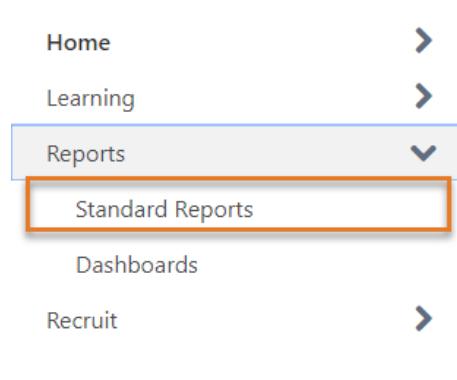


# Reporting for Learning Administrators

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**.



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

The screenshot shows the 'Standard Reports' page with the 'Training' icon selected. Below it, there are several report options: 'Instructor Led Training', 'Evaluation', 'Incomplete Training', 'Level 1 Evaluation', 'Content Provider Summary', 'Curriculum', and 'Enterprise Training'. The 'Enterprise Training' option is highlighted with an orange border.

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.

The screenshot shows the 'DATE CRITERIA' section. It includes a dropdown labeled 'Date Criteria: Select' with a downward arrow, and two date pickers labeled 'From: 4/1/2019' and 'To: 4/12/2019' with calendar icons.

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.

The screenshot shows the 'USER CRITERIA' section. It includes a dropdown labeled 'User Criteria: Select Criteria' with a downward arrow.

You can set additional parameters under **Advanced Criteria**.



**ADVANCED CRITERIA**

Training Type :	All	English (US)
<input type="checkbox"/> Check All / Clear All		
<input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> In Progress <input type="checkbox"/> Past Due <input type="checkbox"/> Pending Evaluation <input type="checkbox"/> Registration Pending <input type="checkbox"/> Cancelled <input type="checkbox"/> Exception Requested <input type="checkbox"/> Incomplete <input type="checkbox"/> Pending Acknowledgement <input type="checkbox"/> Pending Payment <input type="checkbox"/> Waitlisted <input type="checkbox"/> Completed <input type="checkbox"/> Exempt <input type="checkbox"/> No Show <input type="checkbox"/> Pending Approval <input type="checkbox"/> Pending Prerequisite <input type="checkbox"/> Withdrawn <input type="checkbox"/> Completed (Equivalent) <input type="checkbox"/> Failed <input type="checkbox"/> Not Available <input type="checkbox"/> Pending Completion Approval <input type="checkbox"/> Registered		
Training Title :	<input type="text"/>	
Provider :	All 	
Completion Date :	<input type="checkbox"/> Include column for completion date	
Equivalent Training :	<input type="checkbox"/> Show training titles of the equivalent training completed by the user if items become completed by equivalency (only when training is selected).	
Recurring Training :	<input type="checkbox"/> Include all records of this training on a transcript. If unchecked only the most recent registration will be included.	
Removed Training :	<input type="checkbox"/> Include training that was removed from the transcript by an administrator	
User Status :	<input type="checkbox"/> Search all inactive users	
 <b>Search</b>		

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

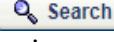
**Note:** When reporting on Instructor-Led Training, you will see two entries for each completion; one at the event level and the other at the session level. In this situation it is helpful to select **Session** from the **Training Type** dropdown menu so there is one entry per learner.

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 (  **Search** ) 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 (  [Printable Version](#)  [Export to Excel](#)  [Export to Text](#) ).