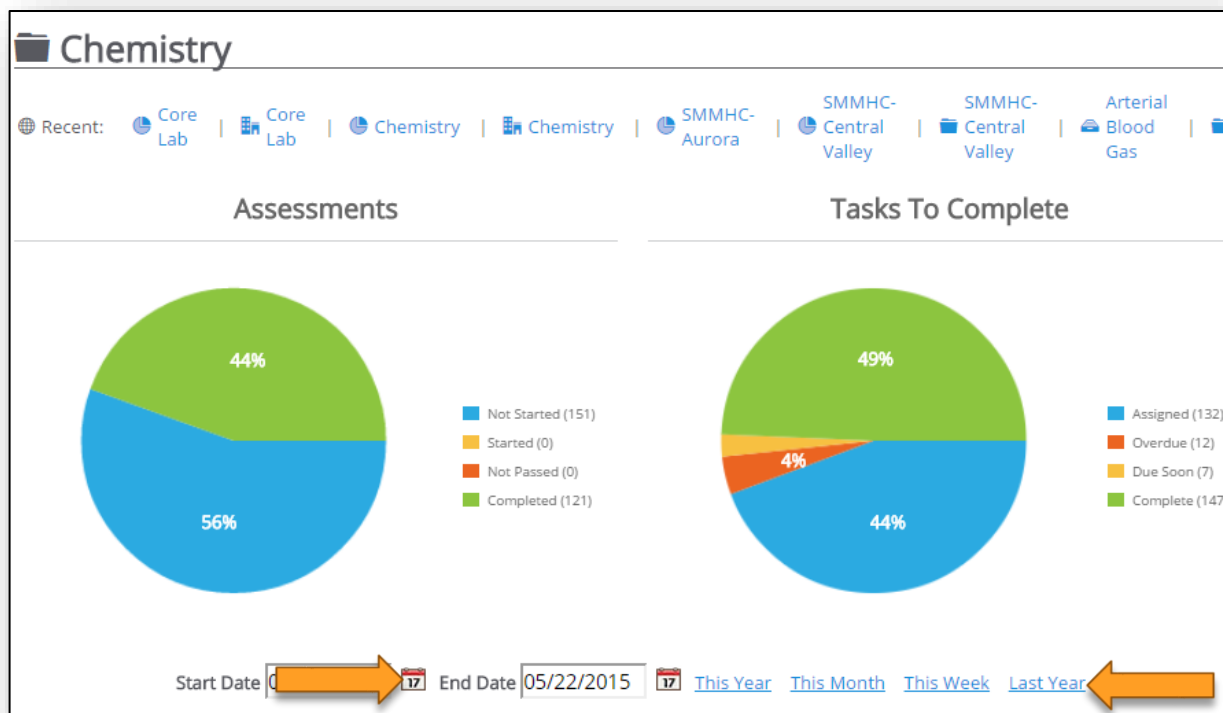
- Assigned (0)
- Due Soon (0)
- Overdue (0)
- Complete (0)

[Click For Details](#) [Click For Details](#)

Start Date  End Date  [This Year](#) [This Month](#) [This Week](#) [Last Year](#)

6. Click  icon for **Start Date** or **End Date** to manual adjust **Dashboard** dates.

7. Click date links ([This Year](#), [This Month](#), [This Week](#), or [Last Year](#)) to adjust **Dashboard** dates.



8. Click **Dashboard Tree** nodes (e.g. Skillsets, Requirements, Employees) to change focus of **Dashboard** data.

The screenshot shows the StaffReady interface for 'Competency'. The top navigation bar includes 'View: Manage Setup Dashboard Employee'. Below this is a 'Skillset Requirements' section with a folder icon and the text 'CORE: Chemistry'. A tree view on the left lists various categories under 'SMMHC- Core Lab', with 'CORE: Chemistry' selected and highlighted by an orange arrow. The main content area displays 'Assessments' with a pie chart showing 100% completion. The legend indicates: Not Started (1606), Started (1), Not Passed (0), and Completed (0).

