

PK Analytics

Dashboards & Reports Technical Guide

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Verification

Verification dashboards and reports provide statistical view into following workflow management and compounding areas:

- **Compounding production rate** – Measure and display throughput of the system.
- **Batching opportunities** – Display most frequently compounded one-off orders.
- **Safety** – Track rejections and error detection.
- **Workflow bottlenecks** – Identify and highlight potential workflow congestion points.
- **User performance** – Display quantitative data as it relates to user performance.

Verification Overview Dashboard

High level overview of the most important PharmacyKeeper Verification key performance indicators.

1. Average Turnaround Time (TAT)
2. # of Compounds
3. % of Rejected Compounds

Filters:

1. Date
 - a. Default: This & Last Quarter
2. Facility Name
3. Dispensing Pharmacy
 - a. Dependent on: Facility Name
4. Compound Type
5. Dependent on: Dispensing Pharmacy
6. Workflow Name
 - a. Dependent on: Compound Type

Widgets:

- 1. Average TAT (minutes)**

Overall average turnaround time for a compound.

 - a. Type: KPI
- 2. # of Compounds**

Count of all compounds that enter PharmacyKeeper system

 - a. Type: KPI
- 3. % of Rejected Compounds**

Rejection rate
Secondary value: number of rejected compounds

 - a. Type: KPI
- 4. Average TAT (Minutes) – Waiting vs Working**

Idle time vs active compounding time

 - a. Type: Pie Chart
- 5. Compounds by Type**

Count of all compounds broken down by type: Batch & Patient

 - a. Type: Pie Chart
- 6. Rejections by Reason**

Displays rejections by predefined reason categories

 - a. Type: Pie Chart

Order Volume Dashboard

Provides insights into throughput within PharmacyKeeper, such as total number of patient and batch compounds with various breakdown options. Additionally, this dashboard can be utilized to optimize pharmacy operations and staff efficiency by examining “Average # of Compounds by Hour” widget.

Compound – an order in PharmacyKeeper. It could be a batch or a patient order.
Preparation – an individual preparation/quantity within a compound. Batch compounds typically consist of more than one preparation while patient compounds have one preparation.

Filters:

1. Date
 - a. Default: This & Last Quarter
2. Facility Name
3. Dispensing Pharmacy
 - a. Dependent on: Facility Name
4. Compound Type
 - a. Dependent on: Dispensing Pharmacy
5. Workflow Name
 - a. Dependent on: Compound Type
6. Drug Name
 - a. Dependent on: Workflow Name
7. Is Completed
8. Is Discarded
9. Total Compounding TAT minutes
 - a. Default: Greater than 0.2 and equal or smaller than 240
 - b. Hidden: Yes

Widgets:

1. Compounds by Type

Count of all compounds broken down by type: Batch & Patient

- a. Type: Pie Chart
- b. Selection affects dashboard: Yes
- c. Drill:
 - i. Pharmacy

2. # of Compounds

Time series showing two metrics:

- # of Compounds - Count of all compounds that enter PharmacyKeeper system.
- Growth to Past Year (Hidden, but can be exposed by viewer) - Comparison to the same month in the previous year

- Type: Line Chart
- Selection affects dashboard: No
- Drill:
 - Date hierarchy (Weeks, Days, Hours)
- Dispensing Pharmacy
- Jump To: Compound Details

3. # of Compounds by Day

This chart visualizes # of compounds over days with darker color indicating higher volume.

- Type: Calendar Heatmap
- Selection affects dashboard: No

4. # of Preparations

Count of all preparations. Patient compounds have one preparation per order and batch compounds typically have more than one preparation per order.

- Type: Line Chart
- Selection affects dashboard: No
- Drill:
 - Date hierarchy (Weeks, Days, Hours)
 - Drug
 - Pharmacy
 - Prepared By
- Jump To: Compound Details

5. Average # of Compounds by Hour

Average of number of compounds broken down by hour. The chart illustrates high/low volumes during different hours of a day.

