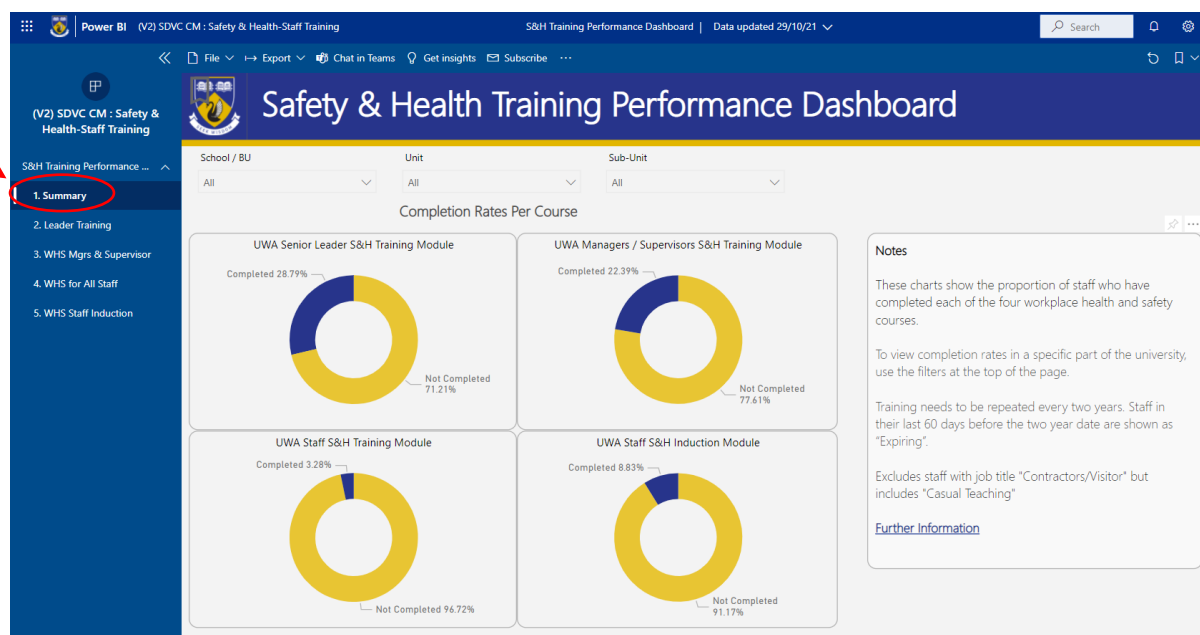
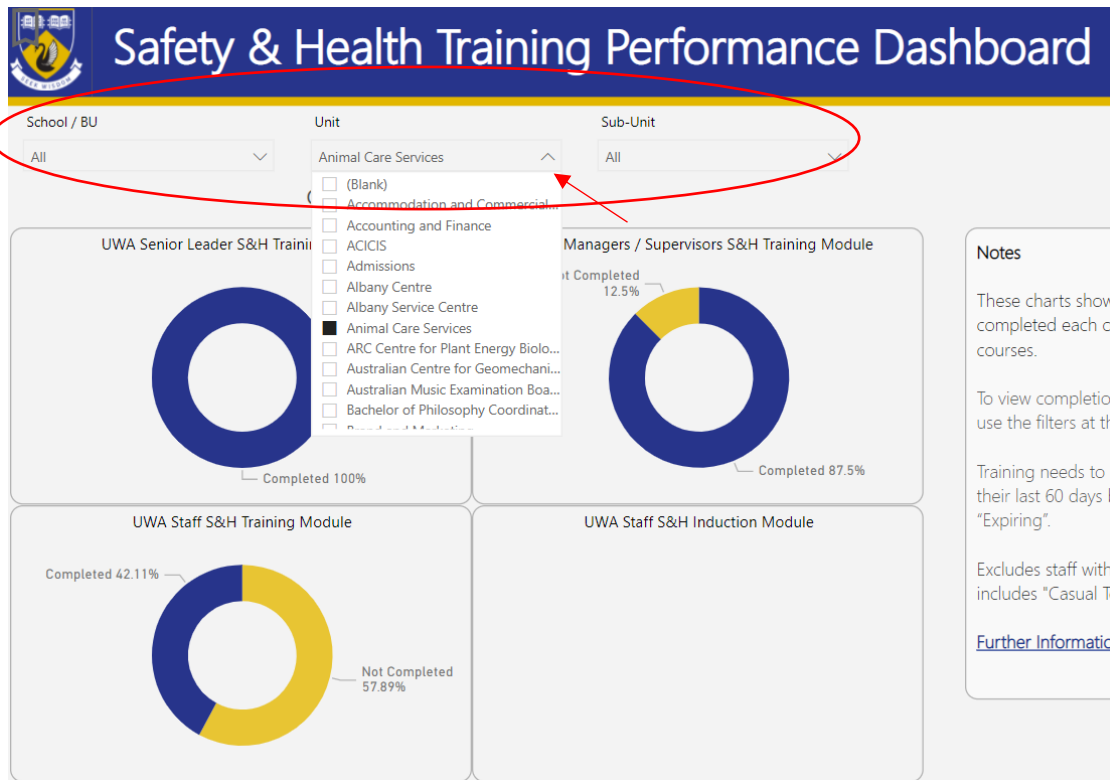


