

## Manager - Executing My Team Mandatory Compliance and JC Survey Reports

This process describes how to access these reports

- There are three views available for these reports: **By Learner**, **By Manager** and **By Organization**.

### Accessing the BY LEARNER Report

1. **Manager** Icon.
2. Click **Joint Commission Report** link (under BY LEARNER)

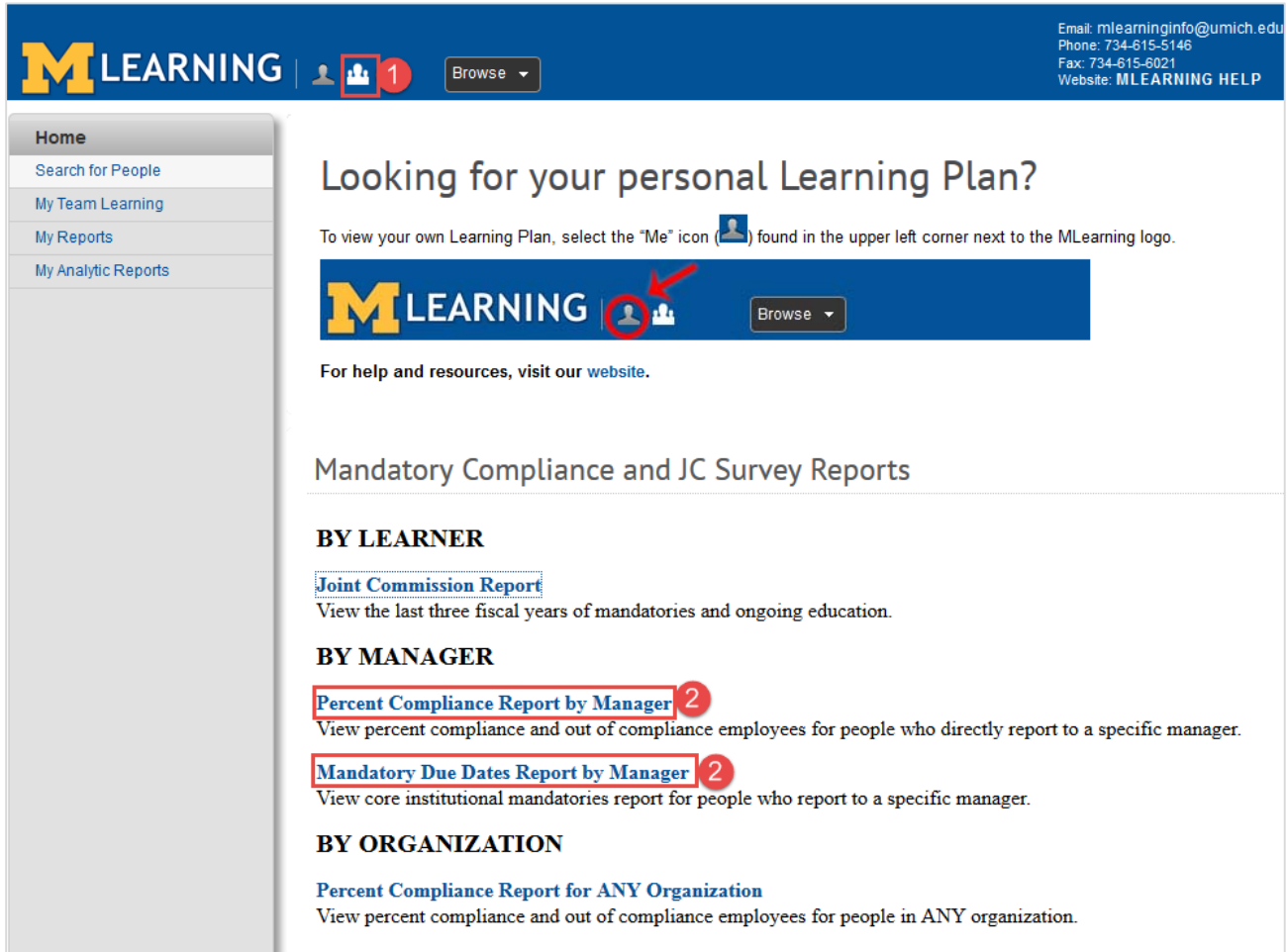
The screenshot shows the M Learning website interface. At the top, there is a navigation bar with the M Learning logo, a user profile icon with a '1' in a red circle, and a 'Browse' dropdown menu. On the right side of the navigation bar, contact information is provided: Email: mlearninginfo@umich.edu, Phone: 734-615-5146, Fax: 734-615-6021, and Website: MLEARNING HELP. Below the navigation bar is a sidebar menu with options: Home, Search for People, My Team Learning, My Reports, and My Analytic Reports. The main content area features a heading 'Looking for your personal Learning Plan?' followed by a text prompt: 'To view your own Learning Plan, select the "Me" icon (Me icon) found in the upper left corner next to the MLearning logo.' Below this is a smaller version of the navigation bar with the 'Me' icon circled in red and a red arrow pointing to it. Further down, the section 'Mandatory Compliance and JC Survey Reports' is displayed, with sub-sections: 'BY LEARNER' (where 'Joint Commission Report' is highlighted with a red box and a '2' in a red circle), 'BY MANAGER' (with sub-links for 'Percent Compliance Report by Manager' and 'Mandatory Due Dates Report by Manager'), and 'BY ORGANIZATION' (with sub-link for 'Percent Compliance Report for ANY Organization').

