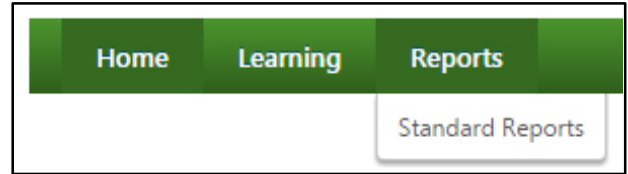




Generate Training Progress Reports

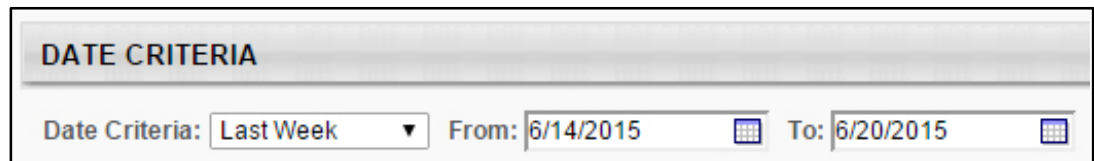
① Select Reports > Standard Reports.



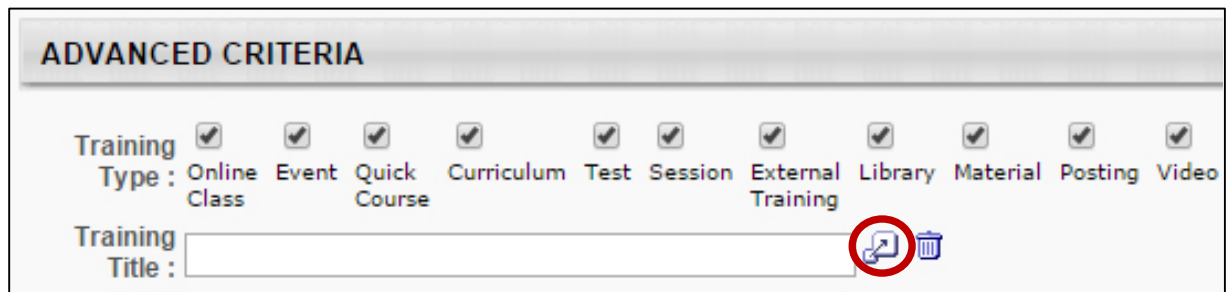
② Select Training Progress Pie Chart.



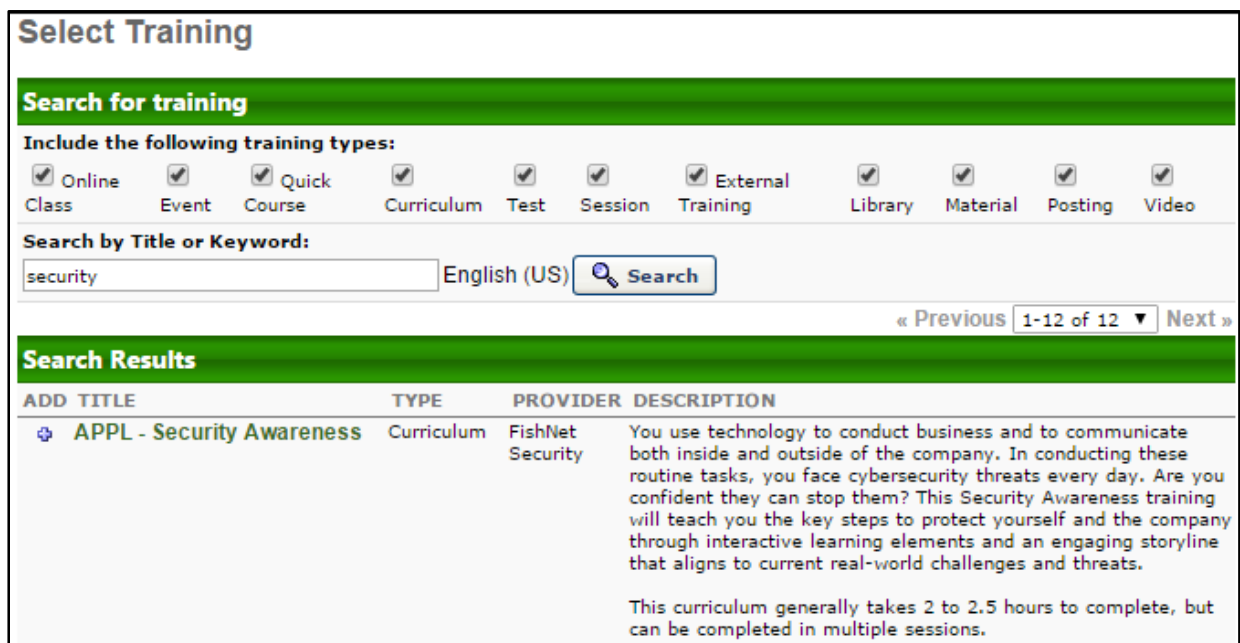
③ Enter dates.