## How to Navigate UWA's Safety and Health Training Performance Dashboard

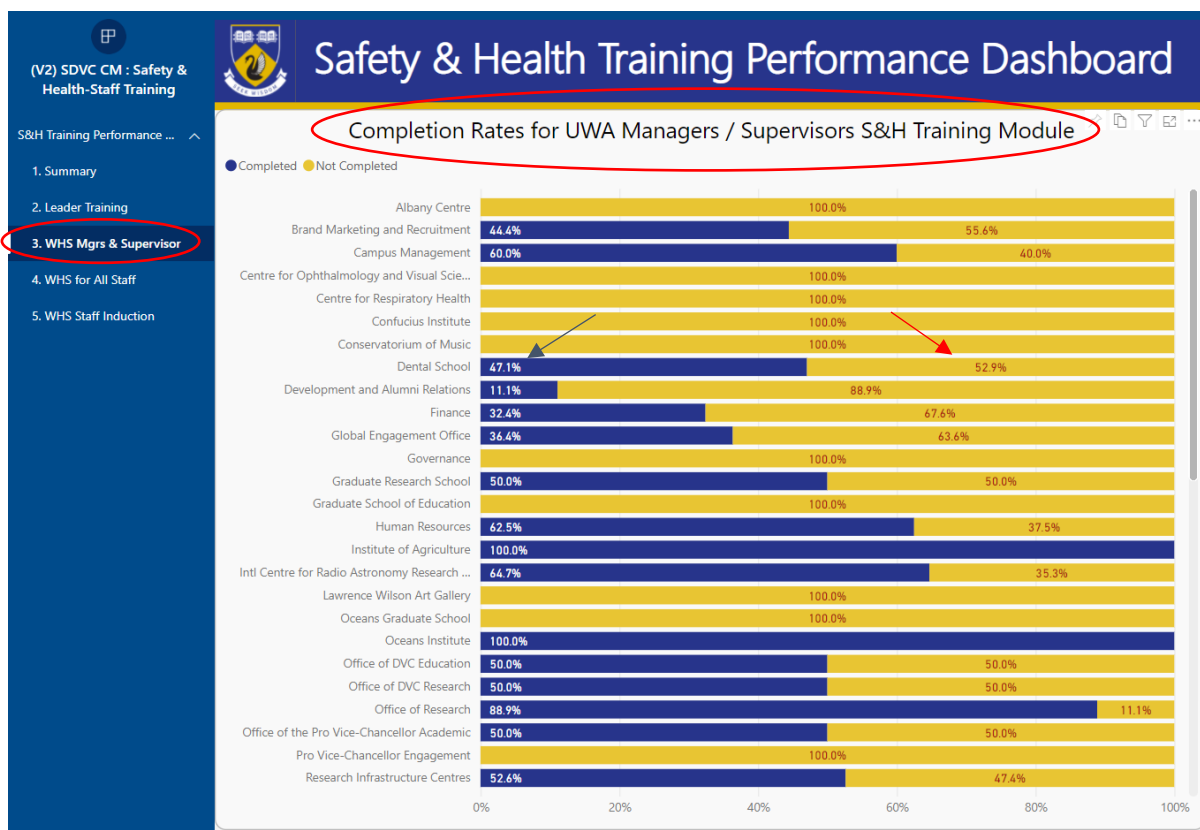
1. Go to the "[New UWA S&H Training Module and Dashboard](#)" website and click on the [UWA S&H Training Performance Dashboard](#) link.
2. Fill in your UWA staff login credentials e.g. 0010545X@uwa.edu.au and password (this should only need to be filled in once) you will then be brought the below landing page which is set to default to the Summary Display.



