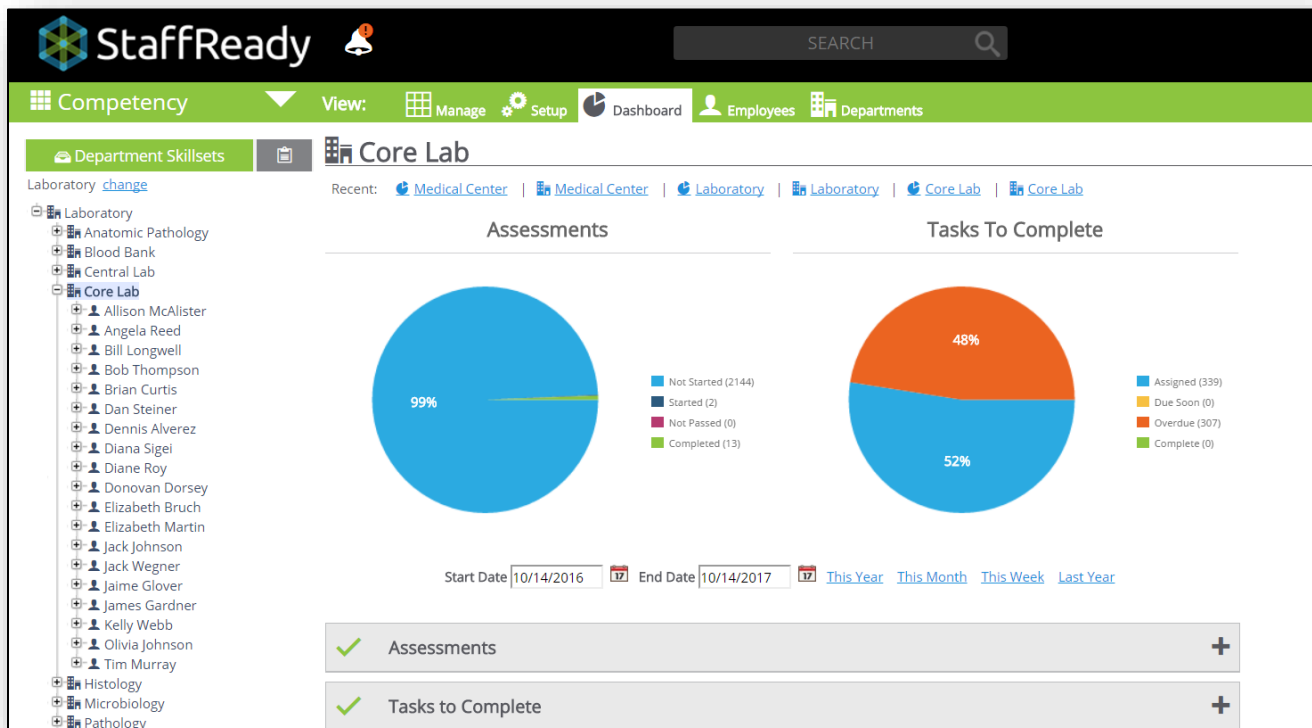


## Dashboard View – My Competency Menu

### Dashboard Tasks to Complete Colorbar

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

- **Dashboard Navigation**
- **Email Task Assignees**
- **Print Tasks List**



The screenshot displays the StaffReady dashboard for the 'Core Lab' department. The interface includes a navigation menu with options like 'Competency', 'Manage', 'Setup', 'Dashboard', 'Employees', and 'Departments'. The main content area features two pie charts and a table of expandable sections.

**Assessments:** A pie chart showing 99% completion. The legend indicates: Not Started (2144), Started (2), Not Passed (0), and Completed (13).

**Tasks To Complete:** A pie chart showing 52% Assigned and 48% Overdue. The legend indicates: Assigned (339), Due Soon (0), Overdue (307), and Complete (0).

