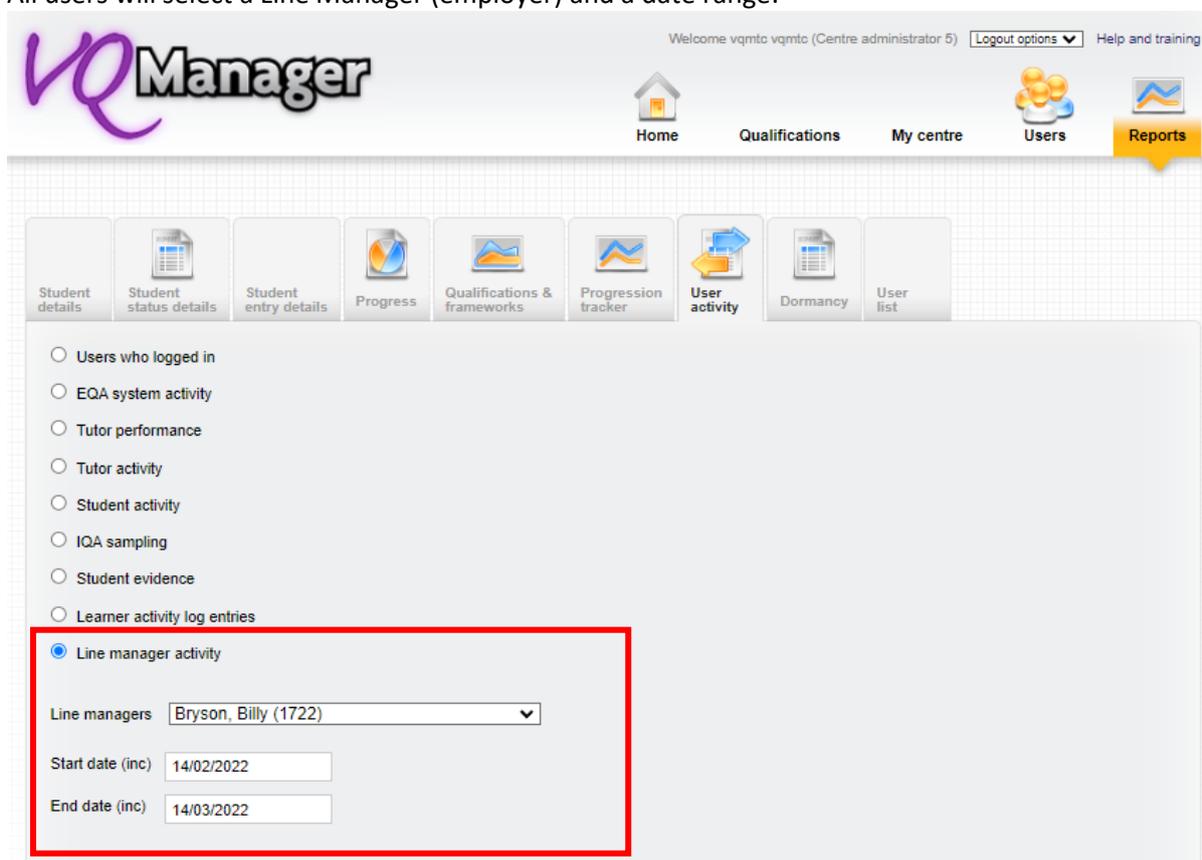


Report on Line Manager (employer) activity

There is a report showing Line Manager (employer) activity in the system. This report is located in the **Reports >> User activity >> Line manager** activity (or employer depending on your centre's terminology) and is available to assessors, IQAs, EQAs, OSUs and Centre Admins.

All users will select a Line Manager (employer) and a date range.



The screenshot displays the VQ Manager web interface. At the top, the logo 'VQ Manager' is on the left, and the user is logged in as 'Centre administrator 5'. A navigation bar includes 'Home', 'Qualifications', 'My centre', 'Users', and 'Reports' (highlighted in yellow). Below this is a menu with icons for 'Student details', 'Student status details', 'Student entry details', 'Progress', 'Qualifications & frameworks', 'Progression tracker', 'User activity' (selected), 'Dormancy', and 'User list'. The 'User activity' section is expanded, showing a list of activity types with radio buttons. 'Line manager activity' is selected and highlighted with a red box. Below this selection, there are three input fields: 'Line managers' with a dropdown menu showing 'Bryson, Billy (1722)', 'Start date (inc)' with the value '14/02/2022', and 'End date (inc)' with the value '14/03/2022'.

There is an area in yellow at the top of the report when run saying the following:

Please note:

Actions done for students who are no longer assigned to the employer won't show up in the report.

Actions related to deleted items may display incomplete data in the report.

Where the Line Manager is an Expert Witness on evidence, this won't show up in the report, because the user doesn't log in to perform that action.

Line manager activity report (14/03/2022, Bryson, Billy (1722))

Please note:
 Actions done for students who are no longer assigned to the line manager won't show up in the report.
 Actions related to deleted items may display incomplete data in the report.
 Where the line manager is the workplace training supervisor on evidence, this won't show up in the report, because the user doesn't log in to perform that action.

Date	Time	Student	Activity	Comment
19/01/2022	15:52:26		Logged in	
19/01/2022	15:55:57	Gould, Elliot (1250)	Progression tracker evaluation completed (34)	
19/01/2022	15:55:57	Gould, Elliot (1250)	Progression tracker evaluation edited (34)	
19/01/2022		Jennings, Patrick (918)	OTJT confirmed: Log for Jan (666)	LM comments
19/01/2022		Krabbappel, Edna (748)	Progress review confirmed: New progress review (364)	Employer comments
19/01/2022		Krabbappel, Edna (748)	Progress review confirmed: Review 1 (440)	LM comments
19/01/2022		Quin, Paula (778)	OTJT confirmed: Induction training (703)	LM confirmation
19/01/2022		Wells, Sophie (1718)	OTJT confirmed: Training 8 logged by learner (627)	LM comments
15/02/2022	14:07:06		Logged in	
18/02/2022	12:28:20		Logged in	
18/02/2022	12:28:53	A2 change, A2 (1515)	Progress review confirmed: Review 5 (667)	Comments by billy
18/02/2022	12:49:15	Quin, Paula (778)	Progression tracker evaluation completed (36)	
18/02/2022	12:49:15	Quin, Paula (778)	Progression tracker evaluation edited (36)	
18/02/2022	13:05:02	Quin, Paula (778)	Qualification sign-off confirmed (15)	These are my comments. I think this was great.
18/02/2022	13:14:16	Quin, Paula (778)	Progress review confirmed: Progress Review (431)	Line manager confirmation comments