- Type: Bar Chart
- Selection affects dashboard: Yes

Compounding Turnaround Time (TAT) Dashboard

Displays compounding turnaround time information. The dashboard shows how long on average it takes to compound an order and breaks it down in by various categories and stages during the compounding process which could be used to identify potential bottlenecks.

Important Note: Outlier thresholds - The dashboard excludes any orders that took less than .2 minutes or more than 4 hours to compound. See Total Compounding TAT minutes filter.

Filters:

1. Date
 - a. Default: This & Last Quarter
2. Facility Name
3. Dispensing Pharmacy Name
 - a. Dependent on: Facility Name
4. Compound Type
 - a. Dependent on: Dispensing Pharmacy Name
5. Workflow Name
 - a. Dependent on: Compound Type
6. Workflow Step Type
 - a. Dependent on: Workflow Name
7. Workflow Step Name
 - a. Dependent on: Workflow Step Type
8. Drug Name
 - a. Dependent on: Workflow Step Name
9. Is Cart Fill
10. Priority
11. Total Compounding TAT minutes
 - a. Default: Greater than 0.2 and equal or smaller than 240

Widgets:

1. Average TAT (Minutes)

Overall average turnaround time for a compound.

A compound turnaround time is measured from order entry date/time to the last recorded date/time during compounding (AKA Verification module in PK)

- a. Type: KPI
- b. Selection affects dashboard: No
- c. Jump to: Compounding Details

2. Average TAT (Minutes) - Waiting vs Working

This widget categorizes TAT in two groups:

Waiting - Elapsed time when user is not actively working on a compound, such as time between workflow steps.

Working - Elapsed time when user is actually working on a compound (gathering components, preparing, and approving)

- a. Type: Pie Chart
- b. Selection affects dashboard: Yes

3. Average TAT (Minutes) - by Workflow

Average turnaround time by workflow name.

- a. Type: Column Chart
- b. Selection affects dashboard: Yes
- c. Jump to: Compounding Details
- d. Tooltip:
 - i. % of all Compounds
 - ii. # of all Compounds

4. Average TAT (minutes) | 6-Month Trend Analysis

6 Month trend analysis showing Average TAT and number of compounds. Dashboard date filter doesn't affect this widget. Other filters do.

- a. Type: Column/Line Chart
- b. Selection affects dashboard: No
- c. Drill:
 - i. Date hierarchy (Weeks, Days, Hours)
 - ii. Dispensing Pharmacy

5. Average TAT (Minutes) - by Workflow Step Type

Average TAT by workflow step type:

1. Initial Creation
2. ComponentCheck
3. Prepare
4. Approve
5. SecondaryApproval

- a. Type: Column Chart
- b. Selection affects dashboard: Yes

- c. Drill:
 - i. Workflow Step Name
- d. Jump to: Compounding Details

6. Average TAT (minutes) by Day and Hour

Heat map visualizing magnitude of average TAT. The widget highlights when (day and time) it takes the most or least amount of time to process an order.

- a. Type: Heat map
- b. Selection affects dashboard: Yes

Preparation Performance Dashboard

Tracks user performance related to preparation tasks: gathering and preparing. The dashboard quantifies and measures performance metrics which can be used in combination with other qualitative metrics to understand team performance as well as benchmark individual performance, and beyond that, provide feedback to team members to help them grow and improve.

Compared to other team members, a model employee would have:

- **Higher** # of Preparations
- **Lower** Rejection Rate
- **Lower** Average Preparation TAT

Filters:

1. Date
 - a. Default: Last Month
2. Facility Name
3. Dispensing Pharmacy Name
 - a. Dependent on: Facility Name
4. Compound Type
 - a. Dependent on: Dispensing Pharmacy Name
5. Workflow Name
 - a. Dependent on: Compound Type
6. Prepare By Role
 - a. Dependent on: Workflow Name
7. Prepared By
 - a. Dependent on: Prepared by Role
8. Is Cart Fill
9. Total Compounding TAT minutes
 - a. Default: Greater than 0.2 and equal or smaller than 240

Widgets:

1. # of Preparations

Displays each team member's output in terms of completed preparations.

