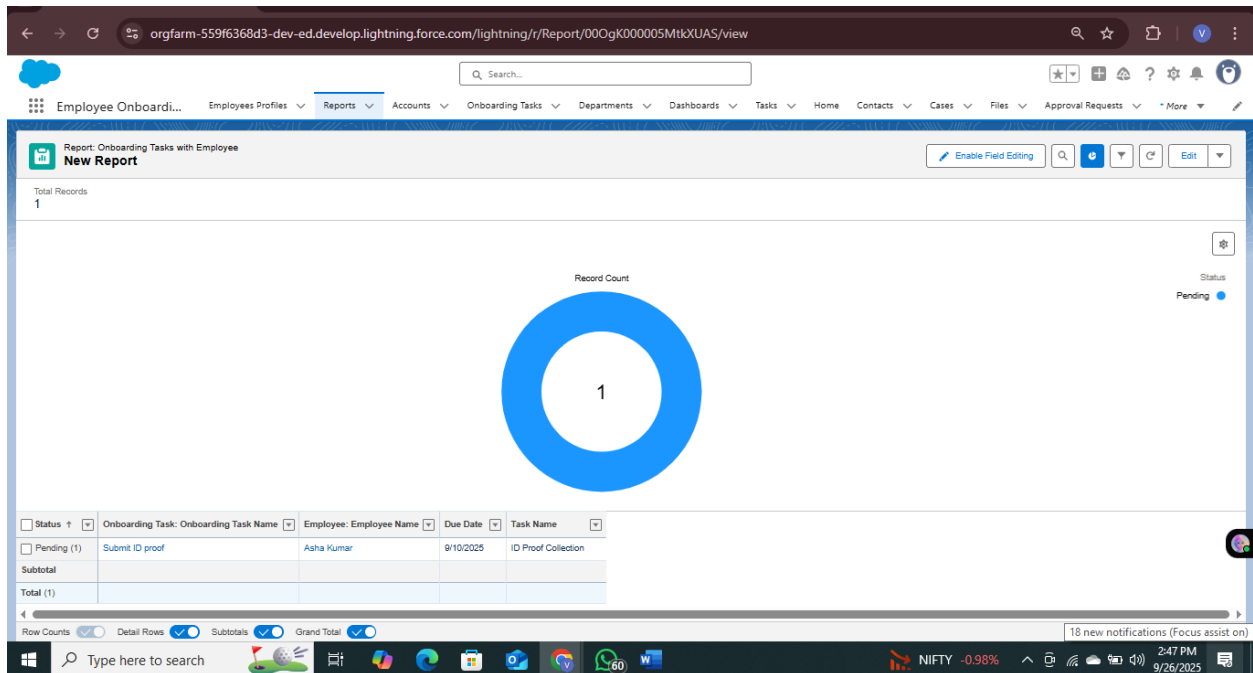# Employee Onboarding Application -Phase 9

Phase 9:Reports&Dashboards:

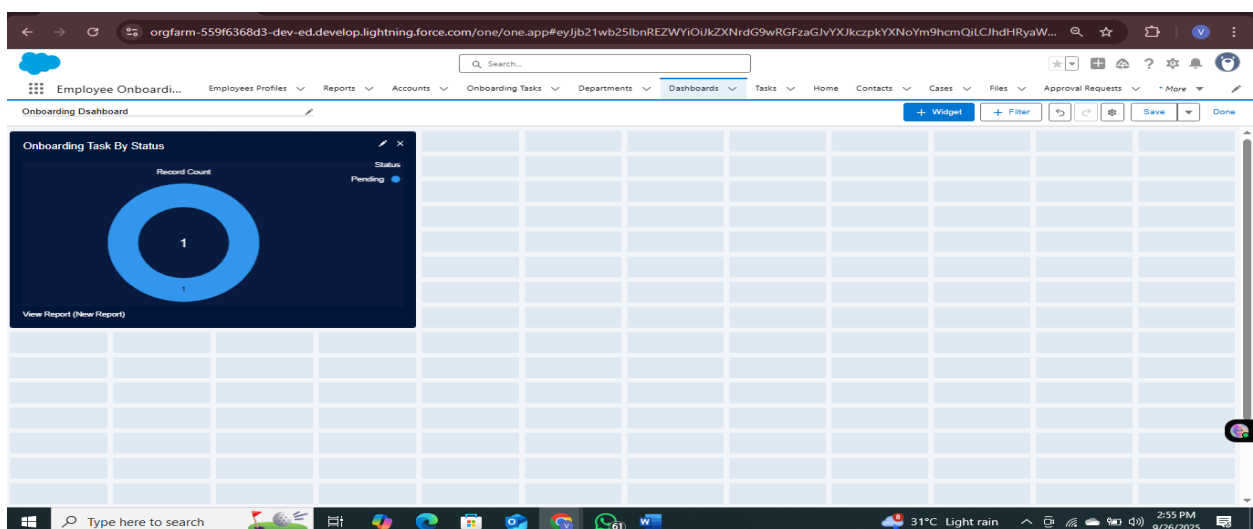A — Create the Onboarding Tasks — Status Summary report

Click the App Launcher (grid icon) top-left → type Reports → click Reports.

Click New Report (upper-right blue button).

.In the Choose Report Type search box type Onboarding.

ON Dashboard:

Phase 9 Outcomes:

1.Custom Report Created – You built a report type Onboarding Tasks with Employees to track onboarding progress.

2. Report Visualization – Added a chart (grouped by Status) to show Pending vs Completed tasks.

3. Dashboard Setup – Created an Onboarding Dashboard and added a donut chart showing onboarding tasks by status.