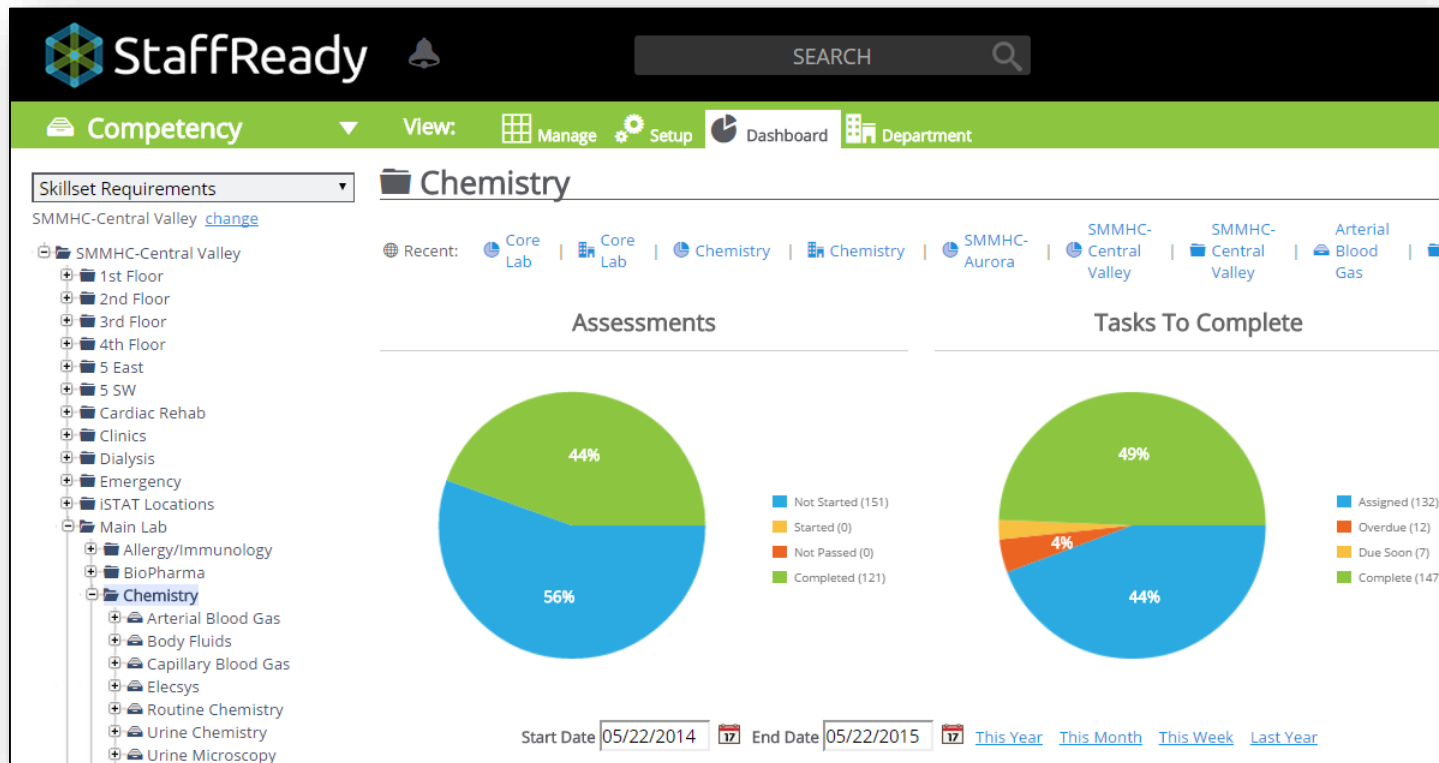


## Dashboard View – My Competency Menu

### 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).

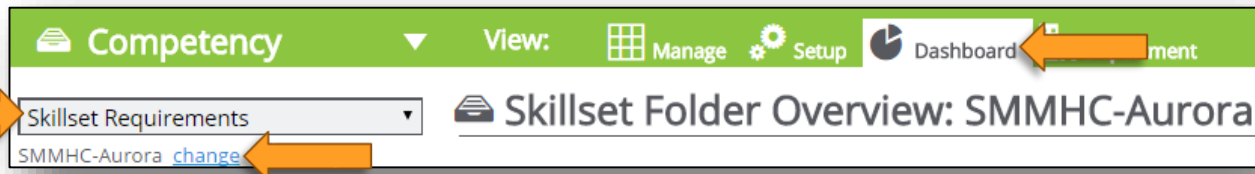
### Dashboard Navigation: Skillset Requirement Perspective

