



Training Status Summary Report- Leaders

This report will display a summary of how many training items each employee has that are not started, in progress, or completed.

Steps: Running a Training Status Summary Report

- 1. Click the **Reports** tab, *Standard Reports*.
- 2. Click the **Track Employees** sub-tab.
- 3. Click the **Training Status Summary** report.
- 4. Select desired Date Filters.

- 5. Under Advanced Filters, select Online Class and Curriculum.
- 6. Under Options, select Hide Archived Training.
- 7. Under Display, select All Training.
- 8. Select Search to run the report.