Line Manager Dashboards Navigation

This guide will cover:

- Locating Human Resources dashboards and reports available to supervisors/managers within Reports and Analytics.

This guide details the steps for completing this process using Supervisor/Manager WyoCloud access.

Step One

Sign into WyoCloud and Navigate to Reports and Analytics.

- Upon logging in, the WyoCloud homepage will display. Click on the Navigator button (three horizontal lines) in the upper left-hand corner.

- Select Reports and Analytics under the Tools header within the navigator.
Step Two
Navigate to all Human Resources reports available with the line manager role (managers/supervisors).

- Below the words Reports and Analytics, click on the >> icon to the right of All Folders.
- Select Shared Folders.

This step outlines how to navigate through to locate the full list of reports. However, it is recommended to set frequently used reports as favorites. By setting a report as favorite, the report will show on the main Reports and Analytics page (without navigating through the Shared Folders). To set as a favorite, click the grey star to the left of the report/dashboard name (prior to opening).
- A list of folders will appear. Select **Custom**.

- Select **Dashboards**.
- Select **Line Manager Dashboard**.

Within this folder you will find the full list of dashboards and reports specifically available to managers relating to Human Resources.

Click on the title to open the dashboard/report. Note, only data for employees who are in your reporting tree will display.