

myURHR Training Status Manager Report QRC (Tableau)



The myURHR Training Status manager report contains myURHR training completion information by Division, Department, role and by course. The purpose of the myURHR Training Dashboard is to provide current statistical data* for management regarding the progress of training for myURHR. Three dashboards are included in this series; myURHR Training Status Dashboard, Manager List, myURHR Training Status Scatterplot. Access to the Manager List dashboard is via drill through. From the Training Status Dashboard, click on a bar and select Manager Dashboard (limited to 468 records). Accessing the Tableau Server requires AD authentication and URM users to preface their log-in with urmc-sh\. Note that Dashboards are inside the firewall meaning users must be on the network or VPN.

myURHR Training Status Dashboard

Headcount: 34,404 | Trainings: 103,595 | Trainings Complete: 44,048 | Completion Status: 43%

| Division | Headcount | % Complete |
|-------------------------------------|-----------|------------|
| 50 - Strong Memorial Hospital | 14,877 | 54% |
| 40 - School of Medicine & Dentistry | 6,816 | 27% |
| 10 - Central Administration | 2,598 | 41% |
| 21 - College of Arts & Sciences | 2,193 | 18% |
| 91 - Medical Faculty Group | 1,662 | 55% |
| 90 - Health Sciences | 1,491 | 43% |
| 20 - River Campus | 1,400 | 21% |
| 22 - Col of Engineering & Appl Sci | 1,298 | 16% |
| 30 - Eastman School of Music | 749 | 29% |
| 23 - Simon School | 452 | 18% |
| 60 - School of Nursing | 286 | 28% |
| 92 - Eastman Inst for Oral Health | 285 | 47% |
| 24 - Grad School of Educ & Human.. | 167 | 20% |
| 70 - Memorial Art Gallery | 130 | 40% |

Annotations:

- Visualizations on selected filters include a **Status** bar chart, **Manager Dashboard** and **Scatterplot**
- Download the data in PDF, MS PowerPoint or image
- myURHR Data Definitions
- Select a View** defines the type of data to view (Division, Role, Course, Manager, etc.)
- Select **Manager** along with Filters below to see your team's progress.
- Choose **Filters** to refine the data within the selected view.
- Select **Manager** along with Filters below to see your team's progress.
- Click any bar to see the Manager Dashboard details. (limited to 468 records)

*Note: Dashboard data will be refreshed daily during the week through go-live.

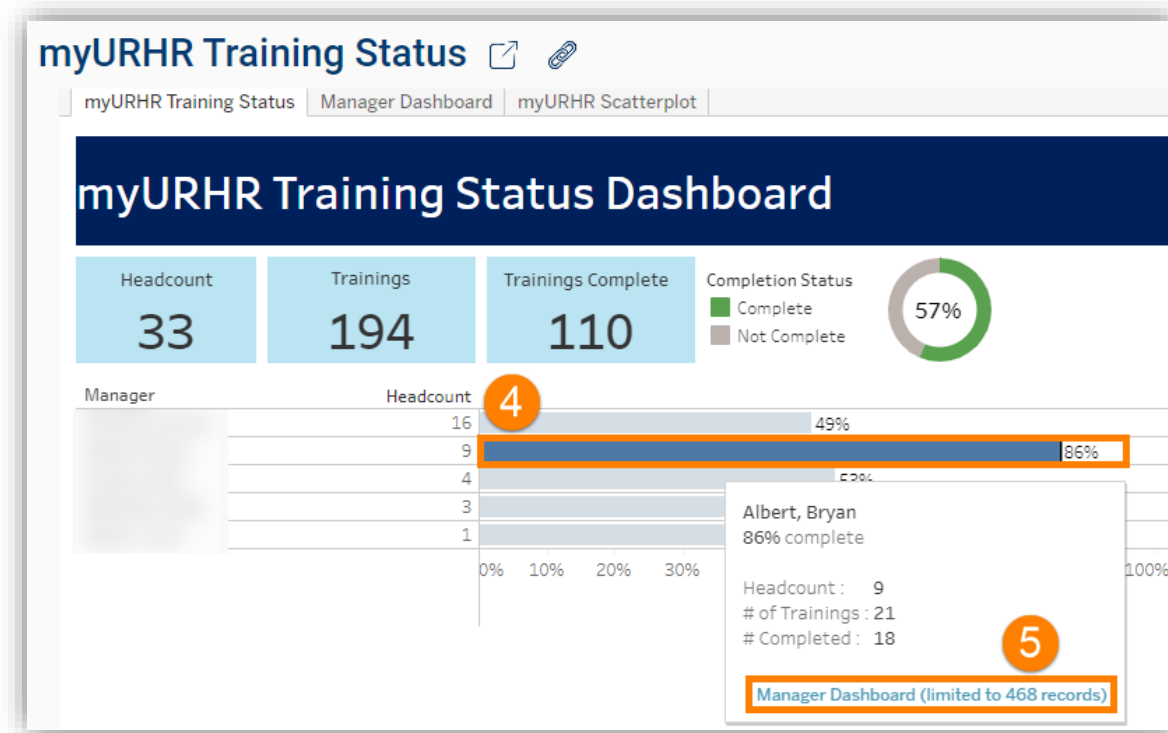
myURHR Training Status Manager Report QRC (Tableau)



