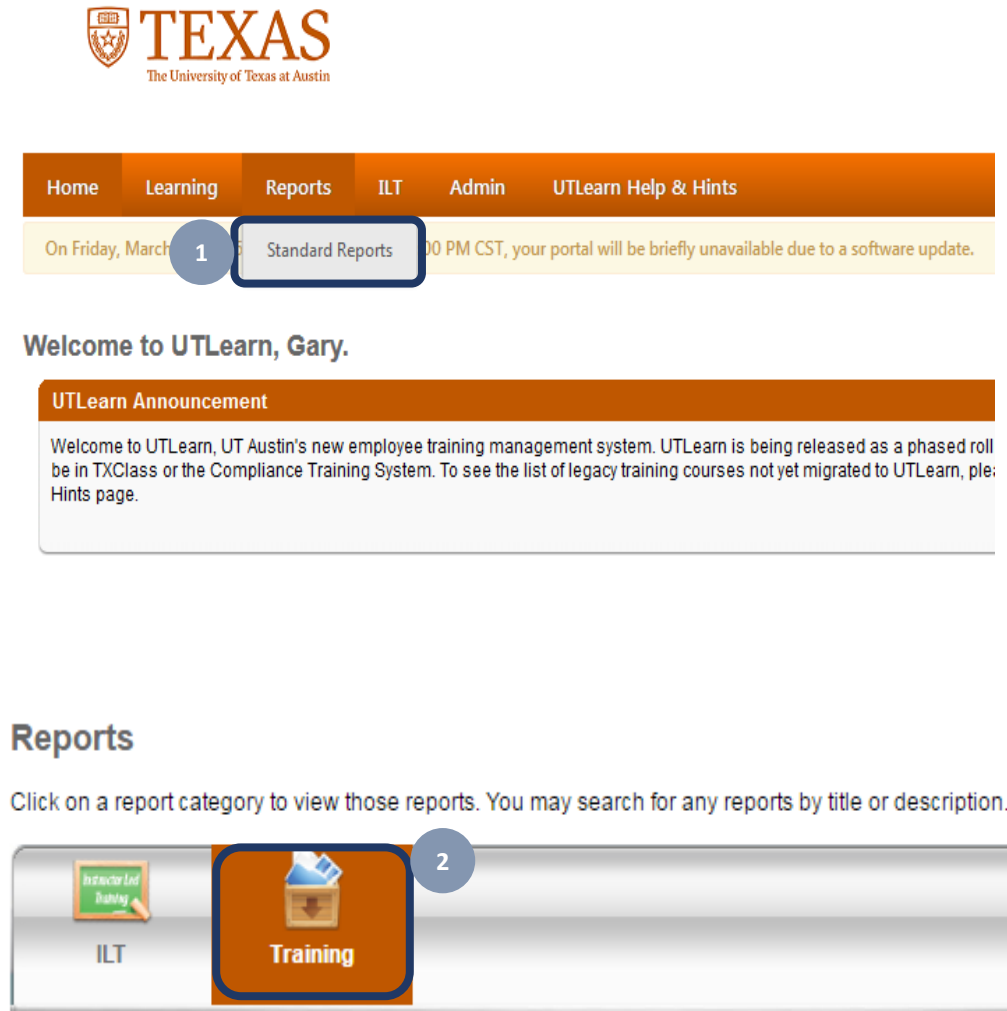


UTLearn training reports provide the ability to view active learners' transcripts and run basic reporting.

Users with the proper permission can access and run training reports by proceeding through the following steps:

1. From the Welcome page, mouse over the **Reports** tab and select **Standards Reports**. This opens the Reports page.
2. From the Reports page, select the **Training** report category.



- To view transcript history, click the **Transcript Status** report. This opens the Transcript Status Report page.

Reports

Click on a report category to view those reports. You may search for any reports by title or description.

The screenshot shows the 'Reports' section of the system. At the top, there are two navigation buttons: 'ILT' and 'Training'. The 'Training' button is highlighted in orange. Below the navigation bar, there is a grid of report categories. The 'Transcript Status' report is highlighted with a blue border and a callout box containing the number '3'.