Patient orders are counted as a single preparation, and each preparation within a batch order is counted as a unique preparation.

Example: Jane prepared 10 patient orders. Jane also prepared 2 batches (each batch containing 3 individual preparations)

10 patient orders + (2 batches x 3 individual preparations) = 16 total preparations

- a. Type: Column Chart
- b. Selection affects dashboard: No
- c. Jump to: Individual Preparation Performance

2. Average Compound Preparation TAT (min) & Rejection Rate

Two metrics are shown on this widget:

- Average Preparation Time
- Rejection Rate

- a. Type: Column Chart
- b. Selection affects dashboard: No

Rejections Dashboard

Gives insight into rejected compounds. It can be used to create awareness around:

- Rejection reasons
- Rejection (error) rate
- Rejections-waste correlation
- Most frequently rejected drugs

Filters:

1. Date
 - b. Default: This and Last Quarter
2. Facility Name
3. Dispensing Pharmacy
 - c. Dependent on: Facility Name
10. Compound Type
 - a. Dependent on: Dispensing Pharmacy
11. Workflow Name
 - a. Dependent on: Compound type
4. Drug Name
 - a. Dependent on: Workflow Name
5. Is Cart Fill
6. Is Discarded

Widgets:

1. # of Rejected Compounds

Total number of rejected compounds.

Secondary value: Expressed as percentage of all compounds.

- a. Type: KPI
- b. Selection affects dashboard: No
- c. Jump to: Rejections Details

2. Top 10 Rejected Drugs

Top 10 list of most frequently rejected drugs. When expanded, widget filter can be modified from top 10 to any other value, e.g., Top 50.

- a. Type: Bar Chart
- b. Selection affects dashboard: Yes

3. Rejections by Reason

Displays rejections by predefined reason categories. Provides visibility into different types of rejections.

- a. Type: Pie Chart
- b. Selection affects dashboard: Yes
- c. Jump to: Rejections Details

4. % of Rejected Compounds by Month

Trending analysis showing percentage of rejected compounds by month.

- a. Type: Line Chart
- b. Selection affects dashboard: No

Tracking

Tracking dashboards and reports provide aggregation and visualization of medication orders as they move throughout the facility. Drill-down capabilities provide the ability to determine specific destinations, users, or priority that contribute to delays or inefficiencies.

- **Turnaround time** – Explore trending analysis as orders move from one scanning point to another as well as total turnaround time. Easily identify potential bottlenecks.
- **Compliance** – Monitor and ensure orders are scanned at designated locations.

Tracking Compliance Dashboard

Provides comprehensive visibility into scanning compliance during delivery. Examine trending patterns as it relates to three major scanning status types:

- **Staged** – Orders scanned as ready for delivery
- **In-Process** – Orders that left the pharmacy
- **Delivery** – Delivered to a final destination

Typically, most orders go through all three (Staged, In-Process, and Delivery) status types, but depending on the tracking module configuration, some tracking status types may not apply to your organization.

Filters:

1. Date
 - a. Default: Last Month
2. Facility Name
3. Priority Name
4. Destination

Widgets:

1. # of Orders with Staged Scan

Percentage of orders with Staged scan. These orders were scanned as ready for delivery.

- a. Type: KPI
- b. Selection affects dashboard: No

2. # of Orders with In-Process Scan

Percentage of orders with In-Process scan. These orders were scanned as out for delivery.

- a. Type: KPI
- b. Selection affects dashboard: No

3. # of Orders with Delivery Scan

Percentage of orders with Delivered scan. These orders were scanned as delivered.

- a. Type: KPI
- b. Selection affects dashboard: No

Tracking Turnaround Time (TAT) Dashboard

This dashboard represents the trending average time it takes an order to move from one status type to another as well as total turnaround time.

Each widget displays two values. Average TAT and Median TAT.

Typically, most orders go through all three (Staged, In-Process, and Delivery) status types, but depending on the tracking module configuration, some tracking status types may not apply to your organization.

Filters:

1. Date
 - a. Default: Last Month
2. Facility Name
3. Priority Name
4. Destination

Widgets:

1. Staged to In-Process (Minutes)

Average and Median TAT between Staged and In-Process scan.