Filtering the myURHR Training Status Dashboard

1. Log into [Tableau](#) (<https://tableau.dw.its.rochester.edu/#/site/HR/views/MyURHRTraining/myURHRTrainingStatus>) to access the dashboard.

Note additional access instructions:
 - Dashboards are inside the firewall meaning users must be on the network or VPN.
 - Use AD credentials. For most users this will be the credentials used to log into the computer.
 - Users with @urmc email need to preface their log-in with urmc-sh\ so their username reads urmc-sh\username
2. **Select a View.** Options include *Division, Department Family, Department, Assigned Group by Role, Course, Manager, or None.*
 - a. Tip: For a Manager to view their team's myURHR training completion results, select *Manager*, then click *Apply*.
3. **Select Filters.** Options include *Division, Department Family, Department, Assigned Group by Role, and Course.*
 - a. Tip: For a Manager to view their team's myURHR training completion results, select The *Department number*, then click *Apply*. Once selected click away in the white space to close the filter options.
 - b. Tip: To view course completions include the course name, such as *Time Entry*, or curriculum, such as *Core Concepts*, within the *Course* filter, then click *Apply*.
4. Within the results view, locate the manager name and click on the related progress bar. Use the scroll bar on the far right of the computer screen. Scroll bars inside the dashboard are not synchronized and indicates there are more than 468 records.
5. Select **Manager Dashboard (limited to 468 records)** to view the **Manager List** dashboard. The first 468 records will display.
 - o Note: Clicking directly on the Manager Dashboard will bring you to a blank dashboard. Navigate to the Manager Dashboard through the main dashboard, myURHR Training Status Dashboard



myURHR Training Status Manager Report QRC (Tableau)

Viewing the Manager Dashboard

Managers are listed with their team data included. Completions are viewed by course name vertically. Green dots mark complete, grey incomplete. Progress bar is also included by team member.

1. Select the completion view by **Show All, Remove if 100% Complete** to view only those that have not completed ALL training, and **Remove Completes** to view only the not completed training.