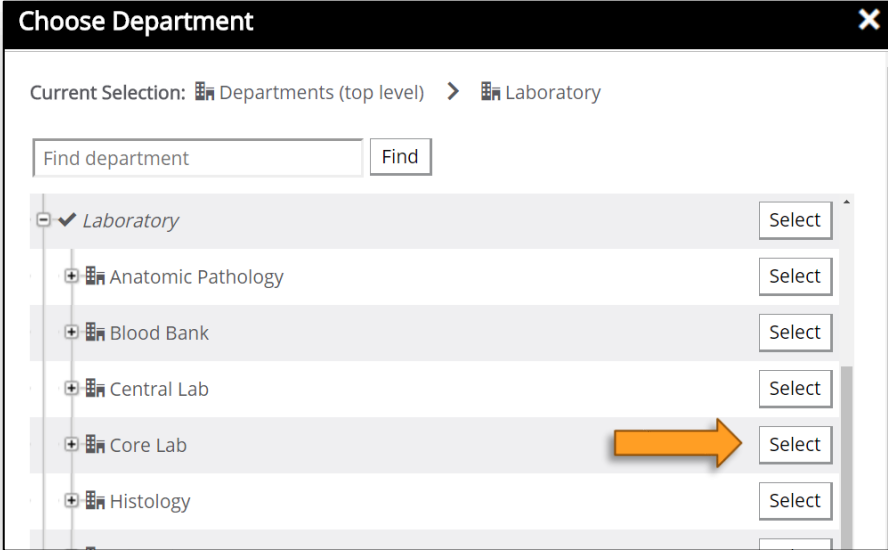
**Table of Expandable Sections:**

Section	Status	Action
Assessments	✓	+
Tasks to Complete	✓	+

# 1 | Dashboard Navigation

## Dashboard Navigation

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



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

**StaffReady** SEARCH

Competency View: Manage Setup Dashboard Employees Departments

Department Skillssets **Department Overview: Core Lab**

Core Lab [change](#) Recent: [Medical Center](#) | [Medical Center](#) | [Laboratory](#) | [Laboratory](#) | [Core Lab](#)

### Assessments

99%

- Not Started (2144)
- Started (2)
- Not Passed (0)
- Completed (13)

[Click For Details](#)

### Tasks To Complete


48%

52%

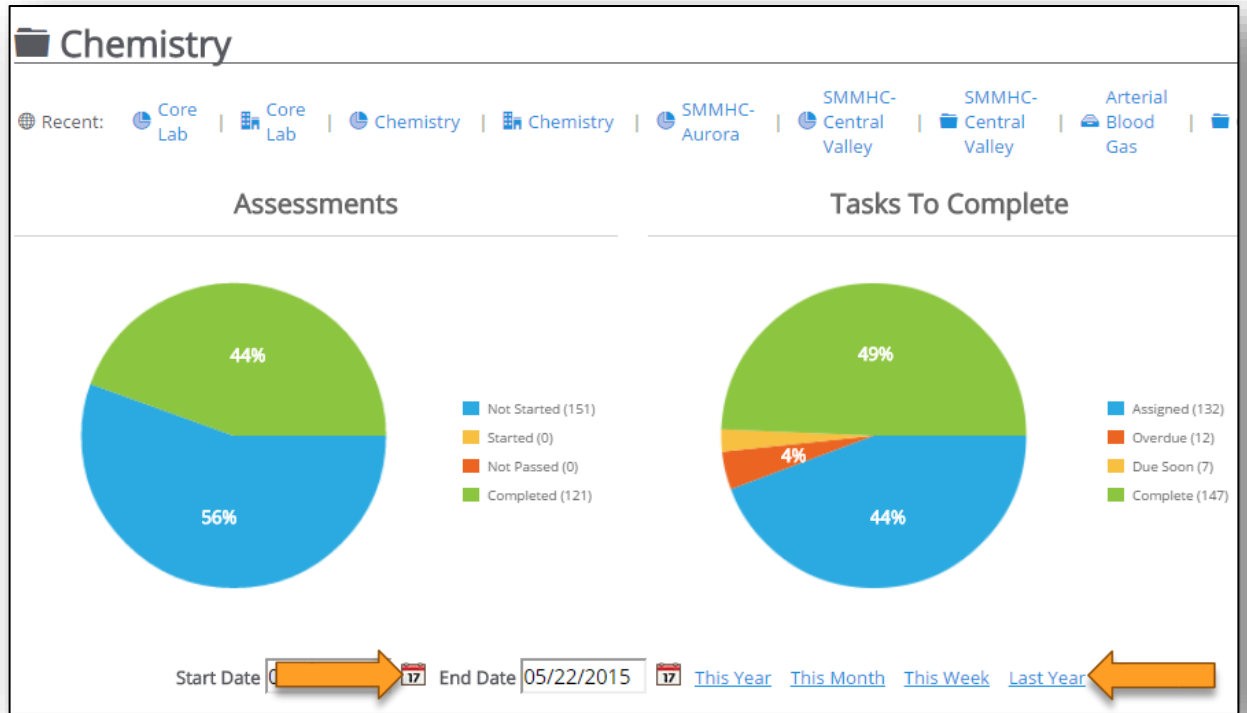
- Assigned (339)
- Due Soon (0)
- Overdue (307)
- Complete (0)