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

Current Selection:  Skillsets (Root) >  SMMHC-Aurora

Choose a skillset folder

<input checked="" type="checkbox"/> SMMHC-Aurora	<a href="#">Select Folder</a>
<input type="checkbox"/>  SMMHC-Central Valley	 <a href="#">Select Folder</a>
<input type="checkbox"/>  SMMHC-Franklin	<a href="#">Select Folder</a>
<input type="checkbox"/>  SMMHC-Hammond	<a href="#">Select Folder</a>
<input type="checkbox"/>  SMMHC-Highland Park	<a href="#">Select Folder</a>
<input type="checkbox"/>  SMMHC-Joliet	<a href="#">Select Folder</a>
<input type="checkbox"/>  SMMHC-Naperville	<a href="#">Select Folder</a>
<input type="checkbox"/>  SMMHC-Peoria	<a href="#">Select Folder</a>
<input type="checkbox"/>  SMMHC-Rockford	<a href="#">Select Folder</a>
<input type="checkbox"/>  SMMHC-Springfield	<a href="#">Select Folder</a>
<input type="checkbox"/>  SMMHC-University	<a href="#">Select Folder</a>
<input type="checkbox"/>  SMMHC-Valley West	<a href="#">Select Folder</a>

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

StaffReady

SEARCH

Competency View: Manage Setup Dashboard Department

Skillset Requirements SMMHC-Central Valley [change](#)

Recent: Core Lab | Core Lab | Chemistry | Chemistry | SMMHC-Aurora | SMMHC-Central Valley | SMMHC-Central Valley

Assessments Tasks To Complete

No Results

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


[Click For Details](#)

No Results

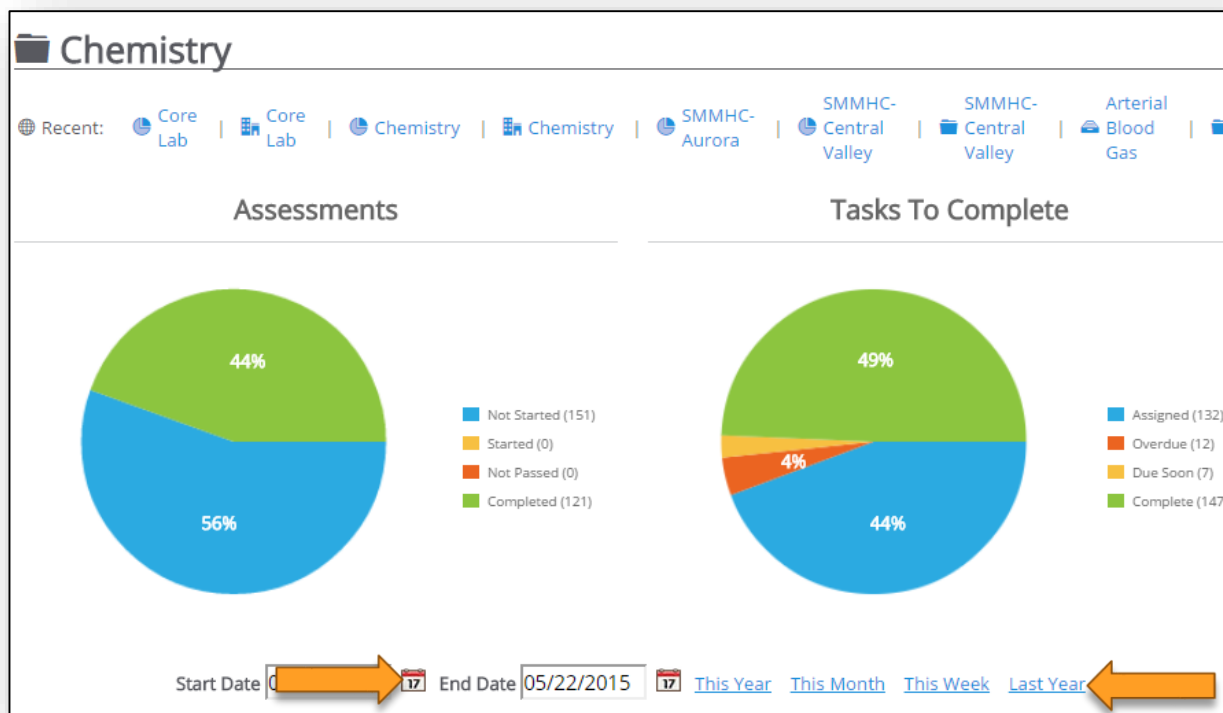
- Assigned (0)
- Overdue (0)
- Due Soon (0)
- Complete (0)

[Click For Details](#)

Start Date 05/22/2014 End Date 05/22/2015 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.