Assessment Status	Count
Not Started	1606
Started	1
Not Passed	0
Completed	0

9. Click [Dashboard Bread Crumb](#) to adjust **Dashboard** focus to previously viewed data.

The screenshot shows the StaffReady interface for a competency dashboard. The top navigation bar includes 'Competency', 'View: Manage Setup', 'Dashboard', and 'Employee'. The main header area displays 'Skillset Requirements' and 'CORE: Chemistry'. Below this, there is a breadcrumb trail: 'SMMHC- Core Lab' > 'CORE: Chemistry'. An orange arrow points to the 'CORE: Chemistry' breadcrumb. To the right, a 'Recent' section shows links for 'SMMHC- Core Lab', 'CORE: Chemistry', 'CORE: AP Support', and 'CORE: Client Services'. The main content area is titled 'Assessments' and features a large blue circle representing 100% progress. A legend on the right indicates the status of assessments: 'Not Started (1606)' in blue, 'Started (1)' in dark blue, 'Not Passed (0)' in red, and 'Completed (0)' in green.

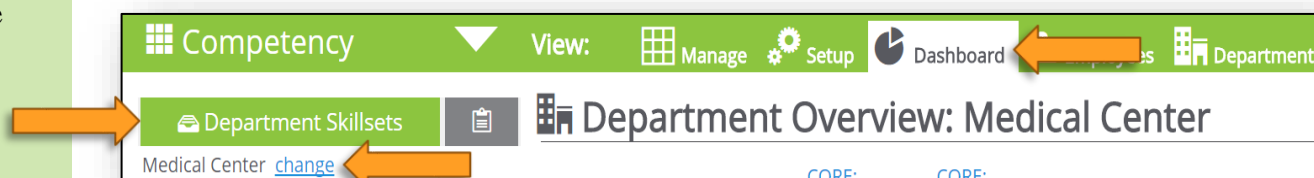
Assessment Status	Count
Not Started	1606
Started	1
Not Passed	0
Completed	0

## 2 | Dashboard Navigation: Department Skillsets Perspective

The **Department Skillsets** dashboard option provides drill-in capabilities to view roll-up reporting for individual departments, associated test systems to a given department, and employees responsible for demonstrating competency on those test systems. This perspective is useful for viewing the progress of the competency assessment program for specific departments, or to view progress of specific employee on a given test system (e.g. direct observation).

### Dashboard Navigation: Department Skillsets Perspective

1. Select the **Dashboard View** within the **Competency** module of the **Product** menu.
2. Select **Department Skillsets Perspective**.
3. Click [change](#).




4. Click [Select Department](#).

### Choose Department ✕

Current Selection: Departments (top level) > Medical Center

Find department

- Laboratory
- Anatomic Pathology
- Blood Bank
- Central Lab
- Core Lab 
- Histology
- Microbiology
- Pathology

5. Click [Click For Details](#).

StaffReady

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Competency View: Manage Setup Dashboard Employees Departments

Department Skillssets [change](#)

Department Overview: Core Lab

Core Lab [change](#)

Recent: [CORE: AP Support](#) | [CORE: Client Services](#) | [CORE: Hematology](#) | [CORE: Microbiology](#) | [CORE: Histology](#) | [CORE: Molecular](#)

Assessments

Tasks To Complete

100%

- Not Started (2149)
- Started (0)
- Not Passed (0)
- Completed (10)