[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 'Competency' dashboard for Allison McAlister. The top navigation bar includes 'View: Manage Setup Dashboard Employee'. Below this, there are tabs for 'Department Skillsets' and 'Core Lab'. The 'Core Lab' section shows a list of skills with a 'change' link. An orange arrow points to the 'Core Lab' node in the dashboard tree. The 'Assessments' section features a pie chart showing the following data:

Assessment Status	Count
Not Started	2144
Started	2
Not Passed	0
Completed	13

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

The screenshot displays a software interface for a competency dashboard. At the top, a green navigation bar contains the word 'Competency', a dropdown arrow, and the text 'View: Manage Setup Dashboard Employee'. Below this, a secondary bar shows 'Department Skillsets' and 'Core Lab'. The main content area is titled 'Core Lab' and includes a 'change' link. A breadcrumb trail shows 'Recent: Medication Medical Center Laboratory', with an orange arrow pointing to 'Medical Center'. The 'Assessments' section features a pie chart showing 99% completion. A legend on the right indicates: Not Started (2144) in blue, Started (2) in dark blue, Not Passed (0) in red, and Completed (13) in green. A left-hand navigation menu lists various skills under 'Allison McAlister', including BioPlex (Core), Cobas (C), DXC-800 (C), Gram Stain (CORE), HPV (CORE), ImmunoCap (CORE), LH/Diff (CORE), MRSA (CORE), Osmometer (CORE), and Panther (CORE).

## 2 | Email Task Assignees

### Email Task Assignees

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

The screenshot shows a web interface titled "Tasks to Complete" with a green checkmark icon. At the top right, there are links for "Feedback", "Help", and "Export". Below these is a pagination control: "<<< 1 2 3 4 5 6 7 8 9 10 >>>". The main area contains a table with columns: Assignee, Subject, Document, Requirement, Skillset, Status, and Assign. Below the table is a search bar with a "Search" button and input fields for Assignee, Subject, Document, Requirement, and Skillset. A "Show All" dropdown menu is also present. An orange arrow points from the "Email All" link in the top right of the table to the "Email All" button in the instructions. Another orange arrow points from the "Send Email" link in the second row of the table to the "Send Email" button in the instructions.