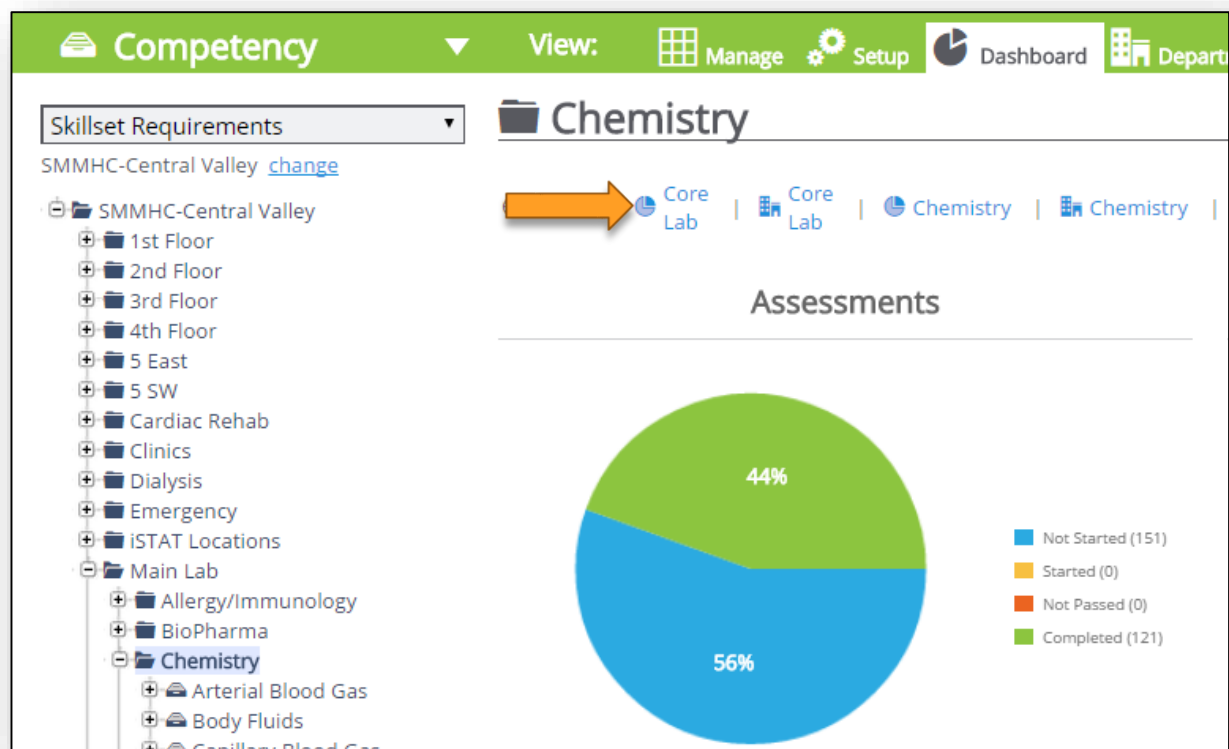


8. Click **Dashboard Tree** nodes (e.g. Skillsets, Requirements, Employees) to change focus of **Dashboard** data.

The screenshot shows the StaffReady 'Competency' dashboard. The top navigation bar includes 'Competency', 'View: Manage Setup', 'Dashboard', and 'Depart'. A dropdown menu is set to 'Skillset Requirements'. The main header displays 'Chemistry'. Below this, there are filters for 'Recent' with options for 'Core Lab' and 'Chemistry'. The central section is titled 'Assessments' and features a pie chart showing the status of assessments: 56% Not Started (151), 44% Completed (121), and 0% Started and Not Passed. A legend on the right explains the colors: blue for 'Not Started (151)', yellow for 'Started (0)', red for 'Not Passed (0)', and green for 'Completed (121)'. At the bottom, there are date pickers for 'Start Date' (05/22/2014) and 'End Date' (05/22/2015). On the left side, a 'Dashboard Tree' is visible, listing various locations and departments. An orange arrow points to the 'Chemistry' node in this tree.