48%

52%

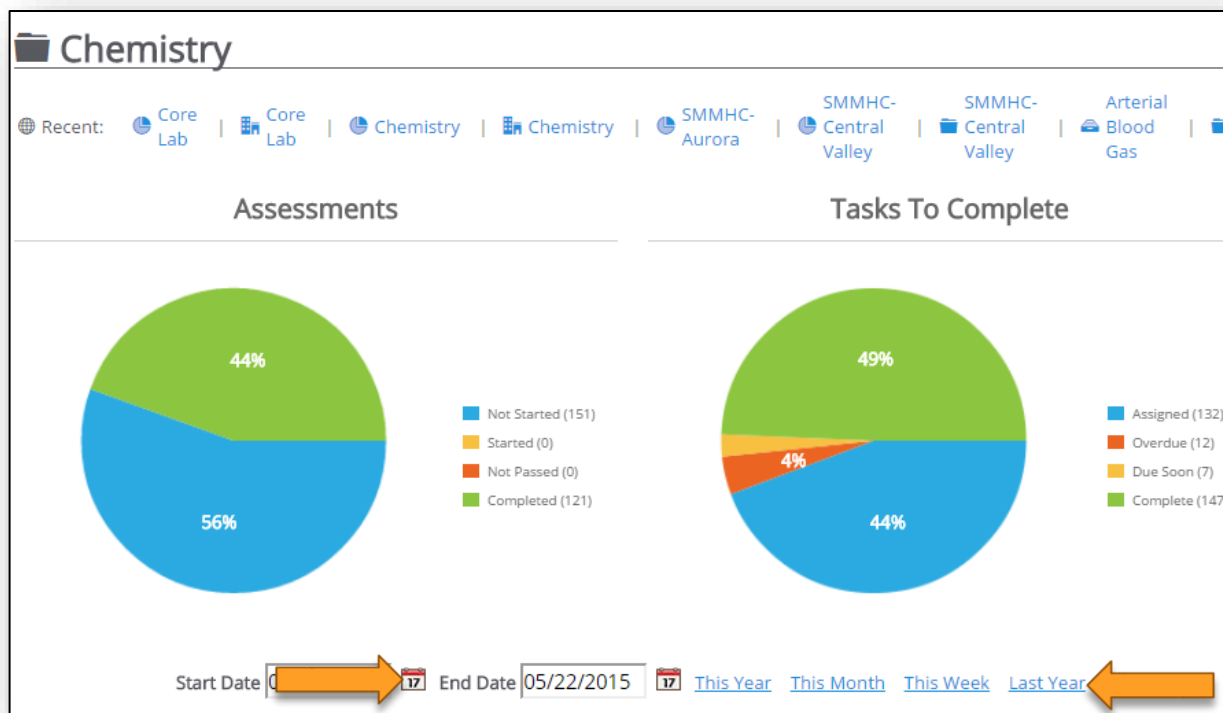
- Assigned (339)
- Due Soon (0)
- Overdue (307)
- Complete (0)

[Click For Details](#)

[Click For Details](#)

6. Click  icon for **Start Date** or **End Date** to manual adjust **Dashboard** dates.

7. Click date links ([This Year](#), [This Month](#), [This Week](#), or [Last Year](#)) to adjust **Dashboard** dates.



8. Click **Dashboard Tree** nodes (e.g. Skillsets, Requirements, Employees) to change focus of **Dashboard** data.



Competency View: Manage Setup Dashboard Employees

Department Skillsets Core Lab

Core Lab [change](#)

Recent: [CORE: Client Services](#) | [CORE: Hematology](#) | [CORE: Microbiology](#) | [CORE: Histology](#)

### Assessments

Assessment Status	Count
Not Started	2149
Started	0
Not Passed	0
Completed	10

- Allison McAlister
- Angela Reed
- Bill Longwell
- Bob Thompson
- Brian Curtis
- Dan Steiner
- Dennis Alvarez
- Diana Sigei
- Diane Roy
- Donovan Dorsey
- Elizabeth Bruch
- Elizabeth Martin
- Jack Johnson
- Jack Wegner
- Jaime Glover
- James Gardner
- Kelly Webb
- Olivia Johnson

9. Click [Dashboard Bread Crumb](#) to adjust **Dashboard** focus to previously viewed data.

The screenshot shows the StaffReady Competency dashboard. The top navigation bar includes 'Competency', 'View: Manage Setup Dashboard Employees', and 'Department Skillsets'. The main content area is titled 'Core Lab' and features a 'Recent' section with links to 'CORE: Microbiology', 'CORE: Histology', 'CORE: Molecular', and 'CORE: Support Services'. An orange arrow points to the 'CORE: Microbiology' link. Below this is an 'Assessments' section with a pie chart showing 100% completion. The legend for the pie chart is as follows:

Assessment Status	Count
Not Started	2149
Started	0
Not Passed	0
Completed	10

### 3 | Review Assessment Task Attempts

#### Review Assessment Task Attempts

1. From the **Dashboard** view...
2. Click to open the **Assessments** colorbar.
3. Use search filters to locate specific assessments.
4. Click [Attempt\(s\)](#).
5. Click [Review Results](#).

