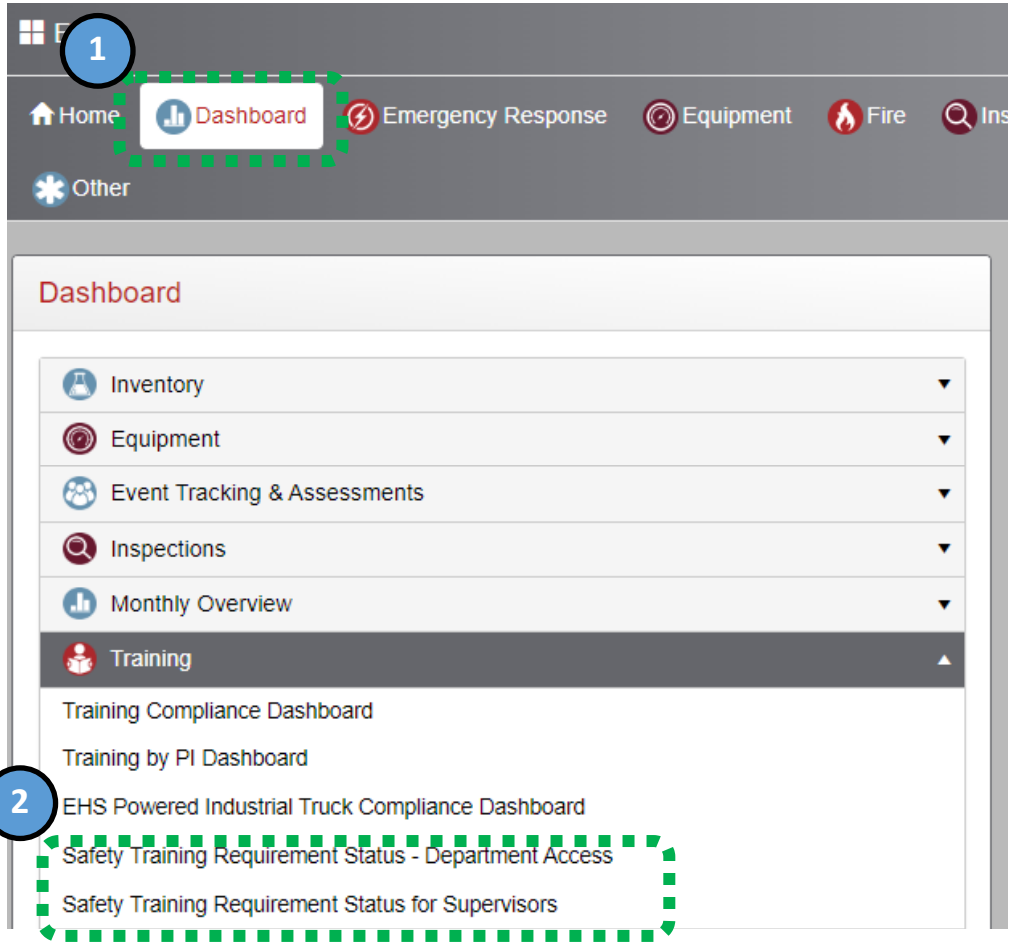
EHSA Training Required Status Dashboard (Dept Access)



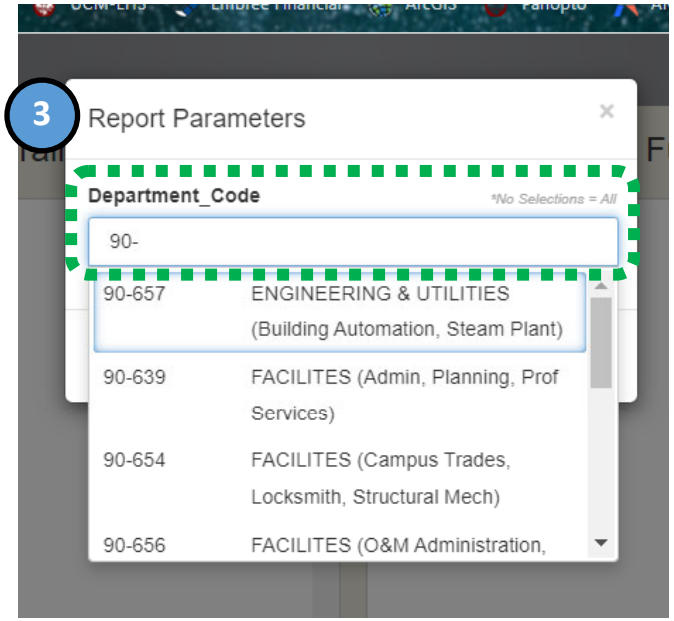
Default Filters

- Only "Active" workers
- Only courses on their "Training Required" table (i.e., if they took ergonomics for fun, it won't be on this table)
- It doesn't show their entire training history. It only shows the last time they took the required course (or it will have a status of "not completed" if it's never been taken.)