Assessment Status	Count	Percentage
Not Started	151	56%
Completed	121	44%
Started	0	0%
Not Passed	0	0%

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

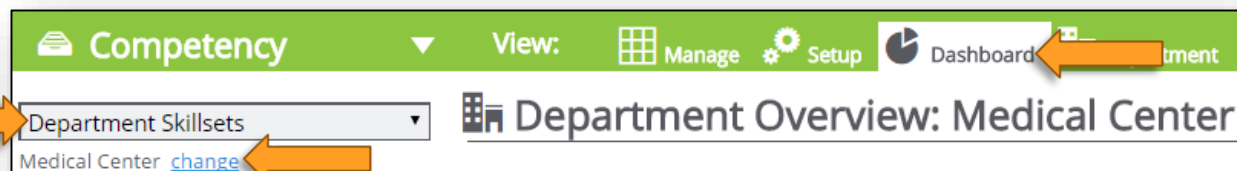


## 2 | Dashboard Navigation: Department Skillsets Perspective

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 (Root) > Medical Center

Choose a department


Laboratory	<a href="#">Select Department</a>
·   Anatomic Pathology	<a href="#">Select Department</a>
·   Blood Bank	<a href="#">Select Department</a>
·   Central Lab	<a href="#">Select Department</a>
·   Core Lab	 <a href="#">Select Department</a>
·   Histology	<a href="#">Select Department</a>
·   Pathology	<a href="#">Select Department</a>
·   Patient Service Centers	<a href="#">Select Department</a>
·   Phlebotomy	<a href="#">Select Department</a>

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

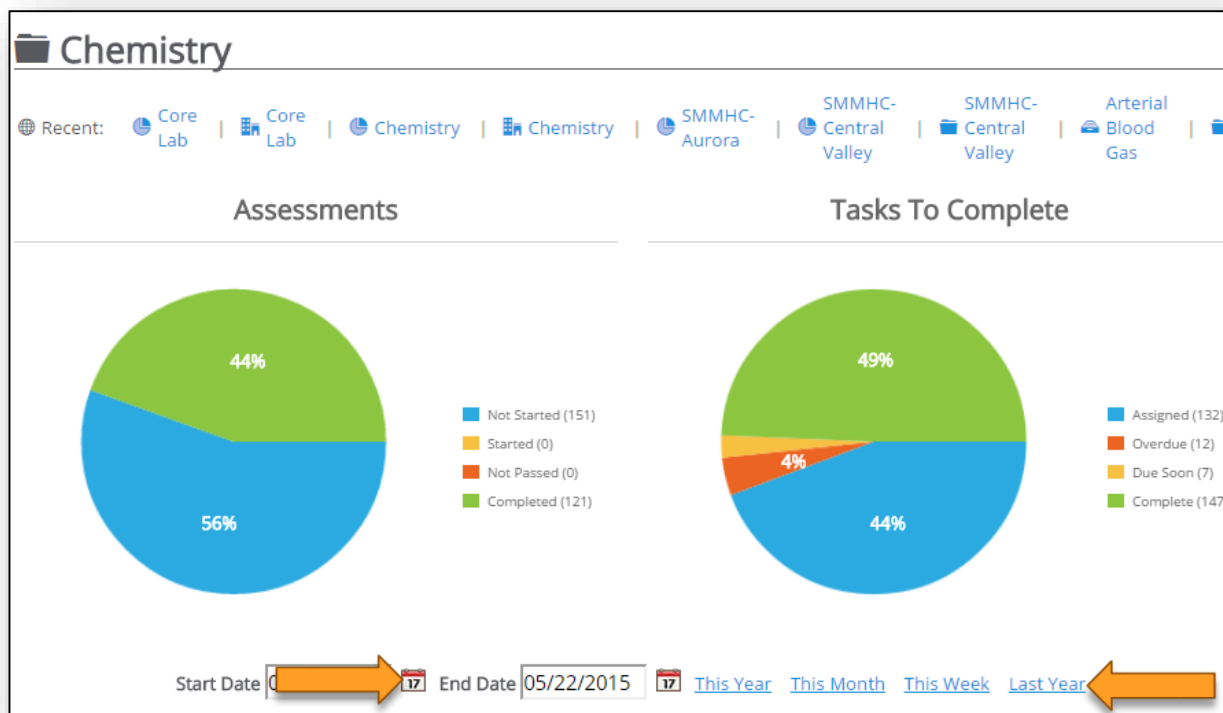
The screenshot displays the StaffReady interface for the 'Department Overview: Chemistry' page. At the top, there is a navigation bar with 'Competency' selected, and options for 'View: Manage', 'Setup', 'Dashboard', and 'Department'. A search bar is located on the right. Below the navigation, a dropdown menu shows 'Department Skillsets' with 'Chemistry' selected and a 'change' link. The main content area features a 'Recent' section with links to 'Chemistry', 'SMMHC-Aurora', 'SMMHC-Central Valley', and 'Arterial Blood Gas'. Two pie charts are presented: 'Assessments' and 'Tasks To Complete'. The 'Assessments' chart shows 76% completed (121), 24% not started (39), and 0% started or not passed. The 'Tasks To Complete' chart shows 56% assigned (20), 38% complete (29), and 6% overdue (3). An orange arrow points to a 'Click For Details' link under the 'Assessments' chart.

