Supervisor Guide to Dashboards

TWO MINUTE SUPERVISOR'S GUIDE TO GPS

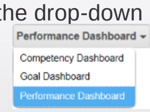
Dashboards provide a powerful way to gain visibility and oversight into performance. In this guide, learn about your Dashboard choices and how to customize them to your needs.

It's Easy

Select Reports from the drop-down navigation menu to access Dashboards and Analytics reports.

Select a Dashboard

Select a Dashboard from the drop-down menu (e.g., Goals, Performance).



Refine as Needed (See spotlight below)

Use a Dashboard Settings to refine the data in the Dashboard charts by selecting people, data sets, and filters. NOTE: People menu selections are based on the permissions your system administrator assigned to you.

Update the Results

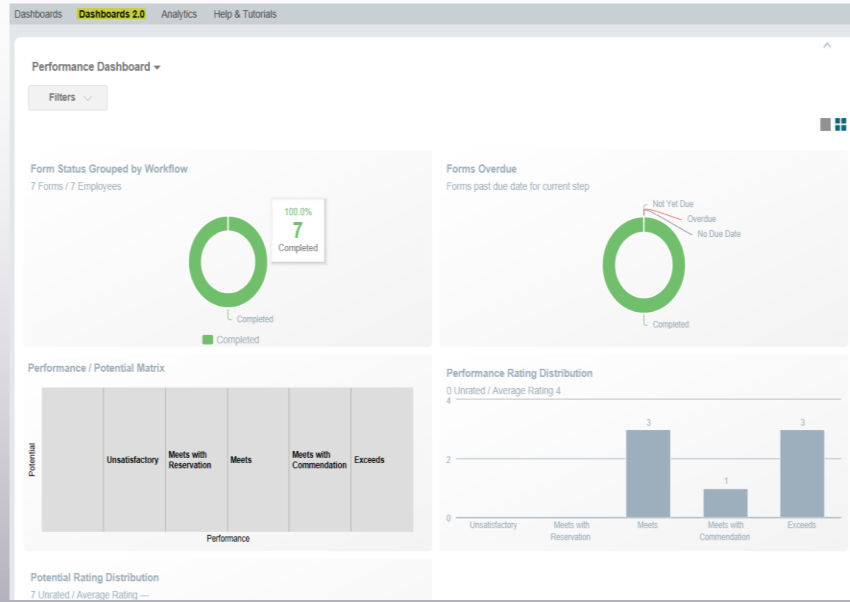
Click on the filter button to refresh the data displayed in the charts.

Drill Down to View Details

Click on a chart segment to reveal the underlying data, in a report table at the bottom of the screen.

Analyze the Data

Use the drop-down menus to further refine the data displayed in the charts.



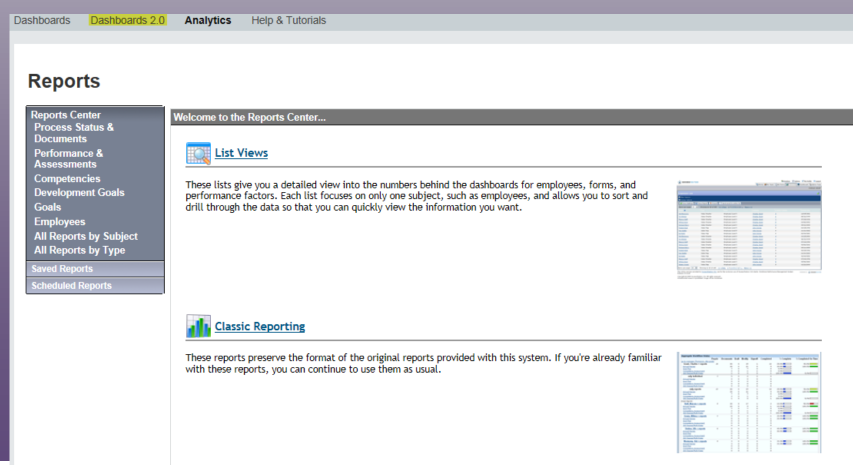
Take Action

Click these icons in the report table to take these actions:

Send Email - communicate directly with the participants listed in the report.

Export to Excel - export the report data to Microsoft Excel for additional analysis.

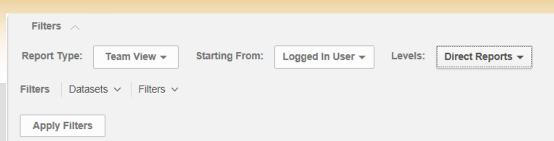
Save Settings - save the report setting for easy access at a later time.



Spotlight:

How to Spot Trends

Filter options enable supervisors to filter result sets by date, department, locations, companies, and reporting level. Dashboard and Reports display results by team and area enabling supervisors to spot trends and exceptions.



To use filters:

1. Click the ***Filter Options*** expand button.
2. Select the reporting structure to report on using the show criterion.
3. Use View Filters to segment areas of the organization.
4. Click the Update button.

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