Step #3 - Select department

Filterable by the depts attached to your profile. If you don't select a dept, then the table will not populate. If you are missing a dept, then contact EHS.

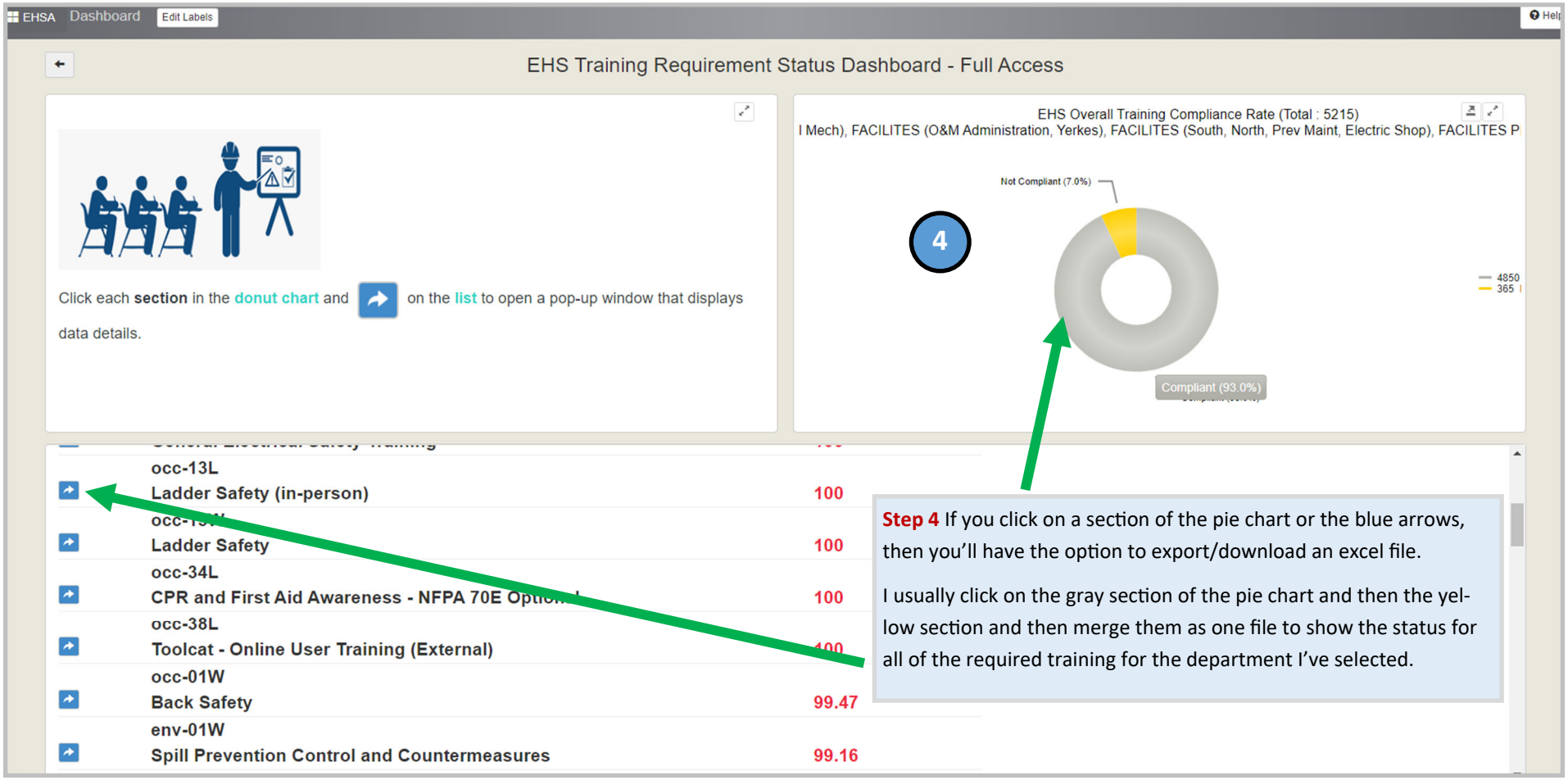
If you have multiple departments attached to your profile, then you select one or multiple. Hit CTRL+A to add all depts present on your list.



Step #1 Select the "Dashboard" icon along the top of the page in the dark gray banner.

Step #2 Select a Training dashboard.

Dashboard Version #2 (Dept only access) —If a user has departments attached to the user profile in EHSA, then they will be able to access only the training data for all employees within those depts.

Dashboard Version #3 (Supv only access) —If a user is listed as a supervisor on their worker profile and is attached as a supervisor to an employee's worker profile, then they will be able to access only the training data the employees they manage.

It shows all courses offered by EHS that are assigned as required to the employees.