- a. Type: Line Chart
- b. Selection affects dashboard: Yes
- c. Drill
 - i. Date hierarchy (Weeks, Days, Hours)
 - ii. Destination
 - iii. Priority

2. In-Process to Delivered TAT (Minutes)

Average and Median TAT between In-Process and Delivery scan.

- a. Type: Line Chart
- b. Selection affects dashboard: Yes
- c. Drill
 - iv. Date hierarchy (Weeks, Days, Hours)
 - v. Destination
 - vi. Priority

3. Staged to Delivered TAT (Minutes)

Average and Median TAT between Staged and Delivery scan.

- a. Type: Line Chart
- b. Selection affects dashboard: Yes
- c. Drill
 - vii. Date hierarchy (Weeks, Days, Hours)
 - viii. Destination
 - ix. Priority

4. Ordered to Delivered TAT (Minutes)

Average and Median TAT between Ordered Date/Time stamp and Delivery scan.

- a. Type: Line Chart
- b. Selection affects dashboard: Yes
- c. Drill
 - x. Date hierarchy (Weeks, Days, Hours)
 - xi. Destination
 - xii. Priority

Misdelivery Dashboard

Displays orders that didn't reach its intended destination. This dashboard can be used to identify factors and patterns that caused misdelivery, such as users, priority, destination location, etc.

Important Note: Destination locations must be configured correctly in PK in order for this dashboard to show accurate information.

Filters:

1. Date
 - a. Default: Last Month
2. Facility Name
3. Destination
4. Delivered by
5. Priority Name

Widgets:

1. Misdelayed Orders by Priority

Breakdown of misdelivered orders by priority

- a. Type: Bar Chart
- b. Selection affects dashboard: Yes
- c. Jump to: Misdelivery Details

2. Misdelayed Orders by Delivered By

Breakdown of misdelivered orders by user that delivered the order

- a. Type: Pie Chart
- b. Selection affects dashboard: Yes
- c. Jump to: Misdelivery Details

3. Misdelayed Orders by Destination

Breakdown of misdelivered orders by destination

- a. Type: Tree Map
- b. Selection affects dashboard: Yes

4. Misdelaivered Orders % by Month | Last 6 Months

Trending analysis showing percentage of misdelaivered orders by month.

- a. Type: Line Chart
- b. Selection affects dashboard: No

Tracking Compliance by User Report

Shows user tracking scanning statistics:

- Average Turnaround Time (TAT)
- Compliance

By examining this report, one can quickly identify TAT And compliance trends by user.

Filters:

1. Date
 - a. Default: Last Month
2. Facility Name
3. Priority Name
4. Destination
5. User
6. Current Status

Columns:

1. User
2. Average of Staged to In-Process Time (Minutes)
3. Average of In-Process to Delivered Time (Minutes)
4. Average of Staged to Delivered Time (Minutes)
5. # of Orders with Staged Scan
6. # of Orders with In-Process Scan
7. # of Orders with Delivered Scan
8. # of Orders with In-Process and Delivered Scans
9. # of All Orders
10. % of Delivered Orders
11. % of Orders with In-Process and Delivered Scans

Activities

Activities dashboards and reports provide a comprehensive insight into compliance and completion data. This includes KPIs, trending analysis, as well as drill-down capability to quickly identify a potential issue.

- **Compliance** – Provides a 360-degree view of potential compliance exposures, allowing holistic evaluation of compliance program effectiveness.
- **Completion** – Quickly and effortlessly examine activities completion data. Understand why activities are not being completed or why they are late by interacting with filters and widgets.

Activities Overview Dashboard

Displays KPIs related to both compliance and completion. A quick glance at these KPIs reveals your success at reaching a targeted or ideal (100%) completion and compliance.

Navigate to Completion Dashboard and Compliance Dashboard for a more detailed analysis of each topic.

