



What Are The Available Reports?

The following reports are available for E-Learning.

- ◆ Training Summary Report – This report provides a summary of the training completed for employees by Supervisor.
- ◆ Training Library Report – This report will list all courses listed on the Training Library for an Agency.
- ◆ Outstanding Training Report – This report will list those employees who have not completed training courses.

Did You Know?

- ◆ The Supervisor ID is required to run any reports.
- ◆ Reports results can be based off either the Begin Date or End Date information entered in the E-Learning screens.
- ◆ Viewing of these reports requires at Adobe Reader 7.0.

How Do I Access These Reports?

Follow the steps below to access the File 1 report.

1. Click on the **Management** tab. The Management Home Page will display.
2. Select **Reports** under **Quick Links**. The Management Reports Menu will display.
3. Select the **report type** desired under the **E-Learning Reports** drop down menu and click **Go**.
4. Complete the appropriate fields and click on the **Save** button.
5. Click on the **report link** in the **Report Name** column. The system will open the report in Adobe Acrobat.