

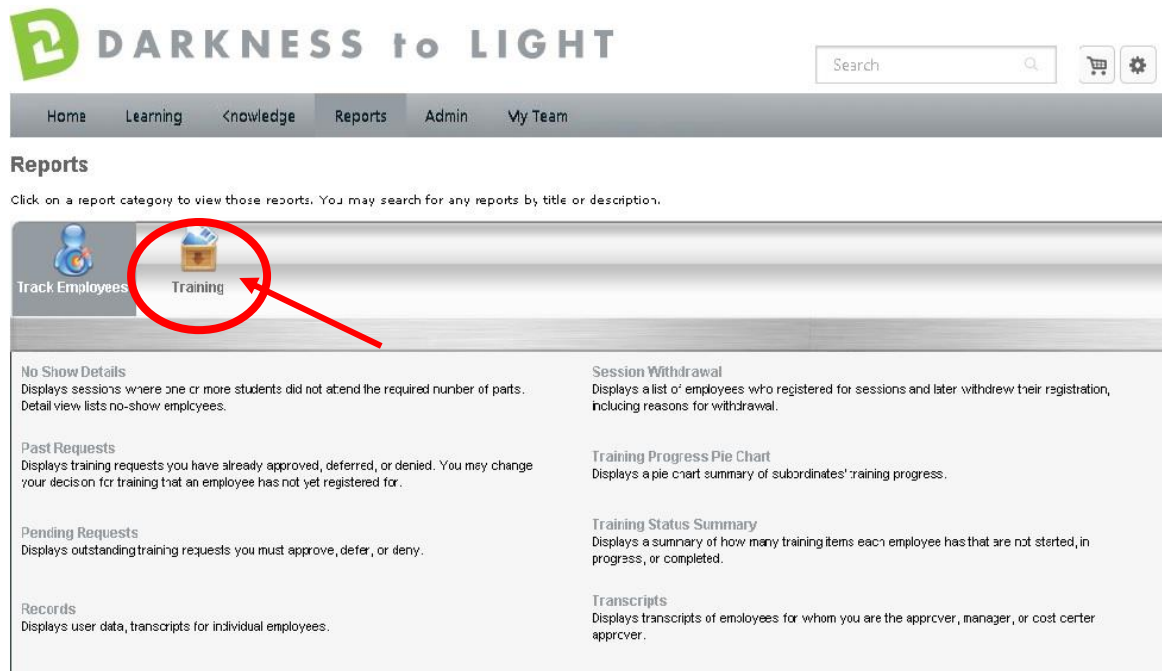
*In order to successfully download the Standard Report, please make sure your Excel is not in "Protected View." If your Excel is in "Protected View" the report may not download and give you an error message that the file is corrupt. To take Excel out of "Protect View," please follow the below directions:

- Open the Excel Application
- Click on File > Options
- Select Trust Center and press the Trust center settings button
- Pick Protected View
- Uncheck all the options under Protected View and confirm by pressing OK

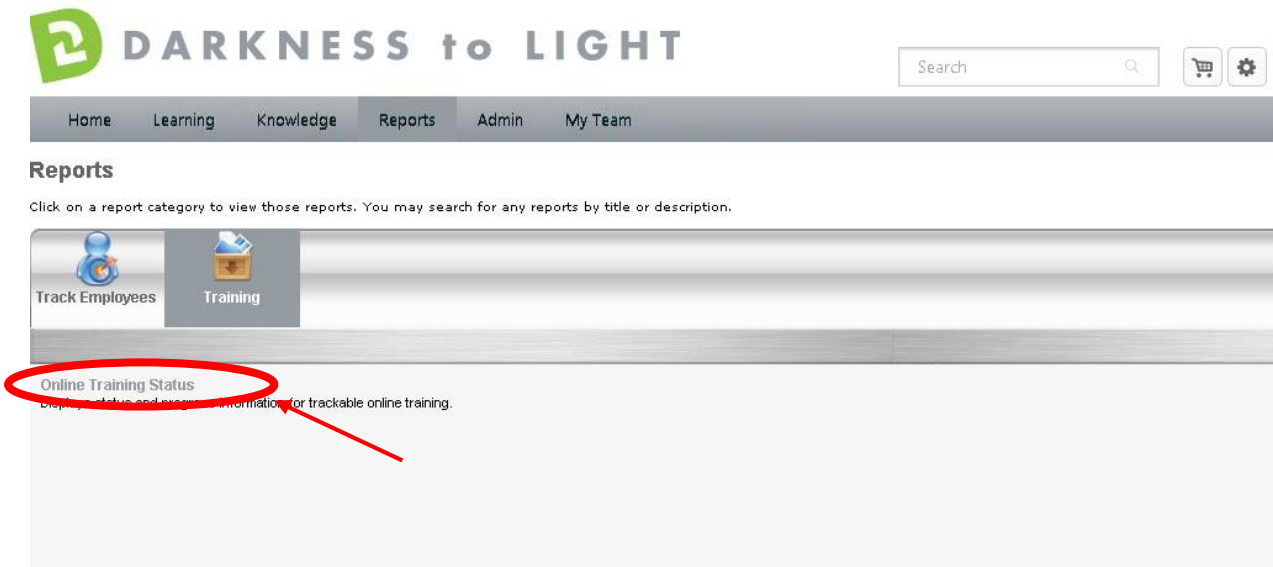
1. To run a report on your users login and click on "Standard Reports" under the Reports tab.




2. Click on the "Training" button.



3. Click on "Online Training Status."



4. You do NOT have to fill out any of the report criteria. Click on Export to Excel and it will download an excel spreadsheet with you report.

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Reports >

Online Training Status Report

Report Criteria
Displays status and progress information for trackable online training.

DATE CRITERIA
Date Criteria: Select From: To:

USER CRITERIA
User Criteria: The availability criteria that you select will only include employees who meet the following criteria: (Division is Statede)
Select Criteria

ADVANCED CRITERIA
Provider: All
Recurring Training: ☐ Include all records of this training on a transcript. If unchecked only the most recent registration will be included.
User Status: ☐ Include inactive users
Group By: ☒ Do not Summarize ☐ Summarize by employee

OUTPUT
[Printable Version](#) [Export to Excel](#)