Filters:

1. Date
 - a. Default: Last Month
2. Facility Name
3. Activity Category
 - a. Dependent on: Facility Name
4. Activity Name
 - a. Dependent on: Activity Definition Type
5. Location Name
6. Subject Name

Widgets:

1. % Completed

Count of completed activities divided by a count of all activities.

- a. Type: KPI

2. % Completed on Time

Count of activities completed on or before due date/time divided by count of all activities.

Incomplete activity is also considered a late activity.

- a. Type: KPI

3. % Compliant

Count of compliant activities divided by total count of activities.

Compliant activity is defined as an activity that was completed on time and has at least one "Pass" part and no "Fail" parts.

Not applicable parts are excluded from calculation.

- a. Type: KPI

4. Incomplete Activities | Top 10

Displays names and counts of incomplete activities.

- a. Type: Table
- b. Columns:
 - i. Activity Name
 - ii. # of Activities

5. Late Activities by Overdue Time

Late Activities by Overdue Time categories:

- Less than 1 Hour
- 1-3 hours
- 3-6 hours
- 6-12 hours
- 12-24 hours
- 24-48 hours
- More than 48 hours

Overdue time - Difference between due date/time and completed date/time.

- a. Type: Pie Chart

6. Compliance by Status

Activity Compliance Status:

1. Yes - Completed on time with all passing parts
2. No - Not completed, late or has failing parts
3. Not Applicable - Completed on time, but all parts were marked N/A or not completed

- a. Type: Pie Chart

Activities Completion Dashboard

Provides a statistical view into activities completion. Gain insight into trending over time as well as pinpoint potential culprits for lower-than-expected completion rate.

Filters:

1. Date
 - a. Default: Last 2 Quarters
2. Facility Name
3. Activity Category
 - a. Dependent on: Facility Name
4. Activity Name
 - a. Dependent on: Activity Definition Type
5. Completed by User
6. Location Name
7. Subject Name

Widgets:

1. % Completed

Time series showing completion rate.

- a. Type: Stacked Chart
- b. Selection affects dashboard: Yes
- c. Jump to: Incomplete Activities

2. % Completed on Time

Time series showing completion-on-time rate.

- a. Type: Line Chart
- b. Selection affects dashboard: Yes
- c. Jump to: Late Activities

3. Late Activities by User | Top 10

Highlights user with most late activities

- a. Type: Bar Chart
- b. Selection affects dashboard: Yes

Activities Compliance Dashboard

Expanding on Activities Overview Dashboard, Compliance Dashboard enables users to explore compliance from different perspectives.

Compliant activity is defined as following:

- Completed on Time
- Has at least one “Pass” part and no “Fail” Parts

Filters:

1. Date
 - a. Default: Last 2 Quarters
2. Facility Name
3. Activity Category
 - a. Dependent on: Facility Name
4. Activity Name
 - a. Dependent on: Activity Definition Type
5. Completed by User
6. Location Name
7. Subject Name

Widgets:

1. Compliance by Month

Time series showing compliance rate.

Since compliance definition can vary, this widget shows two different values:

- % Compliant
 - % Completed on Time and Compliant
- a. Type: Line Chart
 - b. Selection affects dashboard: No
 - c. Jump to: Activities Non-Compliance Details

2. % Compliance by Subject

Displays compliance percentage by Subject.

- a. Type: Column Chart
- b. Selection affects dashboard: Yes

Detail Overview Report

Displays counts and percentages of non-completed, late, on-time, and compliance by activity.

Filters:

1. Date
 - a. Default: Last Month
2. Facility Name
3. Activity Category
4. Activity Name
 - a. Dependent on: Activity Category
5. Subject
6. Location

Columns:

1. Activity Name
2. Total
3. On Time
4. Late
5. Incomplete
6. Compliant
7. % Incomplete
8. % Late
9. % Compliant

Inspections

Inspections dashboards and reports provide a comprehensive insight into medication area inspections compliance and completion. This includes summary and detailed information covering all of your unit inspections.

Provide auditors or surveyors detailed information at a moment's notice.

