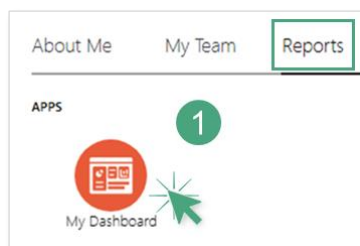


## PART 1:

Access the Manager Dashboard



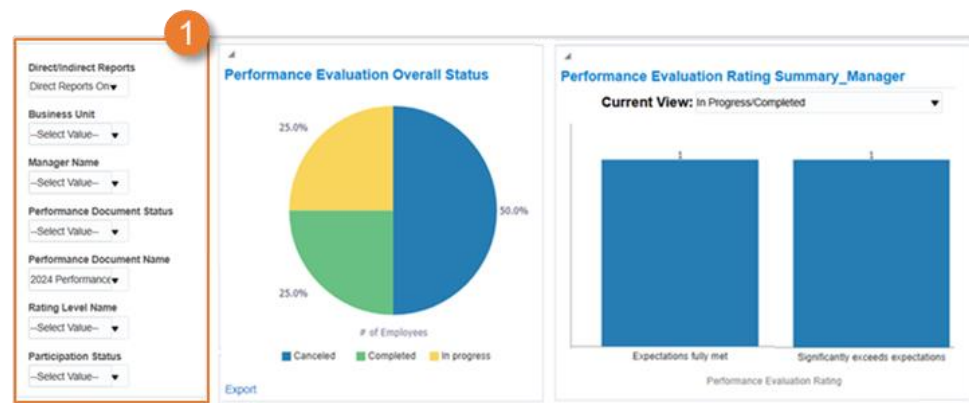
1. From myHR home page, select the "Reports" tab, and "My Dashboard" icon

2. On the left-hand menu, click "Manager Dashboard US"



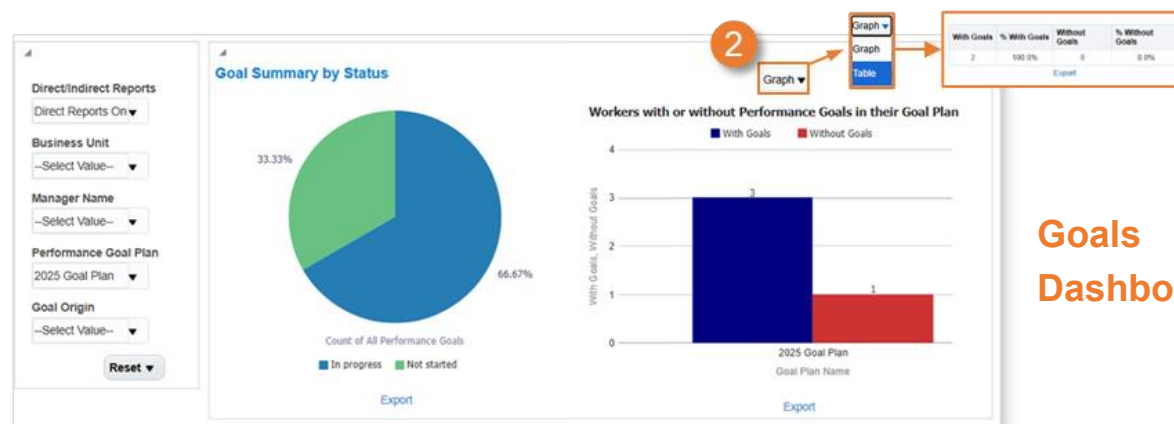
## PART 2:

View Status of Goals or Performance Evaluations



Performance Dashboard

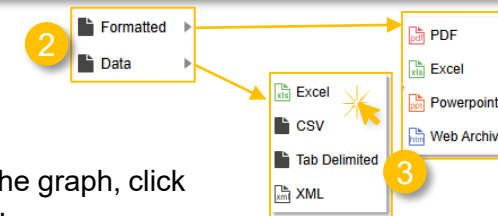
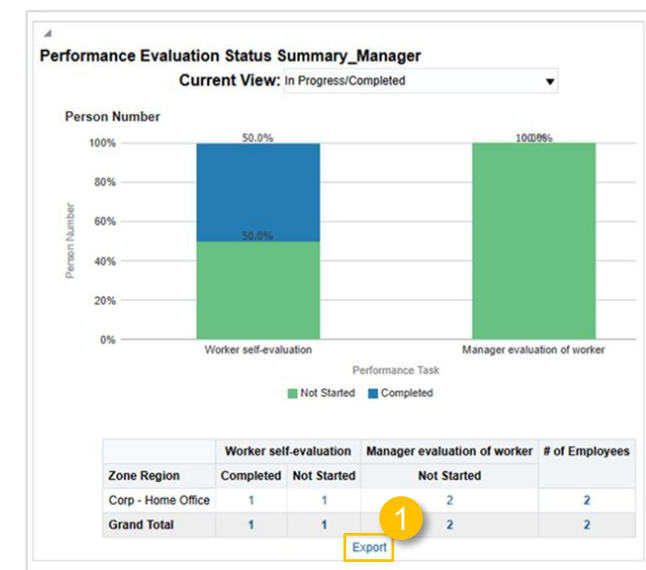
1. Apply filters as needed to narrow or adjust your view
2. Switch the display format by toggling between "Graph" and Table" view



Goals Dashboard

## PART 3:

Export Reports



1. Below the graph, click "Export"
2. Choose "Formatted" to download the visual graph, or "Data" to export the raw data
3. Select your preferred file format to complete the download