Reporting for Learning Administrators

To access **Standard Reports**, click on the Show Navigation Menu icon ( ) in the upper right corner of the screen to reveal the Navigation Menu. Select **Reports** to open a submenu and click on **Standard Reports**.

![Navigation Menu with Reports Highlighted](image)

From the **Standard Reports** page, click the **Training** icon to access the reports. You should familiarize yourself with the **Enterprise Training** report.

![Enterprise Training Report](image)

The **Enterprise Training** displays data regarding training by your provider requested by anyone in the organization. Click on **Enterprise Training** to access the report. On the resulting page, you will set the parameters for your search.

Set the date range for which you are reporting by using the **Date Criteria** date picker.

![Date Criteria](image)

If you would like to report only on a specific subset of employees, define the users on which you are reporting using the **User Criteria** dropdown menu.

![User Criteria](image)
You can set additional parameters under **Advanced Criteria**.

The **Training Type** criteria is useful if you only want to see a specific type of training item.

**Note:** When reporting on Instructor-Led Training, you will see two entries for each completion; one at the event level and the other at the session level. In this situation it is helpful to select **Session** from the **Training Type** dropdown menu so there is one entry per learner.

The **Status** criteria is where you can define which statuses you would like included in your report.

If you are reporting on a single training item, click the **Training Title** search icon ( ) and use the tools in the resulting pop-up window to locate and select the desired training item.

This report is already constrained to your department’s (provider) training items, so you don’t need to set the **Provider** criteria.

The remaining criteria can be toggled on or off by using the checkbox next to each criteria.

Click the search button ( ) to generate the report. The data will appear at the bottom of the screen. You have the option to generate a printer-friendly version of the report or export the data to an Excel or text file ( ).