3. You will be directed to the Reporting Dashboard, which is outside of MLearning. Enter identifying data of your employee in the **Last Name**, **First Name**, **Uniqname**, or **UMID** field.
4. **Search**

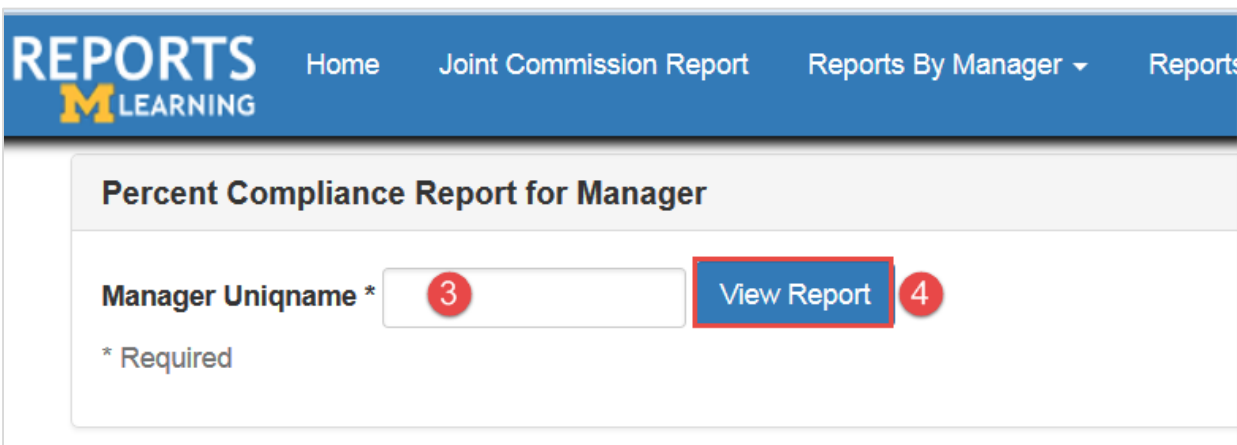
The screenshot shows the 'REPORTS' section of the M Learning website. The top navigation bar includes 'Home', 'Joint Commission Report', 'Reports By Manager', 'Reports By Organization', and 'User: Patricia Teubert-Worpell | Role(s):'. Below this is a search form for the 'Joint Commission Survey Report'. The form contains four input fields: 'Last Name', 'First Name', 'Uniqname', and 'UMID', each with a '3' in a red circle. A 'Search' button is highlighted with a red box and a '4' in a red circle. Below the form, a note states: '\* At least one field is required. Uniqname and UMID are exact matches.'

## Accessing the BY MANAGER Reports

1. **Manager** Icon
2. Click the **Percent Compliance Report by Manager** or **Mandatory Due Dates Report by Manager** link (under BY MANAGER)



3. You will be directed to the Reporting Dashboard, which is outside of M Learning. Enter the Uniqname of the manger in the **Manager Uniqname** field.
4. **View Report**



### Accessing the BY ORGANIZATION Report

1. **Manager** Icon
2. Click **Percent Compliance Report for ANY Organization** link (under BY ORGANIZATION)

The screenshot shows the MLEARNING user interface. At the top, there is a navigation bar with the MLEARNING logo, a user icon with a red circle and the number 1, and a 'Browse' dropdown menu. On the right side of the navigation bar, contact information is provided: Email: mlearninginfo@umich.edu, Phone: 734-615-5146, Fax: 734-615-8021, and Website: MLEARNING HELP.

The main content area is titled 'Looking for your personal Learning Plan?' and includes instructions: 'To view your own Learning Plan, select the "Me" icon (person icon) found in the upper left corner next to the MLearning logo.' Below this, there is a smaller version of the navigation bar with the 'Me' icon circled in red and a red arrow pointing to it.

The section 'Mandatory Compliance and JC Survey Reports' is divided into three categories:

- BY LEARNER**
  - [Joint Commission Report](#)  
View the last three fiscal years of mandatories and ongoing education.
- BY MANAGER**
  - [Percent Compliance Report by Manager](#)  
View percent compliance and out of compliance employees for people who directly report to a specific manager.
  - [Mandatory Due Dates Report by Manager](#)  
View core institutional mandatories report for people who report to a specific manager.
- BY ORGANIZATION**
  - [Percent Compliance Report for ANY Organization](#) **2**  
View percent compliance and out of compliance employees for people in ANY organization.

3. You will be directed to the Reporting Dashboard, which is outside of MLearning. Enter the Organization code in the **Organization Name** field.
4. **Find**

The screenshot shows the 'REPORTS MLEARNING' dashboard. The navigation bar includes 'Home', 'Joint Commission Report', and 'Reports By Manager' with a dropdown arrow. The main content area is titled 'Percent Compliance Report for Organization' and contains a form with the following elements:

- Organization Name \*** (text input field with a red circle and the number 3 next to it)
- Find** (button with a red circle and the number 4 next to it)
- \* Required** (text below the input field)