Assessments							
<a href="#">Feedback</a> <a href="#">Help</a>							
<< < > >>							
<a href="#">Print</a>	Subject	Document	Requirement (Skillset)	Status (Score)	Assigned On	Completed On	Attempts
<input type="text" value="Search"/> <input type="text" value="Clear"/>		<input type="text" value="Document"/>	<input type="text" value="Requireme"/>	<input type="text" value="Complete"/>			
	Angela Reed	<a href="#">Training Monitoring Test Results</a>	Monitoring Test Results (Advia)	Completed (100%)	01/01/2014		<a href="#">1 attempt(s)</a>

Assessment Attempts						
Attempt #	Score	Earned Points	Points Needed	Total Points	Complete Date	
1	100%	9	9	9	10/20/2	<a href="#">Review Results</a>

6. Click **Review Exam**.

### Problem Solving

**Exam Results: Problem Solving** [Print Results](#)

Subject: Angela Reed  
Completed: 10/20/2014  
Skillset: Advia  
Requirement: Problem Solving

**NOT PASSED**

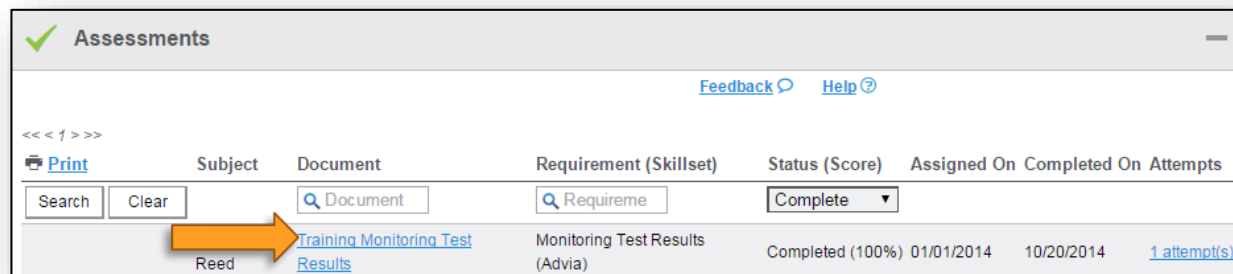
[Review Exam](#) [Request Retake](#)

Category	Value
Correct Questions	9
Scorable Questions	10
Earned Points	9 (90%)
Points to Pass	10 (100%)
Possible Points	10

## 4 | Review Assessment Document Details

### Review Assessment Document Details

1. Click [Document](#).



The screenshot shows a table titled "Assessments" with the following columns: Subject, Document, Requirement (Skillset), Status (Score), Assigned On, Completed On, and Attempts. The first row contains the following data: Subject: Reed, Document: [Training Monitoring Test Results](#), Requirement (Skillset): Monitoring Test Results (Advia), Status (Score): Completed (100%), Assigned On: 01/01/2014, Completed On: 10/20/2014, Attempts: [1 attempt\(s\)](#). An orange arrow points to the "Document" column of this row.

Subject	Document	Requirement (Skillset)	Status (Score)	Assigned On	Completed On	Attempts
Reed	<a href="#">Training Monitoring Test Results</a>	Monitoring Test Results (Advia)	Completed (100%)	01/01/2014	10/20/2014	<a href="#">1 attempt(s)</a>

## 6 | Print Assessment List

### Print Assessment List

1. Click [Export](#).

The screenshot shows the 'Assessments' page with a table of data. The 'Export' button is highlighted with an orange arrow. The table has columns for Subject, Document, Requirement, Skillset, Status (Score), Assigned, and Completed Attempts. The data rows show assessments for Angela Reed.

