

# How to view your Open Enrollment Dashboard (ADP)

**OVERVIEW:** The Open Enrollment dashboard provides an overview of employee Open Enrollment statuses (completed, in progress etc.) and allows practitioners to send email reminders as needed to keep enrollment moving along smoothly.

During the enrollment window, you can monitor employee participation in Open Enrollment via the Open Enrollment Center: Setup > Benefits > Open Enrollment Center or the Benefits Dashboard: Process > Benefits > Benefits Dashboard.

The screenshot displays the Open Enrollment Dashboard interface. At the top, there is an 'ADD NEW' button. Below it is a table with columns: OPEN ENROLLMENT NAME, OE START DATE, OE END DATE, COVERAGE EFFECTIVE DATE, and STATUS. The table shows one entry: 'Open enrollment 2019' with start date 10/15/2019, end date 10/22/2019, and coverage effective date 11/1/2019. The status is 'Enrolling Now'. There are 'EDIT' and 'VIEW SETUP' buttons for this entry.

Below the table is the 'Open Enrollment Progress' section, dated 'As of 10/15/2019 17:52:55'. It includes a 'Profile' dropdown set to 'Open enrollment 2019' and a 'DOWNLOAD PROGRESS' button.

The main content area features a summary of enrollment status on the left, a donut chart in the center, and a 'Days Remaining' widget on the right.

Status	Count	Action
Not Started	109	VIEW EMPLOYEES TO NUDGE
In-Progress	1	VIEW EMPLOYEES TO NUDGE
Pending Approval	0	
Completed	1	VIEW EMPLOYEES

**Donut Chart Data:**

- Completed: 0.90 %
- In-Progress: 0.90 %
- Pending Approval: 0.00 %
- Not Started: 98.20 %

**Days Remaining Widget:**

- Start Date: 10/15/2019
- End Date: 10/22/2019
- Days Remaining: 8

The dashboard gives a real time snapshot of the enrollment activities for your company.

To send a reminder email to employees that have not started their enrollment or who are in progress but need to finish, click the “View Employees to Nudge”

From here, you can select the employees that need to receive the message and compose a custom message (or use the default message which will appear when you click “Compose Your Message”).

Not Started

109 employees have not yet started their open enrollment.

76 employees do not have an email address.

Select employees who should receive a reminder.

109 Employees Selected

**COMPOSE YOUR MESSAGE >**

**FILTERS** EXPORT TO EXCEL

<input checked="" type="checkbox"/>	EMPLOYEE NAME	BUSINESS UNIT	LOCATION	ELIGIBILITY CLASS	EMAIL ADDRESS	LAST REMINDER DA...
<input checked="" type="checkbox"/>	Barbato, Samuel	0103	1400			
<input checked="" type="checkbox"/>	Barrow, Gary	0016	1000		gbarrow@geneva....	10/15/2019
<input checked="" type="checkbox"/>	Benton, Angelo	0004	0600		kbenton@geneva....	10/15/2019
<input checked="" type="checkbox"/>	Berg, Sandy	0004	0600		sberg@geneva.com	10/15/2019
<input checked="" type="checkbox"/>	Bontempo, Charlie	0001	1000		cbontemp@genev...	10/15/2019
<input checked="" type="checkbox"/>	Carney, Roberta	0016	1000		rcarney@geneva.c...	10/15/2019
<input checked="" type="checkbox"/>	Carr, Stephen	0103	1400		scarr@geneva.com	10/15/2019
<input checked="" type="checkbox"/>	Carson, Michael	0103	1000		mcarson@geneva....	10/15/2019
<input checked="" type="checkbox"/>	Cavallo, Frank	0004	0600		fcavallo@geneva.c...	10/15/2019
<input checked="" type="checkbox"/>	Chester, Peggy	0004	0600		pchester@geneva....	10/15/2019

Employees with valid email addresses in their personal profile will receive the reminder message.