

Reports and Dashboards | Training

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This section is the introduction to Work for Managers or Administrators, who handle HR and onboarding new employees.

About this Training

Led by Training & Development
Specialist
Approximately 30 minutes long
Audience is all Admins

Topics Covered

- Custom reporting
- Configuring Charts/Graphs
- Customizing Dashboard
- Report delivery/schedules

To request to join one of these future training sessions, please reach out to your CSM if you are no longer in implementation OR reach out to your Project Manager if you are currently in implementation.

Read these topics...

- [Viewing the Manager Dashboard](#)
 - [Configuring Dashboard Layout Profiles](#)
 - [Main Menu and Navigation Basics](#)
 - [Creating Charts from Reports](#)
 - [Hooking Report Charts to Dashboards](#)
 - [Saving and Sharing Your Reports With Other People](#)
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