Quickly identify outstanding inspections and easily report on staff performance

- **Compliance** – Provides a 360-degree view of potential compliance exposures, allowing holistic evaluation of compliance program effectiveness.
- **Completion** – Quickly and effortlessly examine medication area inspections completion data. Understand why inspections are not being completed or why they are late by interacting with filters and widgets.

Inspections Overview Dashboard

Displays KPIs related to both compliance and completion. A quick glance at these KPIs reveals your success at reaching a targeted or ideal (100%) completion and compliance.

Navigate to Completion Dashboard and Compliance Dashboard for a more detailed analysis of each topic.

Filters:

1. Date
 - a. Default: Last Month
2. Facility Name
3. Inspection Template Name
 - a. Dependent on: Facility Name
4. Location Name

Widgets:

1. % Completed

Count of completed inspections divided by a count of all activities.

- a. Type: KPI
- b. Jump to: Incomplete Inspections Details

2. % Completed on Time

Count of inspections completed on or before due date/time divided by count of all inspections (completed and incomplete).

% on Time (Completed Only) - Count of inspections completed on or before due date/time divided by count of completed inspections.

- a. Type: KPI
- b. Jump to: Late Inspections Details

3. % Compliant

Count of compliant inspection questions divided by total count of inspection questions.

Not applicable and not answered questions are excluded from calculation.

- a. Type: KPI
- b. Jump to: Inspections Non-compliance details

Inspections Completion Dashboard

Shows completion and completion on-time statistics broken down by following dimensions:

- Months
- Template
- User
- Location

Quickly identify areas of concern such as causes for incompleteness or late completion.

Filters:

1. Date
 - a. Default: Last Month
2. Facility Name
3. Inspection Template Name
 - a. Dependent on: Facility Name
4. Location Name
5. Assigned To

Widgets:

1. % Completed

Time series showing completion percentage.

- a. Type: Line Chart
- b. Selection affects dashboard: Yes
- c. Drill:
 - i. Location
 - ii. Template
 - iii. User
 - iv. Date Hierarchy (Month, Week, Day)
- d. Jump to: Incomplete Inspections Details

2. % Completed on Time

Time series showing late completion percentage.

- a. Type: Line Chart
- b. Selection affects dashboard: Yes
- c. Drill:
 - i. Location
 - ii. Template
 - iii. User
 - iv. Date Hierarchy (Month, Week, Day)
- d. Jump to: Late Inspections Details

3. % Completed by Template

Completion percentage by Template

- a. Type: Table
- b. Selection affects dashboard: Yes

4. # of Incomplete Inspections by Assigned User | Top 10

User with most incomplete inspections

- a. Type: Bar Chart
- b. Selection affects dashboard: Yes

5. % Completed by Location

Completion percentage by Location

- a. Type: Table
- b. Selection affects dashboard: Yes

Inspections Compliance Dashboard

Displays compliance statistics broken down by following dimensions:

- Months
- Template
- Question
- Location

Examine time series widget to quickly spot compliance percentage increase/decrease over a longer period time. Explore drill down options to assist with identifying a culprit for unexpected anomalies.

Filters:

1. Date
 - a. Default: Last Month
2. Facility Name
3. Inspection Template Name
 - a. Dependent on: Facility Name
4. Location Name
5. Assigned To

Widgets:

1. Compliance % by Month

Time series showing completion percentage.

- a. Type: Line Chart
- b. Selection affects dashboard: Yes
- c. Drill:
 - i. Location
 - ii. Template
 - iii. User
 - iv. Date Hierarchy (Month, Week, Day)
- d. Jump to: Inspection Non-Compliance Details

2. % Compliance by Template

Completion percentage by Template and Month.

- a. Type: Table
- b. Selection affects dashboard: Yes

3. % Compliance by Location

Completion percentage by Location and Month.

- a. Type: Table
- b. Selection affects dashboard: Yes

4. Non-Compliant Questions | Top 10

List of most frequently non-compliant questions.

- a. Type: Table
- b. Selection affects dashboard: Yes

Training

Training dashboards and reports provide an insight into your team's competencies, certifications, and training compliance and completion.