Assignee	Subject	Document	Requirement	Skillset	Status	Assign	
Barbara Dodd	Bob Thompson	Direct Observation	Direct Observation	BioPlex (Core)	Overdue	09/30/2016 10/30/2016	<a href="#">Send Email</a>
Barbara Dodd	Jack Johnson	Direct Observation	Direct Observation	BioPlex (Core)	Overdue	09/30/2016 10/30/2016	<a href="#">Send Email</a>
Barbara Dodd	Diana Sigei	Direct Observation	Direct Observation	BioPlex (Core)	Overdue	09/30/2016 10/30/2016	<a href="#">Send Email</a>
Barbara Dodd	Dan Steiner	Direct Observation	Direct Observation	BioPlex (Core)	Overdue	09/30/2016 10/30/2016	<a href="#">Send Email</a>
Barbara Dodd	Elizabeth Bruch	Direct Observation	Direct Observation	BioPlex (Core)	Overdue	09/30/2016 10/30/2016	<a href="#">Send Email</a>

### 3 | Print Task List

#### Print Task List

1. Click [Export](#).

The screenshot shows the 'Tasks to Complete' interface. At the top right, there are links for 'Feedback' and 'Export'. An orange arrow points to the 'Export' link. Below the links is a pagination control: '<< 1 2 3 4 5 6 7 8 9 10 >>'. A table with columns: Assignee, Subject, Document, Requirement, Skillset, Status, Assigned, Due, and Email All. Below the table are search filters for each column and a 'Show All' dropdown. The table contains five rows of task data, each with a 'Send Email' link.

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


This screenshot is similar to the first one, but the 'Export' button has been clicked, opening a dropdown menu. The menu contains three options: 'Export', 'Print', and 'Excel'. An orange arrow points to the 'Print' option. The rest of the interface, including the table and search filters, remains the same.

### 3 | Print Task List

#### Print Task List

1. Click [Print](#).

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

Tasks to Complete: 10/04/2016 - 10/04/2017 

Assignee	Subject	Document	Requirement	Skillset	Status	Assigned On	Due Date
Barbara Dodd	Bob Thompson	Direct Observation	Direct Observation	BioPlex (Core)	⚠ Overdue	09/30/2016	10/30/2016
Barbara Dodd	Jack Johnson	Direct Observation	Direct Observation	BioPlex (Core)	⚠ Overdue	09/30/2016	10/30/2016
Barbara Dodd	Diana Sigei	Direct Observation	Direct Observation	BioPlex (Core)	⚠ Overdue	09/30/2016	10/30/2016
Barbara Dodd	Dan Steiner	Direct Observation	Direct Observation	BioPlex (Core)	⚠ Overdue	09/30/2016	10/30/2016
Barbara Dodd	Elizabeth Bruch	Direct Observation	Direct Observation	BioPlex (Core)	⚠ Overdue	09/30/2016	10/30/2016
Beverly Johnson	Bob Thompson	Direct Observation	Direct Observation	BioPlex (Core)	⚠ Overdue	09/30/2016	10/30/2016
Beverly Johnson	Jack Johnson	Direct Observation	Direct Observation	BioPlex (Core)	⚠ Overdue	09/30/2016	10/30/2016
Beverly Johnson	Diana Sigei	Direct Observation	Direct Observation	BioPlex (Core)	⚠ Overdue	09/30/2016	10/30/2016
Beverly Johnson	Dan Steiner	Direct Observation	Direct Observation	BioPlex (Core)	⚠ Overdue	09/30/2016	10/30/2016
Beverly Johnson	Elizabeth Bruch	Direct Observation	Direct Observation	BioPlex (Core)	⚠ Overdue	09/30/2016	10/30/2016
Jim Rodgers	Bob Thompson	Direct Observation	Direct Observation	BioPlex (Core)	⚠ Overdue	09/30/2016	10/30/2016
Jim Rodgers	Jack Johnson	Direct Observation	Direct Observation	BioPlex (Core)	⚠ Overdue	09/30/2016	10/30/2016
Jim Rodgers	Diana Sigei	Direct Observation	Direct Observation	BioPlex (Core)	⚠ Overdue	09/30/2016	10/30/2016