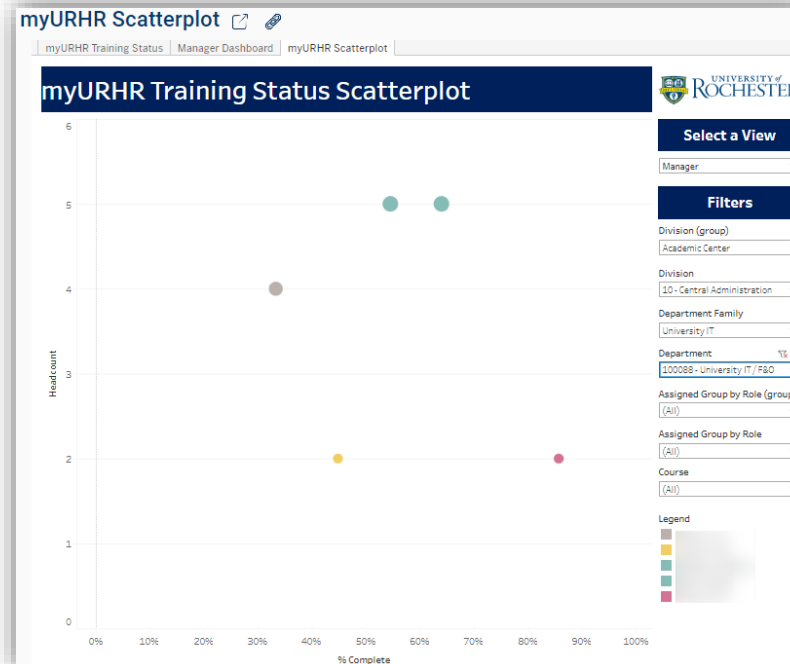
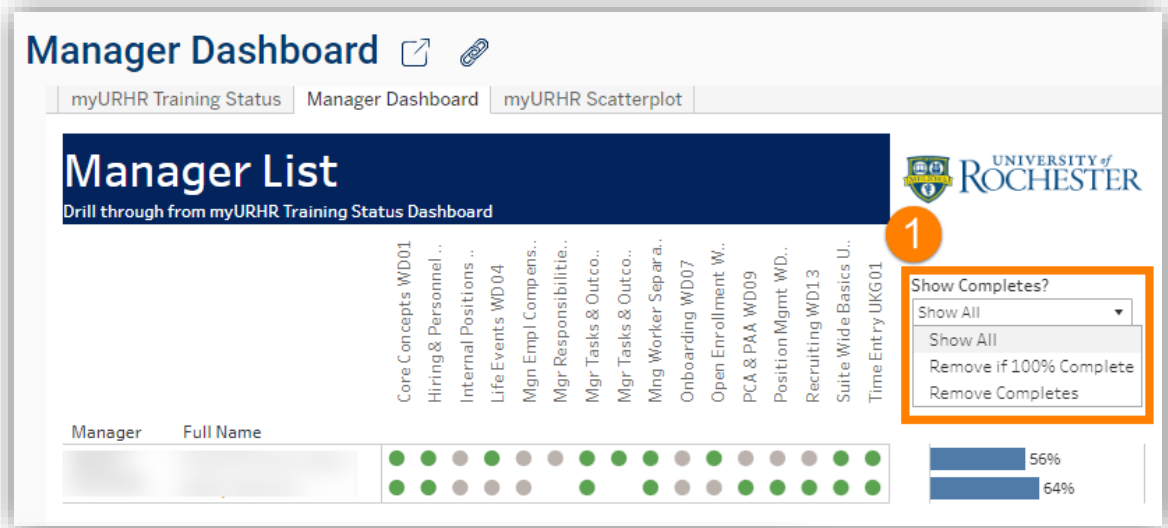
Note: A 100% completion rate is based on completing required courses only.

Tip: Filtering out completes will create more space for non-complete records. If there are still too many records, return to the myURHR Training Status Dashboard and use the filters and Select a View to create lower counts.

Example: instead of looking at Division 50 – Strong Memorial Hospital, apply a filter to keep only Division 50 and change Select a View to Department Family.

Viewing the myURHR Scatterplot

This view relates to the myURHR Training Status bar chart and shows managers by team size. The larger the bubble the bigger the team size. Select the bubble to see the related data elements like completion rate.



Note: A 100% completion rate is based on completing required courses only.