Category	Count	Percentage
Not Started	39	24%
Started	0	0%
Not Passed	0	0%
Completed	121	76%

Category	Count	Percentage
Assigned	20	56%
Overdue	3	6%
Due Soon	0	0%
Complete	29	38%

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.



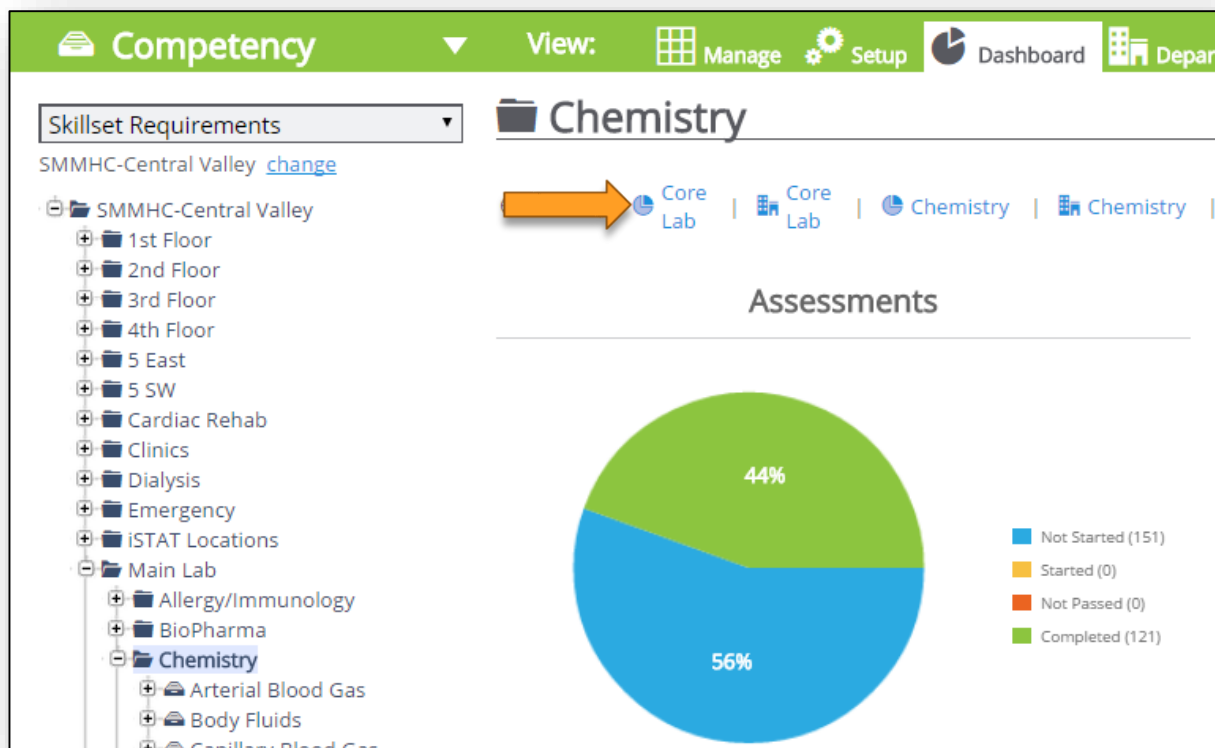
8. Click **Dashboard Tree** nodes (e.g. Skillsets, Requirements, Employees) to change focus of **Dashboard** data.

