SIGBEE USER GUIDE - SUPERVISOR DASHBOARD

SIGBEE

Small check-ins build a big picture. With today's heightened demands and stresses, it is more essential than ever to capture, understand, and predict how your team is doing today - and how they will likely be tomorrow. The SigBee Dashboard is your hub for checking up on your team.

1 **LOGGING INTO THE SIGBEE DASHBOARD**

1. If you're a supervisor/manager/otherwise have people reporting to you within SigBee, head to the SigBee Dashboard in your browser. You can also access by going to www.sigbee.com, and clicking the "Login" button in the top-right,
2. You can log in with the same credentials you use for the SigBee Check-in mobile app.
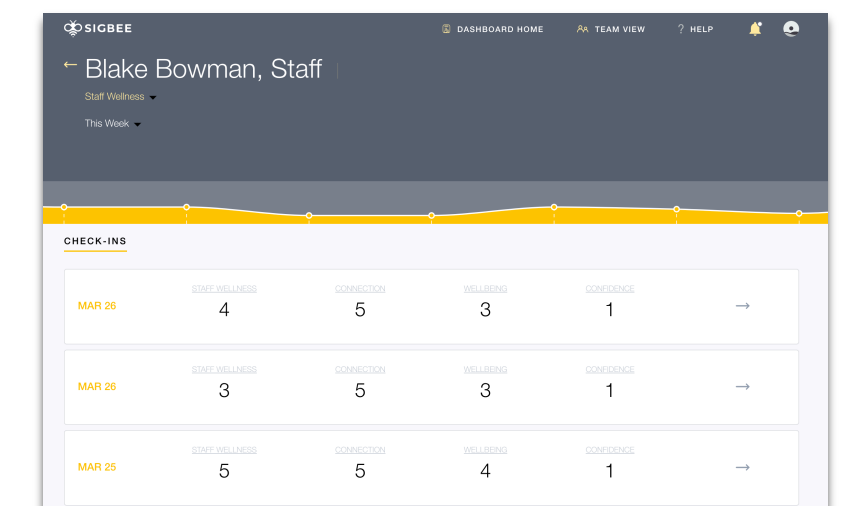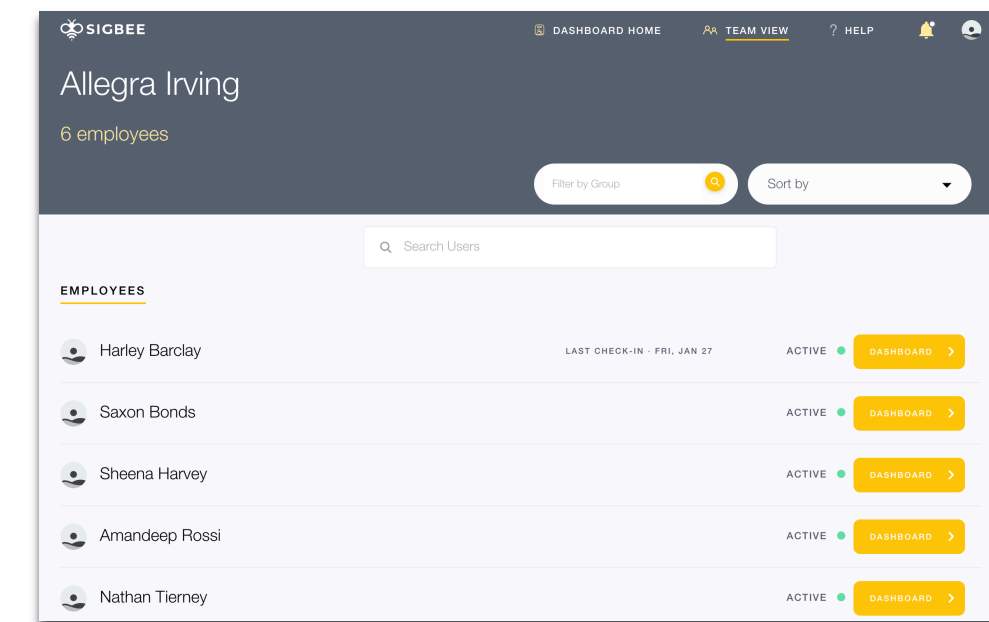
2 **DASHBOARD HOME**

Dashboard Home is your hub for a quick snapshot of how your team is doing.