Subject	Document	Requirement	Skillset	Status (Score)	Assigned	Completed Attempts
Angela Reed	<a href="#">Direct Observation</a>	Direct Observation	Autostainer (SF)	Overdue (Incomplete)	12/16/2016	
Angela Reed	<a href="#">Monitoring Test Results</a>	Monitoring Test Results	Autostainer (SF)	Overdue (Incomplete)	12/16/2016	

2. Click [Print](#), which will open an additional tab in a print preview format.

The screenshot shows the 'Assessments' page with a dropdown menu open over the 'Export' button. The 'Print' option is highlighted with an orange arrow. The table below shows a larger set of assessment data for Angela Reed.

Subject	Document	Requirement	Skillset	Status (Score)	Assigned	Completed Attempts
Angela Reed	<a href="#">Direct Observation</a>	Direct Observation	Autostainer (SF)	Overdue (Incomplete)	12/16/2016	
Angela Reed	<a href="#">Monitoring Test Results</a>	Monitoring Test Results	Autostainer (SF)	Overdue (Incomplete)	12/16/2016	
Angela Reed	<a href="#">Performance of Maintenance</a>	Performance of Maintenance	Autostainer (SF)	Overdue (Incomplete)	12/16/2016	
Angela Reed	<a href="#">Problem Solving</a>	Problem Solving	Autostainer (SF)	Overdue (Incomplete)	12/16/2016	
Angela Reed	<a href="#">Proficiency Testing</a>	Proficiency Testing	Autostainer (SF)	Overdue (Incomplete)	12/16/2016	
Angela Reed	<a href="#">Record Review</a>	Record Review	Autostainer (SF)	Overdue (Incomplete)	12/16/2016	

## 5 | Print Assessment List

### Print Assessment List

3. Click [Print](#).

**Note:** This will send the print job to your local print manager.

Tasks to Complete: 01/01/2017 - 12/31/2017  [Print](#)

Assignee	Subject	Document	Requirement	Skillset	Status	Assigned On	Due Date
Barbara Dodd	Tim Murray	Direct Observation	Direct Observation	BioPlex (Core)	Assigned	10/01/2017	10/31/2017
Barbara Dodd	Diane Roy	Direct Observation	Direct Observation	BioPlex (Core)	Assigned	10/01/2017	10/31/2017
Barbara Dodd	Jack Wegner	Direct Observation	Direct Observation	BioPlex (Core)	Assigned	10/01/2017	10/31/2017
Barbara Dodd	Donovan Dorsey	Direct Observation	Direct Observation	BioPlex (Core)	Assigned	10/01/2017	10/31/2017
Barbara Dodd	James Gardner	Direct Observation	Direct Observation	BioPlex (Core)	Assigned	10/01/2017	10/31/2017
Beverly Johnson	Tim Murray	Direct Observation	Direct Observation	BioPlex (Core)	Assigned	10/01/2017	10/31/2017
Beverly Johnson	Diane Roy	Direct Observation	Direct Observation	BioPlex (Core)	Assigned	10/01/2017	10/31/2017
Beverly Johnson	Jack Wegner	Direct Observation	Direct Observation	BioPlex (Core)	Assigned	10/01/2017	10/31/2017
Beverly Johnson	Donovan Dorsey	Direct Observation	Direct Observation	BioPlex (Core)	Assigned	10/01/2017	10/31/2017
Beverly Johnson	James Gardner	Direct Observation	Direct Observation	BioPlex (Core)	Assigned	10/01/2017	10/31/2017
Jim Rodgers	Tim Murray	Direct Observation	Direct Observation	BioPlex (Core)	Assigned	10/01/2017	10/31/2017
Jim Rodgers	Diane Roy	Direct Observation	Direct Observation	BioPlex (Core)	Assigned	10/01/2017	10/31/2017
Jim Rodgers	Jack Wegner	Direct Observation	Direct Observation	BioPlex (Core)	Assigned	10/01/2017	10/31/2017