The screenshot displays the StaffReady interface for the 'Competency' section, specifically for 'Chemistry'. The top navigation bar includes 'View: Manage Setup Dashboard Depart'. Below this, there's a 'Skillset Requirements' dropdown and a 'Chemistry' folder icon. The main content area is titled 'SMMHC-Central Valley' and features a 'Recent' navigation bar with 'Core Lab' and 'Chemistry' options. The 'Assessments' section contains a pie chart with the following data:

Assessment Status	Count	Percentage
Not Started	151	56%
Started	0	0%
Not Passed	0	0%
Completed	121	44%

At the bottom of the dashboard, there are date filters: 'Start Date' set to 05/22/2014 and 'End Date' set to 05/22/2015. The left sidebar shows a tree view of locations, with 'Chemistry' under 'Main Lab' highlighted by an orange arrow.

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



### 3 | Review Assessment Task Attempts

#### Review Assessment Task Attempts

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

Assessments							
<a href="#">Feedback</a> <a href="#">Help</a>							
<< < 1 > >>							
<a href="#">Print</a>	Subject	Document	Requirement (Skillset)	Status (Score)	Assigned On	Completed On	Attempts
Search <input type="text"/> Clear <input type="text"/>		<input type="text" value="Document"/>	<input type="text" value="Requireme"/>	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>

5. Click **Review Exam**.

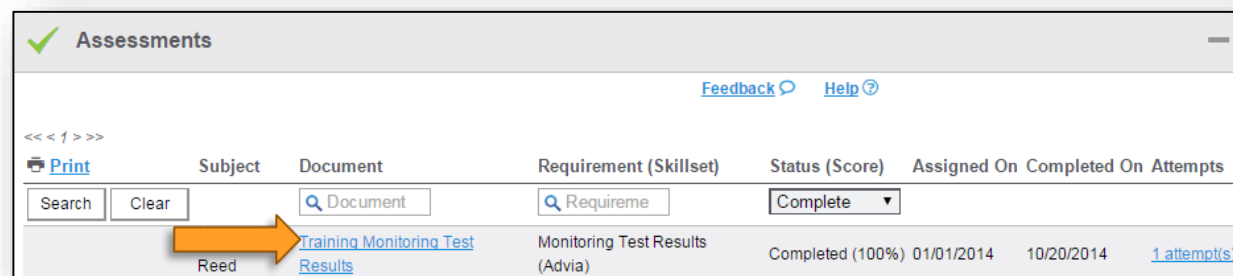
The screenshot shows an exam results page for 'Problem Solving'. At the top left is a logo and the title 'Problem Solving'. Below this is a warning icon with an exclamation mark and the text 'NOT PASSED'. To the right of the icon, the exam details are listed: 'Subject: Angela Reed', 'Completed: 10/20/2014', 'Skillset: Advia', and 'Requirement: Problem Solving'. A 'Print Results' link is in the top right. Below the warning icon is an orange arrow pointing to a 'Review Exam' button, with a 'Request Retake' button next to it. A pie chart shows 90% (green) for 'Points(9)' and 10% (red) for 'Missed (1)'. On the right side, a list of statistics is provided: 'Correct Questions 9', 'Scorable Questions 10', 'Earned Points 9 (90%)', 'Points to Pass 10 (100%)', and 'Possible Points 10'.

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 of data is for "Reed" and contains the following information:

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>

## 5 | Email Assessment Subjects

### Email Assessment Subjects

1. Use search filters to locate specific assessments.
2. Click [Email All](#) to email everyone in the assessment list.
3. Click [Send Email](#) to email an individual in the assessment list.

The screenshot shows the 'Assessments' interface with a table of assessment subjects. The table has columns for Subject, Document, Requirement (Skillset), Status (Score), Assigned On, and Completed On. There are also search filters for Document and Requirement, and a 'Show All' dropdown. The 'Email All' button is highlighted with an orange arrow, and the 'Send Email' button for the first row is also highlighted with an orange arrow.