Report Category	Description
Curriculum	Displays specific curricula data.
Curriculum Details	Displays statuses for all types of training within a curriculum.
Divisional Training	Displays training requested by employees in your division.
Enterprise Past Due Training	Displays past due training.
Enterprise Training	Displays training requested by anyone in your organization.
Incomplete Divisional Training	Displays training not completed with 30,60,90 or 120 days of registration in your division.
Incomplete Training	Displays training not completed with 30,60,90 or 120 days of registration.
Online Training Status	Displays status and progress information for trackable online training.
Training Hours	Displays training hours completed by employees.
Training Progress Summary Pie Chart	Displays a pie chart summary of users' progress for a specific training item.
Transcript Status	Displays the status of active training items on a user's transcript.

4. From the Transcript Status Report page, select or enter report criteria:
 - a. **Date Criteria** – Select date criteria from the drop-down field or type a specific date range in the **From** and **To** fields.
 - b. **User Criteria** – Select **Legacy Division** from the drop-down field.
 - i. Click the pop-up icon. This opens the Select Legacy Division window.
 - ii. Search for the legacy division by entering the division name or the division ID and clicking Search.
 - iii. In the **Search Results** section, select the division to run the report for by clicking the plus icon to the left of the division title.
 - iv. Click **Close**.

Note: The system does allow you to select multiple legacy divisions.

Transcript Status Report 4

Report Criteria

Displays the status of active training items on a user's transcript.

DATE CRITERIA

Date Criteria: Select ▼ From: 3/1/2016 📅 To: 3/31/2016 📅

USER CRITERIA

User Criteria: Legacy Division ▼ 🔗

Select Legacy Division

Search

Name: ID: Owner: 🔍 Search

[> View Hierarchy](#) (1 Result)

Search Results

ADD	TITLE	ID	OWNER	PARENT
+	ADMIN SYSTEMS MODERNIZATION PROGRAM	5148000	Soap Admin	INFORMATION TECHNOLOGY SERVICES



Close

- c. **Advanced Criteria** – Make the following field selections:
- **Training Type:** Leave the default selection of **All**.
 - **Training Title:** Leave blank to pull all training or click the pop-up icon to select a specific training.
 - **Training Due Date:** Mark check box.
 - **Completion Date:** Mark check box.
 - **Recurring Training:** Do not mark.
 - **User Status:** Do not select.
 - **Training Purpose:** Do not select.
 - **Organizational Units:** Do not select.
 - **Removed Training:** Do not select.
 - **Filter by Training Status:** Click the arrow to expand the section, and leave all options selected.
 - **Include Custom Fields:** Click the arrow to expand the section, and leave all the options unselected.
- d. **Process Report**
- Report Title:** Type a title for the report.
 - Click **Process Report**.

4c

ADVANCED CRITERIA

Training Type: All ▼

Training Title:  

Training Due Date: Include Training Due Date

Completion Date: Include Completion Date


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

Training Purpose: Include the purpose and category of a training request or assignment.

Organizational Units: Include users OU Record (Displays the OU at the time training was added to the transcript.)

Removed Training: Include all removed records of this training

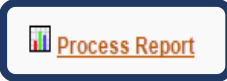
Filter by Training Status 

Include Custom Fields 

4c





PROCESS REPORT


Report Title:
(If no report title is entered, the title of the report will default to Transcript Status)



5. The report title appears in the **Processed Reports** section with a status of **Queued**. It can take a few minutes for the report to run.





5

 -Export to Excel
  -Refresh
  -View Details
  -Delete

Processed Reports				
REPORT NAME	CREATE DATE	LAST RUN	OUTPUT	OPTIONS
Test Report	03/31/2016	Never		Queued 

6. Once the report is complete, click an icon under the **Output** or **Options** columns to export the report to Excel, refresh (run another report) the report, view report details, or delete the report.

6

 -Export to Excel
  -Refresh
  -View Details
  -Delete

Processed Reports				
REPORT NAME	CREATE DATE	LAST RUN	OUTPUT	OPTIONS
Test Report	03/31/2016	03/31/2016	