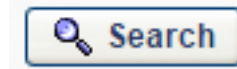
④ Locate the training. Click the Search icon.



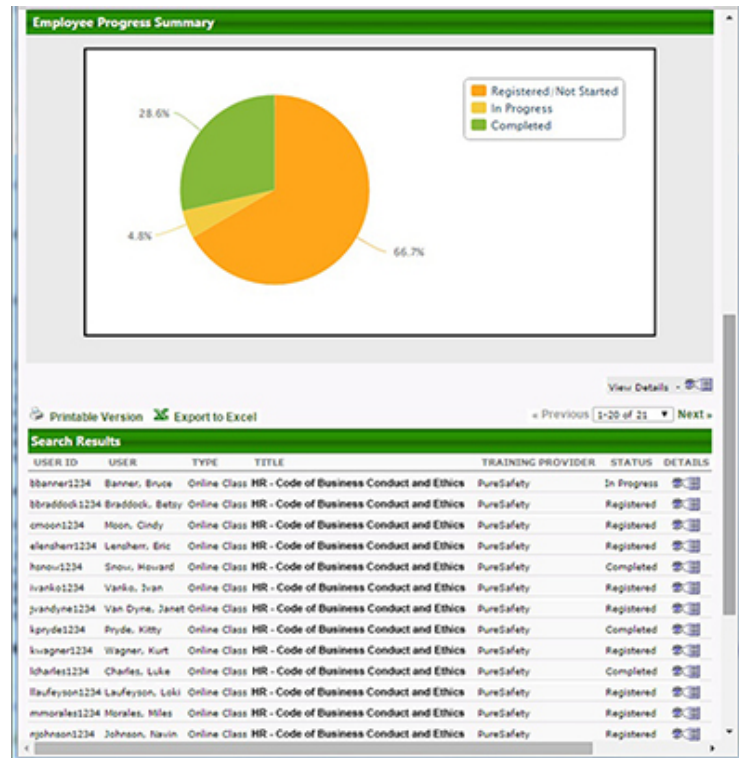
Enter a keyword & click Search. Click the name of the training item in Search Results.



5 Click Search at the bottom of the page.





6 The report generates at the bottom of the page.



Steps for Running a Training Progress Report

1. From the Welcome page, place the cursor over the Reports navigation tab and select Standard Reports.
2. Select Training Progress Pie Chart.
3. Under the Date Criteria heading, enter dates for the report data.
 - a. Select a date range from the Date Criteria drop-down options. Dates will automatically populate in the From and To fields.

OR

 - a. Select specific From and To dates by clicking the calendar icon  to the right of each field.
4. Under the Advanced Criteria heading, locate the training.
 - a. Click the Search icon  to the right of the Training Title field.
 - b. A Select Training window will open. Enter keywords to locate a training item (i.e., security).
 - c. Click the name of the desired training item in the Search Results.
 - d. Leave other options at the default.
5. Click Search.
6. The report will generate. An Employee Progress Summary pie chart and Search Results will appear at the bottom of the page.
7. To print the report, click the Printable Version link.
 - a. Report will open in a new window.
 - b. Use the Ctrl+P keystroke to open a print dialog box.
8. To open the report in Excel, click the Export to Excel link.
 - a. A Save As dialog box will open.
 - b. Locate the desired storage location.
 - c. Click Save.
 - d. The report can be opened and/or printed in Excel from the storage location.