

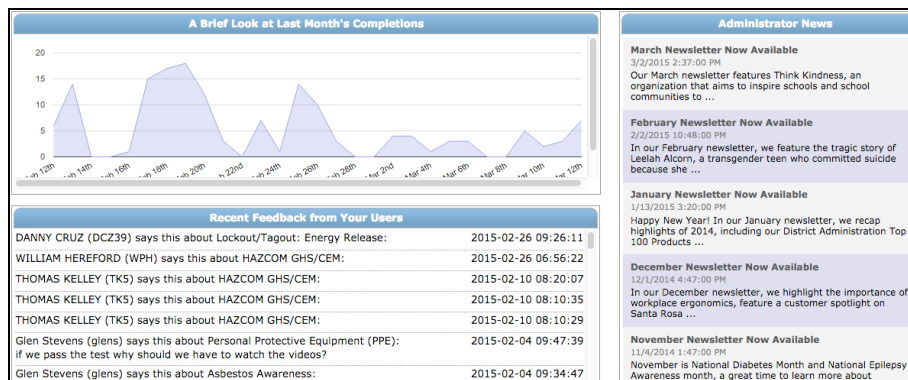
Reports Administrator Guide

The Reports tab allows administrators to run a variety of compliance reports, detailing who has and has not completed their mandated trainings. These reports can be easily exported directly to excel. Only users designated as **Report Administrators** or **Full Administrators** will have access to run compliance reports.

To access the reports, click on the **Reports** button at the top of your training page.



Once there, you will see the **Home** tab and the **Reports** tab. The **Home** tab includes a summary of completions over the past month, a stream of feedback from users, and a message center where we will let you know about new courses, product updates, webinars, and more.



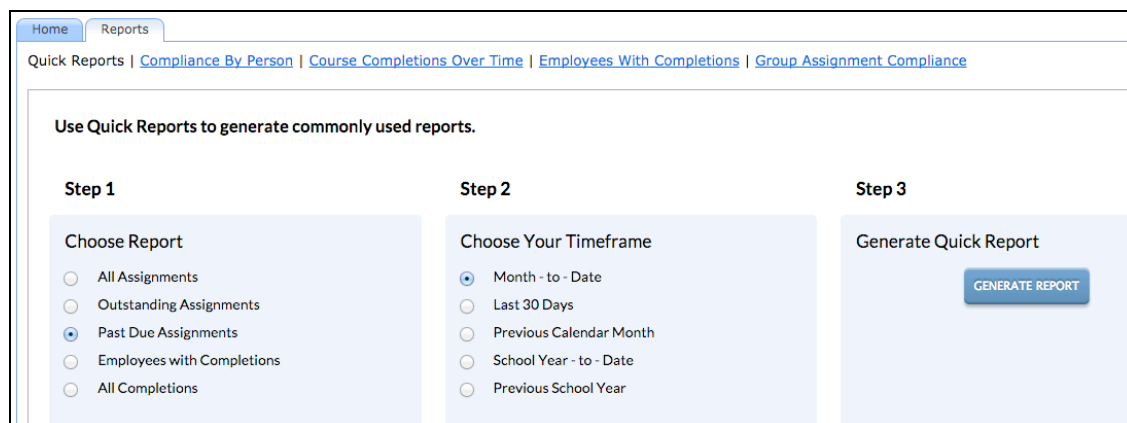
A Brief Look at Last Month's Completions

Administrator News

Recent Feedback from Your Users

DANNY CRUZ (DCZ39) says this about Lockout/Tagout: Energy Release:	2015-02-26 09:26:11
WILLIAM HEREFORD (WPH) says this about HAZCOM GHS/CEM:	2015-02-26 06:56:22
THOMAS KELLEY (TK5) says this about HAZCOM GHS/CEM:	2015-02-10 08:20:07
THOMAS KELLEY (TK5) says this about HAZCOM GHS/CEM:	2015-02-10 08:10:35
THOMAS KELLEY (TK5) says this about HAZCOM GHS/CEM:	2015-02-10 08:10:29
Glen Stevens (glens) says this about Personal Protective Equipment (PPE): If we pass the test why should we have to watch the videos?	2015-02-04 09:47:39
Glen Stevens (glens) says this about Asbestos Awareness:	2015-02-04 09:34:47

Our **Reports** tab is separated into five areas: Quick Reports, Compliance by Person, Course Completions over Time, Employees with Completions, and Group Assignment Compliance. Each of these areas is outlined in more detail below.



