Dashboard

Reference Guide

Document Details

Document #: 160_CR1030_240215
Release Version: 10.00.00.00
Version Release Date: July 2022

System Requirements

- CES Version 10.00.00.xx or higher

Overview

This guide highlights key functionality on the Dashboard.

Download the latest version of this document here:
https://links.crunchtime.com/TLRG-DashboardReference

… or scan the QR code to the left.

Related Documentation

- TLQS – Assign a Learning Program: https://links.crunchtime.com/TLQS-AssignLearningPrograms
- TLQS – Find a Learner: https://links.crunchtime.com/TLQS-FindALearner
- TLQS – Navigate to the Dashboard: https://links.crunchtime.com/TLQS-NavigateToDashboard
- TLQS – Unassign a Learning Program: https://links.crunchtime.com/TLQS-UnassignLearningProgram

© 2023 Crunchtime - All Rights Reserved

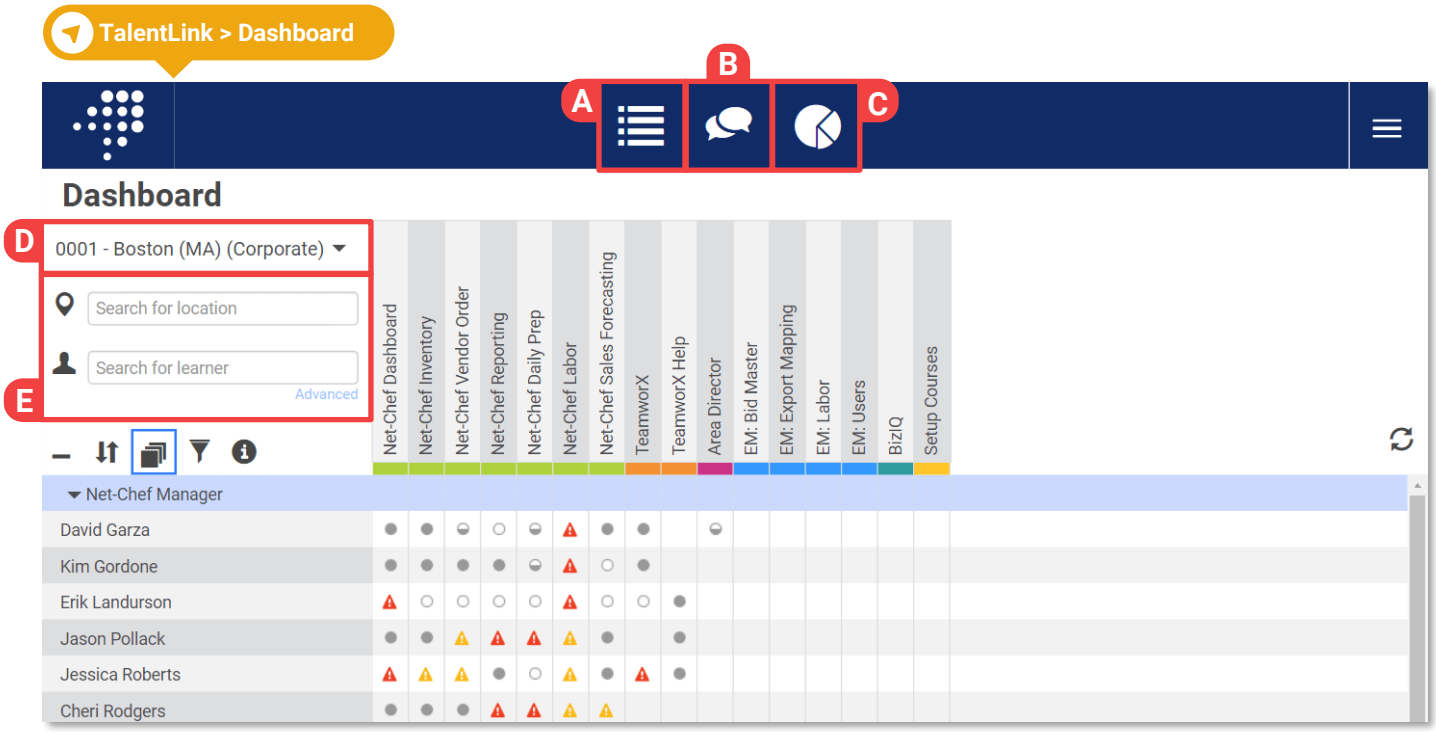
REFERENCE GUIDE

Dashboard

Overview

The Dashboard allows admin to manage course assignments, review Learning Program materials, and monitor program completion.

Screen Content



A *My Training* – The checklist icon directs you to the My Training page, where you can view and completed assigned courses, review past courses, and see accomplishments.

B *Messages* – The conversation icon opens the Messages pop-up window, where you can view incoming notes.