Subject	Document	Requirement (Skillset)	Status (Score)	Assigned On	Completed On	Action
Allison McAlister	<a href="#">Six Months Direct Observation</a>	Direct Observation (ANA/UB)	Waiting (Incomplete)	03/20/2015		<a href="#">Send Email</a>
Donovan Dorsey	<a href="#">Six Months Direct Observation</a>	Direct Observation (ANA/UB)	Waiting (Incomplete)	03/20/2015		<a href="#">Send Email</a>
Elizabeth Bruch	<a href="#">Six Months Direct Observation</a>	Direct Observation (ANA/UB)	Waiting (Incomplete)	03/20/2015		<a href="#">Send Email</a>

## 6 | Print Assessment List

### Print Assessment List

1. Click [Print](#).

Assessments

Feedback Help

<< < 1 > >>

Print Subject Document Requirement (Skillset) Status (Score) Assigned On Completed On Attempts

Search Clear Document Requireme Complete

Angela 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>
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2. Click [Print Page](#).

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

Print Page

Assessments: 01/01/2014 - 12/31/2014

Subject	Document	Requirement (Skillset)	Status (Score)	Assigned On	Completed On	Attempts
Hilary Dionne	Training Direct Observation	Direct Observation (ANAUB)	Not Started (Incomplete)	10/20/2014		0 attempt(s)
Hilary Dionne	Training Monitoring Test Results	Monitoring Test Results (ANAUB)	Not Started (Incomplete)	10/20/2014		0 attempt(s)
Hilary Dionne	Training Performance of Maintenance	Performance of Maintenance (ANAUB)	Not Started (Incomplete)	10/20/2014		0 attempt(s)
Hilary Dionne	Training Problem Solving	Problem Solving (ANAUB)	Not Started (Incomplete)	10/20/2014		0 attempt(s)
Hilary Dionne	Training Proficiency Testing	Proficiency Testing (ANAUB)	Not Started (Incomplete)	10/20/2014		0 attempt(s)
Hilary Dionne	Training Record Review	Record Review (ANAUB)	Not Started (Incomplete)	10/20/2014		0 attempt(s)
Hilary Dionne	Training Direct Observation	Direct Observation (Architect)	Not Started (Incomplete)	10/20/2014		0 attempt(s)
Hilary Dionne	Training Monitoring Test Results	Monitoring Test Results (Architect)	Not Started (Incomplete)	10/20/2014		0 attempt(s)
Hilary Dionne	Training Performance of Maintenance	Performance of Maintenance (Architect)	Not Started (Incomplete)	10/20/2014		0 attempt(s)
Hilary Dionne	Training Problem Solving	Problem Solving (Architect)	Not Started (Incomplete)	10/20/2014		0 attempt(s)
Hilary Dionne	Training Proficiency Testing	Proficiency Testing (Architect)	Not Started (Incomplete)	10/20/2014		0 attempt(s)
Hilary Dionne	Training Record Review	Record Review (Architect)	Not Started (Incomplete)	10/20/2014		0 attempt(s)
Hilary Dionne	Six Months Monitoring Test Results	Monitoring Test Results (Centaur)	Not Started (Incomplete)	06/01/2014		0 attempt(s)
Hilary Dionne	Training Monitoring Test Results	Monitoring Test Results (Centaur)	Not Started (Incomplete)	01/01/2014		0 attempt(s)
Hilary Dionne	Six Months Performance of Maintenance	Performance of Maintenance (Centaur)	Not Started (Incomplete)	06/01/2014		0 attempt(s)
Hilary Dionne	Training Performance of Maintenance	Performance of Maintenance (Centaur)	Not Started (Incomplete)	01/01/2014		0 attempt(s)
Hilary Dionne	Six Months Problem Solving	Problem Solving (Centaur)	Not Started (Incomplete)	06/01/2014		0 attempt(s)
Hilary Dionne	Training Problem Solving	Problem Solving (Centaur)	Not Started (Incomplete)	01/01/2014		0 attempt(s)
Hilary Dionne	Six Months Proficiency Testing	Proficiency Testing (Centaur)	Not Started (Incomplete)	06/01/2014		0 attempt(s)
Hilary Dionne	Training Proficiency Testing	Proficiency Testing (Centaur)	Not Started (Incomplete)	01/01/2014		0 attempt(s)
Hilary Dionne	Six Months Record Review	Record Review (Centaur)	Not Started (Incomplete)	06/01/2014		0 attempt(s)
Hilary Dionne	Training Record Review	Record Review (Centaur)	Not Started (Incomplete)	01/01/2014		0 attempt(s)