Home | Reports

Quick Reports | [Compliance By Person](#) | [Course Completions Over Time](#) | [Employees With Completions](#) | [Group Assignment Compliance](#)

Use Quick Reports to generate commonly used reports.

Step 1	Step 2	Step 3
Choose Report <ul style="list-style-type: none"> <input type="radio"/> All Assignments <input type="radio"/> Outstanding Assignments <input checked="" type="radio"/> Past Due Assignments <input type="radio"/> Employees with Completions <input type="radio"/> All Completions 	Choose Your Timeframe <ul style="list-style-type: none"> <input checked="" type="radio"/> Month - to - Date <input type="radio"/> Last 30 Days <input type="radio"/> Previous Calendar Month <input type="radio"/> School Year - to - Date <input type="radio"/> Previous School Year 	Generate Quick Report <p><input type="button" value="GENERATE REPORT"/></p>

If you have any questions, please contact Scenario Learning Customer Service Team at support@scenariolearning.com or 1-800-434-0154.

Quick Reports

This area allows you to quickly generate a report by selecting the designated criteria and clicking the 'Generate Quick Report' button.

Use Quick Reports to generate commonly used reports.

Step 1	Step 2	Step 3
Choose Report <input type="radio"/> All Assignments <input type="radio"/> Outstanding Assignments <input checked="" type="radio"/> Past Due Assignments <input type="radio"/> Employees with Completions <input type="radio"/> All Completions	Choose Your Timeframe <input checked="" type="radio"/> Month - to - Date <input type="radio"/> Last 30 Days <input type="radio"/> Previous Calendar Month	Generate Quick Report <input type="button" value="GENERATE REPORT"/>

Compliance by Person

Here, administrators can generate specific compliance reports with desired information chosen through filters. **Note:** If you are accessing the reports as a **Report Administrator**, this information will already be filtered to include just the employees you oversee.

From Date:
 To Date:
 Location: [All Locations](#)
 Position: [All Positions](#)
 Assignment Category:
 Course:
 Completions:
 Detail Level:

To Run the Compliance by Person Report:

- Narrow down your results by using the Date, Location, Position, Assignment Category, Course, Completion, and Detail Level Filters and click the Generate button.
- To export your report to Excel, click on the Export as Excel link on the right.

Course Completions over Time

This report lists all completions, regardless of whether or not the assignment was mandatory.

From Date:
 To Date:
 Course Filter:

If you have any questions, please contact Scenario Learning Customer Service Team at support@scenariolearning.com or 1-800-434-0154.

Course Completions over Time (Continued)

To run this report:

- Click on the **Course Completions Over Time** link, just beneath the navigation tabs.
- Use the filters to choose the date range and limit the report to a specific course if desired
- Click **Generate**.
- To export the report, click on the **Export as Excel** link.


Employees with Completions

This report lists every employee who has at least one completion in the training site. The 'From Date' and 'To Date' filters can be altered to expand the report.

*This data does NOT represent the entire district.
You are only seeing a portion of the information based on your specific access rights.*

From Date: To Date:

« **First** | < **Previous** | **Next** > | **Last** »

 [Export Employees with Completions Report to Excel](#)

Username	Name	Position	Location
jnulsen	James Nulsen	Administrator	LINCOLN MIDDLE SCHOOL
SYLVIA	SYLVIA POTTER	Maintenance	LINCOLN MIDDLE SCHOOL
ANNETTE	ANNETTE POWELL	Maintenance	LINCOLN MIDDLE SCHOOL
EVELYN	EVELYN PRESTON	Maintenance	LINCOLN MIDDLE SCHOOL
KIM	KIM SANTELLAN	Food Services	LINCOLN MIDDLE SCHOOL
REGAN	REGAN SCHWARTZ	Food Services	LINCOLN MIDDLE SCHOOL
NONA	NONA SEE	Food Services	LINCOLN MIDDLE SCHOOL
DIANNA	DIANNA SHACKELFORD	Food Services	LINCOLN MIDDLE SCHOOL
MATTIE	MATTIE SHACKELFORD	Custodial Services	LINCOLN MIDDLE SCHOOL
RICHARD	RICHARD SHADOIN	Custodial Services	LINCOLN MIDDLE SCHOOL
toddvollmer	Todd Vollmer	Transportation Services	LINCOLN MIDDLE SCHOOL

Group Assignment Compliance

This report generates a simple list, detailing who has and has not completed each mandatory assignment. It is also the only report to include quiz scores.

To Run the Group Assignment Compliance Report:

- Click on the "Group Assignment Compliance" link
- Click over the assignment you are interested in viewing
- Note: Click on the individual assignment to see more details.

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