C *Reports* – The pie chart icon opens a selection window from which reports can be generated.

D *Location* – The name of the location you're currently viewing. If you manage multiple locations, selecting the Location will open the Dashboard Jump-To menu, allowing you to navigate to a different Location.

E *Search for Location/Learner* – These search bars allow you to quickly navigate to a specific Dashboard by entering the name of a specific location or learner. Once a learner or location is selected, you will be directed to the corresponding Dashboard.

Tip: Single Location managers can use the *Search for Learner* bar to highlight a particular person on the Dashboard. The *Search for Location* bar will only display the current Location.

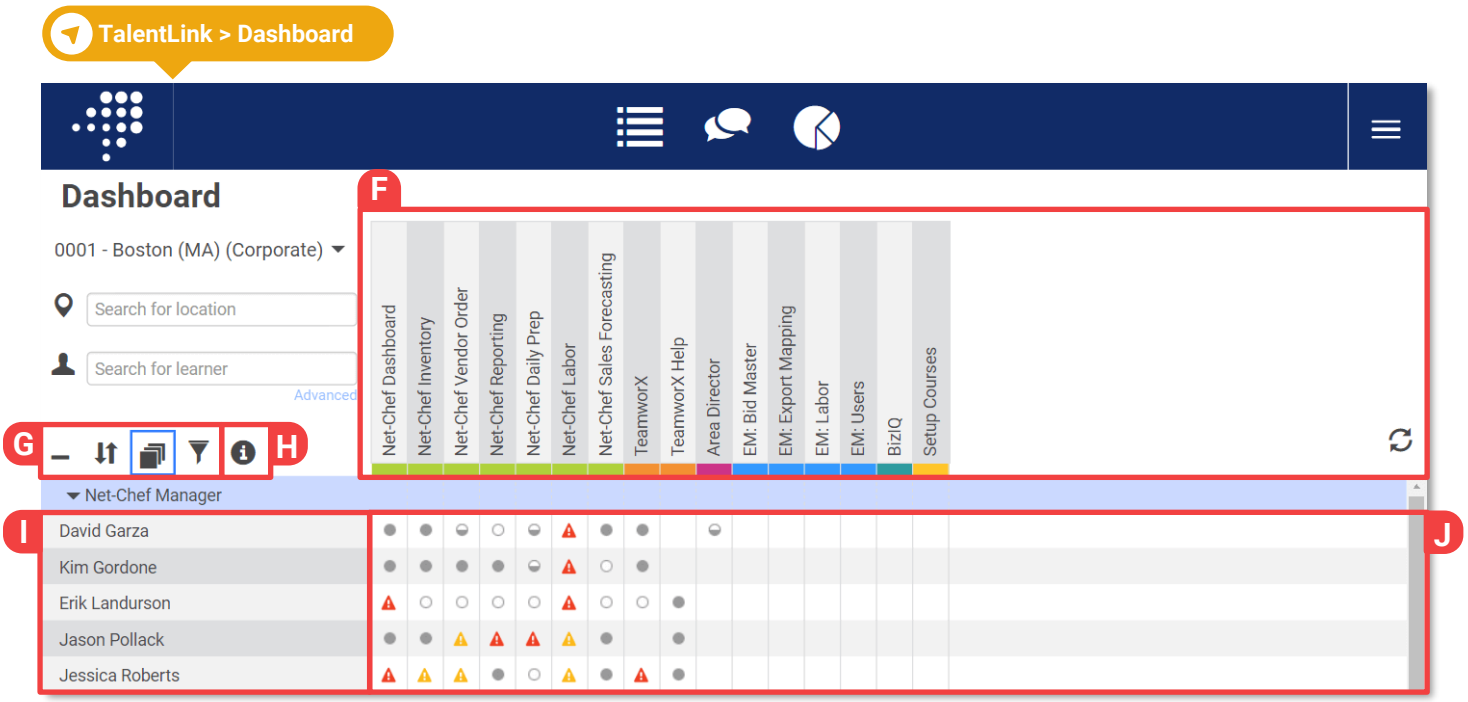
(Continued)

© 2024 Crunchtime - All Rights Reserved

Dashboard

(Continued)

Screen Content (Continued)



F *Learning Programs* – All programs that are available to assigned to learners at this location.

G *Filters* – These .. make it easier to view specific information on this page. When a filter is applied it will appear with a blue box around the corresponding icon.

- *Plus/Minus* – Expand or Collapse the list of employees displayed on the screen (this option will only appear when a group filter is applied).
- *Up/Down Arrows* – This will sort the list of learners by name, hire dare, or knowledge score.
- *Pages* – Group the list of learners by skill position or job role. By default, the employees will be grouped by skill position.
- *Funnel* – Customize your view by filtering for specific learners and Learning Programs.