1. Today's Check-Ins shows you all the check-ins your team has completed today. A red "alert" is generated when someone has checked in with a lower score than usual in any of the core SigBee focus areas, where green means all good! Yellow means no check-in submitted for that team member yet.
2. Today's Journals bring all your team's journal responses to the forefront for easy review. We let you know if someone has skipped or not submitted, and if they're longer than a few lines you can click on the journal card to view it in its entirety. Written and spoken responses are both supported.
3. Team Health Overview is your hub for specific stats about your team's check-ins over the previous 7, 14, or 30 days. The charts are interactive, so you can also filter these visualizations with a single click by one of the four categories, or by individual team member.
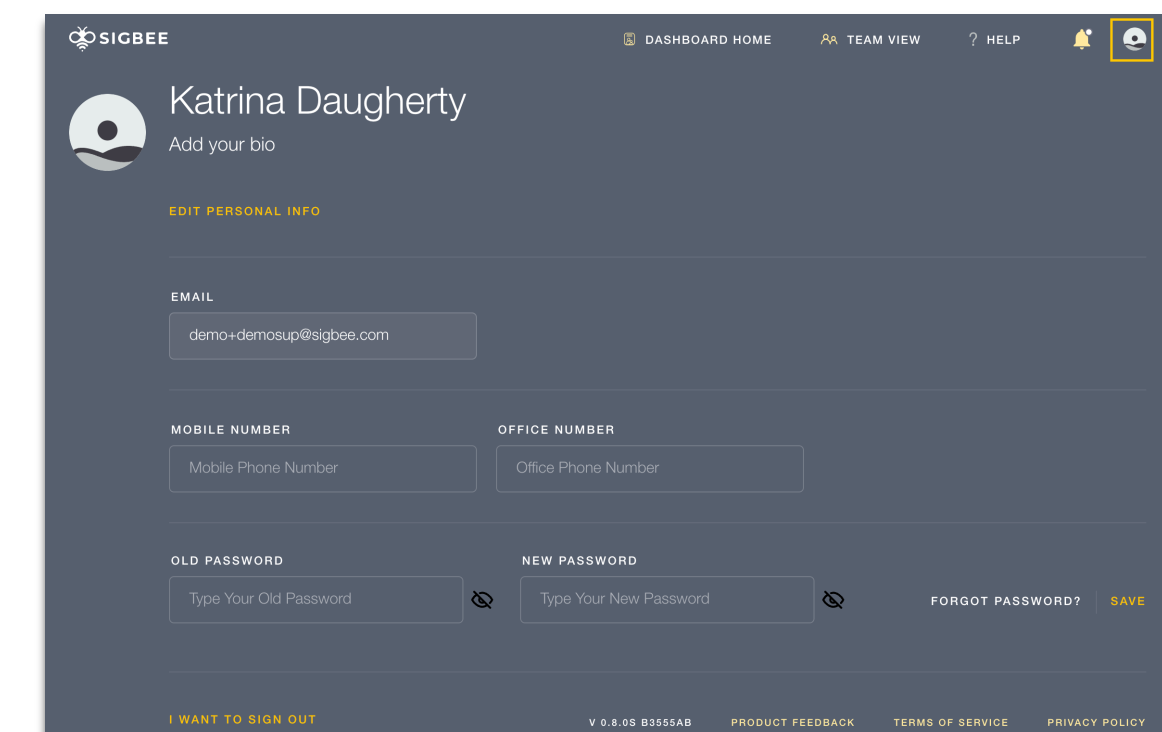
3 **TEAM VIEW**

If you need a little more detail about one of your staff, click over to Team View.