Pinpoint compliance/completion problem areas and discover impact of individual questions on the overall training and use the outcome of compliance/completion analysis to improve the design of competencies/certification/training program.

- **Compliance** – Provides a 360-degree view of potential compliance exposures, allowing holistic evaluation of compliance program effectiveness.
- **Completion** – Quickly and effortlessly examine training completion data. Understand why scheduled trainings are not being completed or why they are late by interacting with filters and widgets.

Training Overview Dashboard

Displays training KPIs related to both compliance and completion. A quick glance at these KPIs reveals your success at reaching a targeted or ideal (100%) completion and compliance.

Navigate to Completion Dashboard and Compliance Dashboard for a more detailed analysis of each topic.

In addition, the dashboard displays incomplete trainings by user and non-compliant questions.

Filters:

1. Date
 - a. Default: Last Month
2. Facility Name
3. Template Name
 - a. Dependent on: Facility Name
4. Training Name
 - a. Dependent on: Template Name
5. Flow Type

Widgets:

1. % Completed

Count of completed trainings divided by a count of all trainings.

- a. Type: KPI
- b. Jump to: Incomplete Training Details

2. % Compliant

Count of compliant (Completed and Passing) trainings divided by total count of trainings.

- a. Type: KPI
- b. Jump to: Late Inspections Details

3. Incomplete Trainings by User

Incomplete training by assigned user.

- a. Type: Pie Chart
- b. Selection affects dashboard: Yes

4. Non-Compliant Questions

Lists questions that have been incorrectly answered, ordered by most frequently missed.

- a. Type: Pie Chart
- b. Selection affects dashboard: Yes

Training Completion Dashboard

Shows completion statistics broken down by following dimensions:

- Months
- Template
- Trainee

Quickly identify areas of concern such as causes for incompleteness.

Filters:

1. Date
 - a. Default: Last Month
2. Facility Name
3. Template Name
 - a. Dependent on: Facility Name
4. Flow Type
5. Trainee Name
6. Trainer Name
7. Manager Name

Widgets:

1. % Completed

Time series showing completion percentage.

- a. Type: Line Chart
- b. Selection affects dashboard: Yes
- c. Drill:
 - i. Template
 - ii. Trainee
 - iii. Trainer
 - iv. Date Hierarchy (Month, Week, Day)
- d. Jump to: Incomplete Trainings

2. % Completed by Template

Completion percentage by Template and Month

- a. Type: Table
- b. Selection affects dashboard: Yes

3. # of Incomplete Trainings by Trainee | Top 10

User with most incomplete trainings

- a. Type: Bar Chart
- b. Selection affects dashboard: Yes

Training Compliance Dashboard

Shows compliance statistics broken down by following dimensions:

- Months
- Template
- Trainee

Quickly identify areas of concern such as causes for non-compliance.

Filters:

1. Date
 - a. Default: Last Month
2. Facility Name
3. Inspection Template Name
 - a. Dependent on: Facility Name
4. Flow Type
5. Trainee Name
6. Trainer Name
7. Manager Name

Widgets:

1. % Compliant

Time series showing compliance percentage.

- a. Type: Line Chart
- b. Selection affects dashboard: Yes
- c. Drill:
 - i. Template
 - ii. Trainee
 - iii. Trainer
 - iv. Date Hierarchy (Month, Week, Day)
- d. Jump to: Training Non-compliance Details

2. % Compliant by Template

Compliance percentage by Template and Month

- a. Type: Table
- b. Selection affects dashboard: Yes

3. # of Non-compliant trainings by Trainee | Top 10

User with most non-compliant trainings

- a. Type: Bar Chart
- b. Selection affects dashboard: Yes

User Completion and Compliance Report

Displays percentages of incomplete and non-compliant trainings by Trainee and Month.

Filters:

1. Date
 - a. Default: Last 2 Quarters
2. Facility Name
3. Inspection Template Name
 - a. Dependent on: Facility Name
4. Flow Type
5. Trainee Name
6. Trainer Name
7. Manager Name

Columns:

1. Trainee Name
2. Year/Month
3. % of Non-Compliant Trainings
4. % of Incomplete Trainings