



Line Manager Dashboards Navigation

This guide will cover:

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

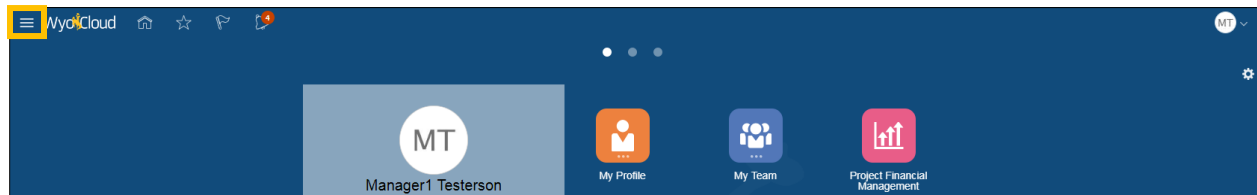


This guide details the steps for completing this process using **Supervisor/Manager** WyoCloud access.

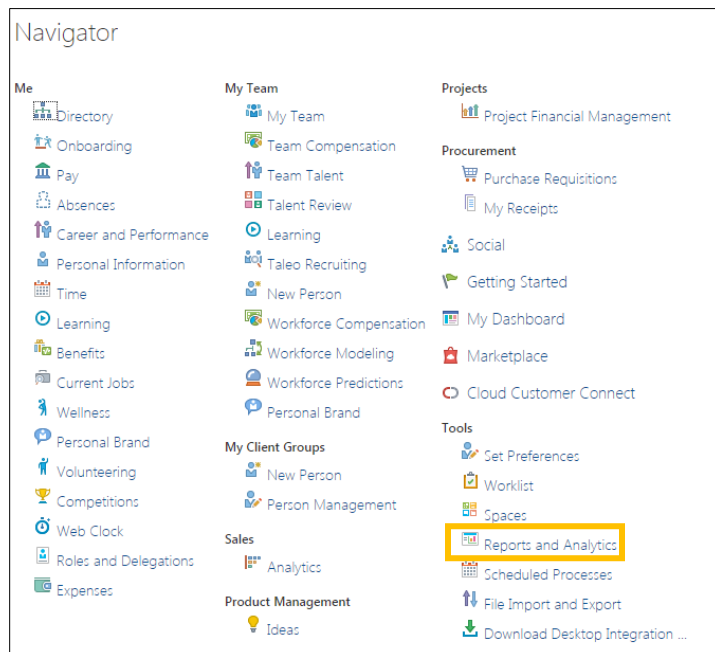
Step One

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.

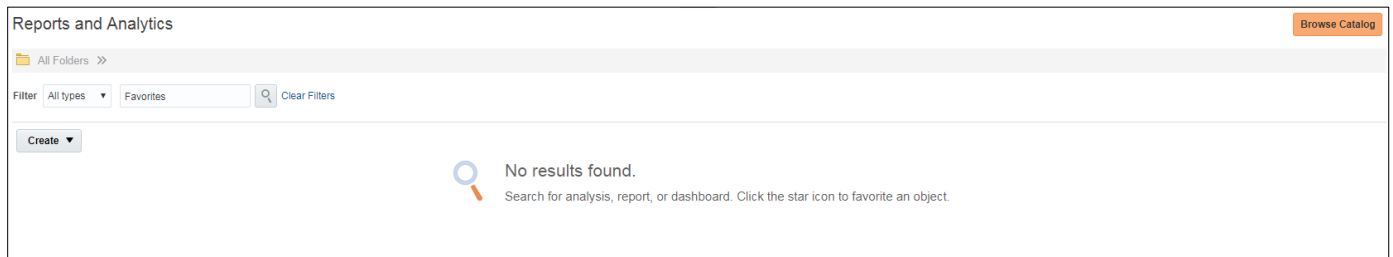


- Select **Reports and Analytics** under the Tools header within the navigator.





- The *Reports and Analytics* page will display.



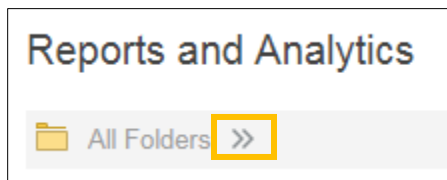
Step Two

Navigate to all Human Resources reports available with the line manager role (managers/supervisors).

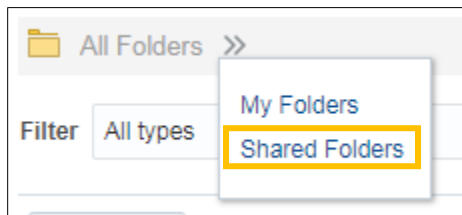


This step outlines how to navigate through to locate the full list of reports. However, it is recommended to set frequently used reports as favorites. By setting a report as favorite, the report will show on the main Reports and Analytics page (without navigating through the Shared Folders). To set as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

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



- Select **Shared Folders**.





- A list of folders will appear. Select **Custom**.

Reports and Analytics

All Folders >> Shared Folders

Filter All types Favorites Clear Filters

Create ▾

- backup
- Common Content
- Custom**
- Customer Data Management
- Enterprise Contracts
- Financials
- Functional Setup
- Higher Education
- Human Capital Management

- Select **Dashboards**.

Reports and Analytics

All Folders >> Shared Folders >> Custom

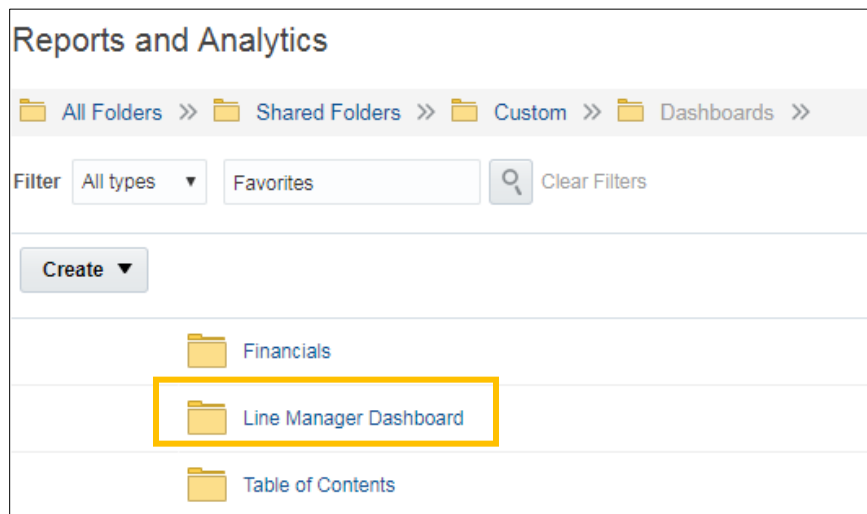
Filter All types Favorites Clear Filters

Create ▾

- Customer Relationship Management
- Dashboards**
- Financials
- Functional Setup
- Human Capital Management
- Incentive Compensation
- Procurement
- Projects



- 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.