You'll be presented with a complete, searchable list of your team members and their last check-in date is called out in-line with their name. By clicking on each person's "Dashboard", you can deep-dive into all of their past check-ins to see what's been going on, and see how they're tracking in the SigBee focus areas.
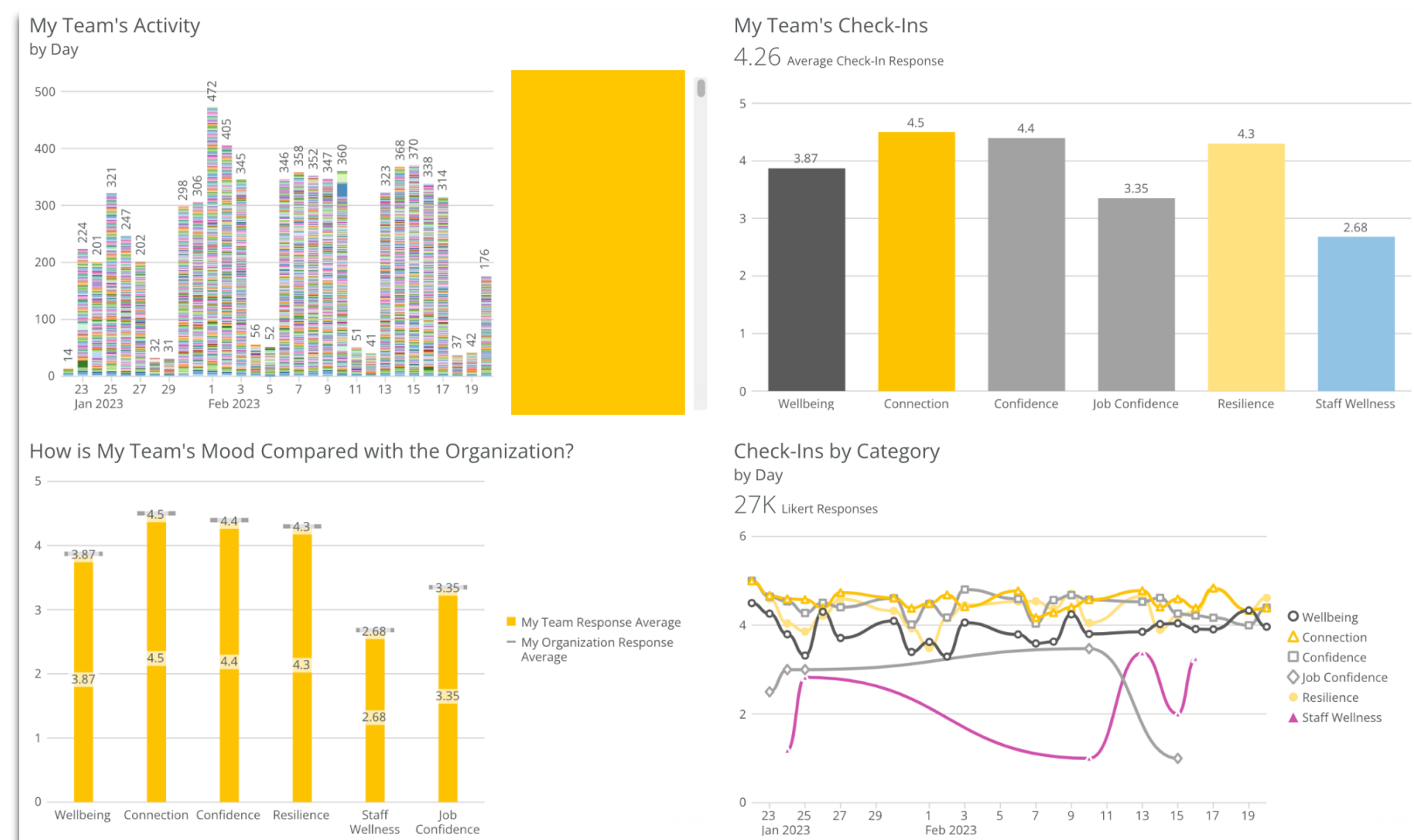
4 **PROFILE**

Click the circular icon in the top-right of your navigation bar to jump into your Profile and Settings screen. Here, you can add or update your phone number for SMS alerts, configure alerts + notifications, add a profile picture, change your password, or sign out.

Your hub for check-in insights

Check-ins at-a-glance