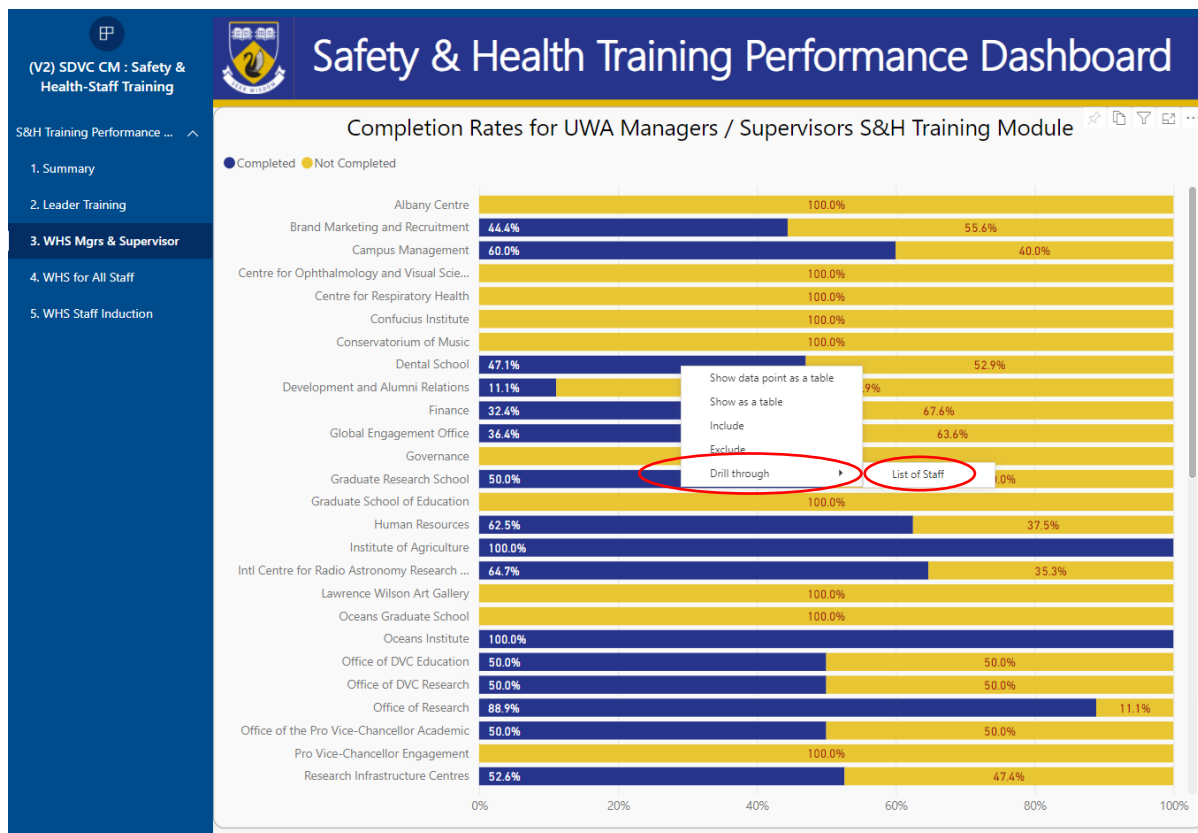
3. The Summary Display outlines the completion rates for each course, overall at UWA.
4. You can use the filter to display the completion rates for an individual School or Unit by using the drop-down menus for selection.



6. For further analysis of completion rates, select one of the courses and move your mouse pointer over the bar graph on the relevant school / business unit.



- To Identify what staff have **“Completed”** or **“Not Completed”** each course, place the mouse pointer on the relevant part of the bar graph and right-click to open a drop-down menu. Scroll down to the **“Drill through”** field which will open a **“List of Staff”** field. Click on the List of Staff field.



A corresponding list will then appear. E.g. UWA Dental School Staff who have completed the required training:

**Safety & Health Training Performance Dashboard**

Dental School

EmployeeNumber	EmployeeName	email_address	Commencing	School	Sub-Unit	Unit
48970	Brunini, Lina	00048970@uwa.edu.au	Not Commencing	Dental School	Oral Health Centre of WA (OHCWA)	Oral Health Centre of WA (OHCWA)
48976	Bray, Lisa	00048976@uwa.edu.au	Not Commencing	Dental School	Oral Health Centre of WA (OHCWA)	Oral Health Centre of WA (OHCWA)
49030	Moormann, Karen	00049030@uwa.edu.au	Not Commencing	Dental School	Oral Health Centre of WA (OHCWA)	Oral Health Centre of WA (OHCWA)
49043	Farren, Janet	00049043@uwa.edu.au	Not Commencing	Dental School	Oral Health Centre of WA (OHCWA)	Oral Health Centre of WA (OHCWA)
49052	Pruiti-Rowe, Maria	00049052@uwa.edu.au	Not Commencing	Dental School	Oral Health Centre of WA (OHCWA)	Oral Health Centre of WA (OHCWA)
49288	Ford, Robin	00049288@uwa.edu.au	Not Commencing	Dental School	Oral Health Centre of WA (OHCWA)	Oral Health Centre of WA (OHCWA)
60706	Muir, Hazel	00060706@uwa.edu.au	Not Commencing	Dental School	Oral Health Centre of WA (OHCWA)	Oral Health Centre of WA (OHCWA)
75276	Cochrane, John	00075276@uwa.edu.au	Not Commencing	Dental School	Oral Health Centre of WA (OHCWA)	Oral Health Centre of WA (OHCWA)

To go back to the Course Display screen, press the back arrow icon on the top right corner of the screen.



For further information in navigating the dashboard, contact [safety@uwa.edu.au](mailto:safety@uwa.edu.au).