California State Parks is proud of its reputation for training excellence and is looked upon as a leader in park management, interpretation, maintenance, and public safety training. Employees are the key ingredient for FOCUS to be successful.

FOCUS allows this role to:

- Review and run reports
- View training records/transcripts for Learners
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Information Role Dashboard

A- If you need access to Learners only in your Training Group and you are a Supervisor, you do not need the extra role.

B- If you need access to the Learners only in your Training Group and you are NOT a Supervisor, the role will be added to your current account.

C - If you need to have statewide access, you will log in with the username and password given to you by the FOCUS Admin and will be routed to the Dashboard in #3 below after sign in.

To go to the Information Role Dashboard for Training Group Access:

1. Log in to FOCUS, you will be taken directly to your Learner Dashboard.

2. On the left side of the Learner Dashboard, select **Switch to Information** from the dropdown menu. (Any other administrative roles assigned to you will also be listed.)

3. You will be routed to the Information Role Dashboard

To return to your Learner Dashboard:

1. The top right dropdown menu allows you to toggle back to your Learner dashboard (and other roles if applicable).
Dashboard Tabs

The Home tab is a quick button that currently shows the Recent Learners you have accessed.

Learners Tab

The Learners tab lists all Learners you can view based on your Role. You may sort, filter, and search. The tab defaults to the Active Learners view.
Active Learners
A listing of Active Learners.

Selecting a Learner
Click on the Learner’s name.

Main Information / Main Page
A default is to view the following information on this screen: Basic Information, Continuing Professional Training, Academic Snapshot, Recent Communications, Recent Activity, and Denied Course Requests.

Academic Snapshot
A quick reference to display what the Learner is currently enrolled in.

Recent Communications
The most current communications regarding training with the Learner.
Recent Activity
A table that displays the Learner’s activity within the system.

Denied Course Requests
A table that displays courses that the Learner was denied from attending/completing.

Historic Data
The ability to view a Learner’s history and actions in the system.

View Training Record
Click on this to view the Learner’s Training Record and download it if needed.
Basic Search
Basic Search allows you to run a query based on several different fields. You can run one to determine how many Learners are enrolled in a specific Section, are enrolled in a Learning Path, etc.

Instructors Tab
The Instructors tab enables the role to view current Instructors statewide.

Active Instructors
Clicking on Active Instructors populates the list.
Reports Tab
An evolving reporting feature. New Reports will be added as they are developed.

General Reports
A quick link to two time imperative reports.

Overview
A statistical statement of Active numbers in the Department.

Employee Role Report
1. Click on Employee Role Report for a chart showing the Manager, Supervisors, and Employees within your Training Group.

   Employee Role Report

2. Choose your Training Group and click on View

   Employee Role Report:

Enrollments
Reports that allow you to view compliance rates for Learners and Program Compliance.
Roster Report
You can run a report based on a number of query fields.

Compliance Rate
Allows you to run a compliance report on specific Categories, Courses, and/or Sections.
Clicking on Get Data without entering any information will give you an overall report.
Program Compliance
A report builder that allows for overall compliance within a Training Group; can select variable such as Category, Course, Section, and / or Classification.

Clicking on Get Data without selecting field information will display all Learners in the Training Group.

Dynamic Reports
Allows the Information role to run reports added to the system by the Administrators.

Run Report
As new reports are added; they will appear in the dropdown menu.