

Help Center / Reports & audit exports

Understanding your dashboard numbers

What Total Employees, Completed, In Progress, Overdue and the Compliance Rate mean.

For: Administrators, Managers · Updated October 27, 2026 · <https://hipaacertify.com/support/article/dashboard-compliance>

The four boxes

- **Total Employees:** everyone on your Employees list, including inactive employees
- **Completed Training:** employees who have finished **everything** assigned to them
- **In Progress:** employees who have started at least one training
- **Overdue:** employees with at least one training past its due date

Compliance Rate

[x]% Compliant = employees who finished everything assigned ÷ all employees.

Employees with **no training assigned** count as not compliant. That keeps the number honest: assign training to everyone to raise it. The badge is green at 90% or higher, amber at 70% or higher, and red below that.

Department Compliance

If you use [departments](#), a table shows the same rate for each department.

Recent Completions and Pending Training

Shortcuts to the latest certificates and the people with unfinished training. Click [View All](#) for the full [Reports](#) list.

NOTE

The Monday weekly email shows a different percentage: completed **assignments** out of all assignments. See [The weekly compliance email](#).

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