



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 Criteria Filters.

Note: Date Criteria filters your results based on when learning objects were added to a user's transcript, not marked as complete.

The screenshot shows a 'Date Filters' section with a blue header. Below the header, there is a 'Date Criteria' dropdown menu currently set to 'Select'. To the right of the dropdown are two empty input fields labeled 'From:' and 'To:', each with a small square icon to its right.

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.

The screenshot shows an 'Advanced Filters' section with a blue header. Below the header, there are several rows of filter options:

- Training Type:** A row of checkboxes for Online Class, Quick Course, Event, Curriculum (checked), Library, Session, External Training, Test, Material, and Video.
- Options:** A row of checkboxes for Hide Archived Training (checked) and Include Indirect Subordinates.
- Display:** A row of radio buttons for All Training (selected) and Assigned Training.
- Include Removed Training:** A row of checkboxes for Include training that was removed from user transcript.

At the bottom of the section is a 'Search' button with a magnifying glass icon, which is highlighted with a red rectangular box.