

UNT BRIDGE

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Weekly Manager Summary – Enrollment Filter

When you receive your Weekly Manager Summary from Bridge every Tuesday, you can click on the link in the email and it will take you into Analytics inside Bridge.

Sometimes, the number of Overdue Learners does not match the number sent to you in the email, or Number of Learners does not match the number of individuals you supervise.

1	3
Overdue Learners ⓘ	Number of Learners ⓘ


The discrepancy is due to the fact that the default filter for the "Enrollment Date" in Analytics in Bridge is **within the last 90 days**.

Enrollment Date

is in the last 90 days

You must remove this filter to see the whole picture – all overdue learners or all the employees you supervise.

Steps to change the filter for enrollment date to "is any time"

1. Go to UNT Bridge
2. Hover over "**ANALYTICS**" from the navigation panel
3. Select "**Overview**"
4. Adjust the "**Enrollment Date**" field. Select "**is any time**"
5. Update by selecting the  icon on the top right corner

By doing this, all learners and data will appear on the overview page.