H *Dashboard Icon Key* – Alegend for all symbols that could appear on the Dashboard.

I *Learners* – All Employees that are linked to this location.

Tier 1 Customers: By default, users will only see learners with lower Job Roles than their own. If you're an admin that needs permission to manage course assignments, please contact support@crunchtime.com and request to have your user upgraded to the 'Level 4' Job Role.

J *Dashboard Grid* – This section is used to manage Learning Program assignments and evaluation program completion.

(Continued)

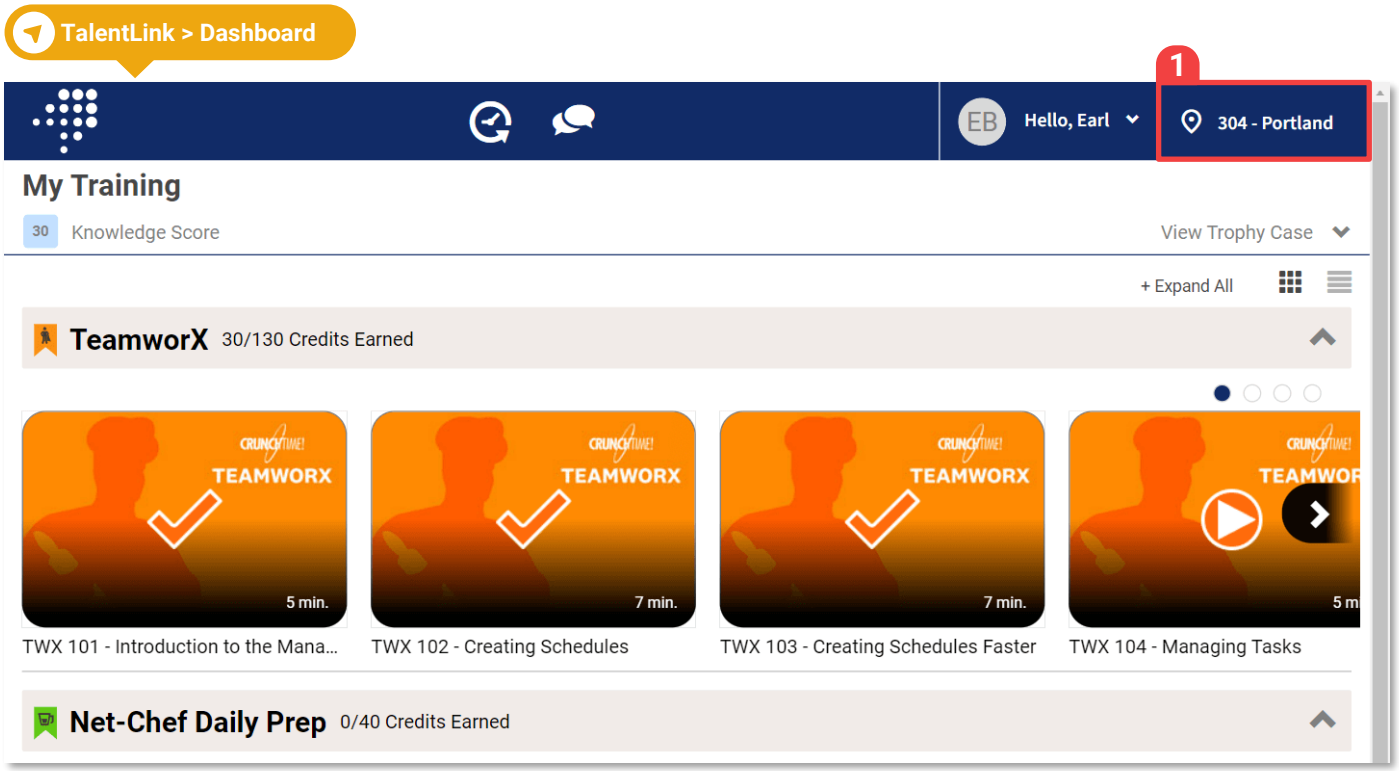
© 2024 Crunchtime - All Rights Reserved

Dashboard

(Continued)

Navigation

Here's how to get to the Dashboard from another screen:



1 Select the *Location* name to be brought back to the Dashboard.

Note: If you're using a lower screen resolution, you may see a *Dial* icon at the top of the screen instead of the location name. Selecting this icon will bring you back to the Dashboard as well.

Tip: Do you manage multiple locations? If yes, you will be able to view the Dashboard for each of those locations. There are several ways to quickly jump to different Dashboards in TalentLink. Check out the Quick Start guides below to see how!

- TLQS – Find a Learner: https://links.crunchtime.com/TLQS-FindALearner
- TLQS – Navigate to the Dashboard: https://links.crunchtime.com/TLQS-NavigateToDashboard

(Continued)

© 2024 Crunchtime - All Rights Reserved