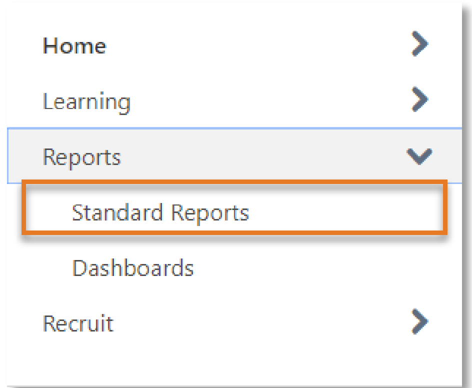
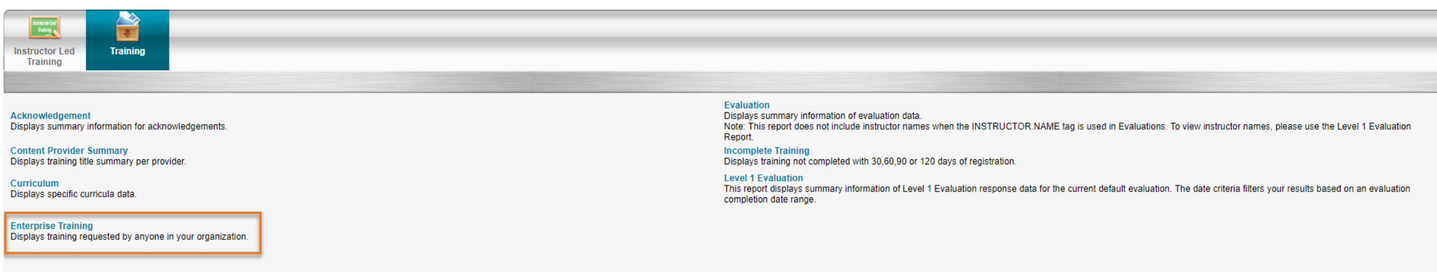
Reporting for Learning Administrators

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**.

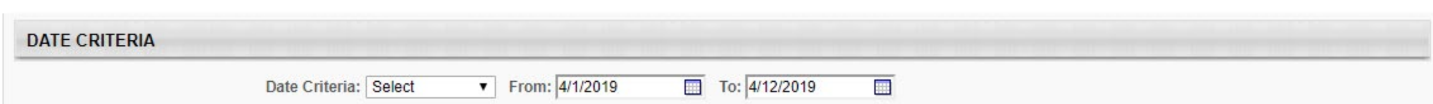


From the **Standard Reports** page, click the **Training** icon to access the reports. You should familiarize yourself with the **Enterprise Training** report.



The **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.



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.

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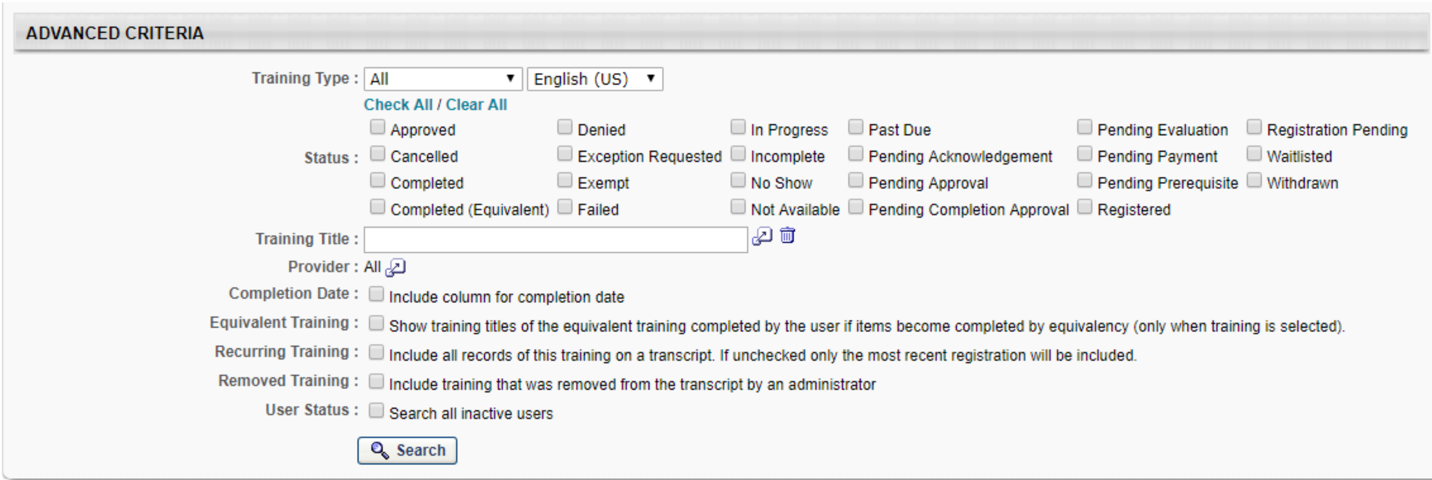
You can set additional parameters under **Advanced Criteria**.



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 (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).