

Alchemy Manager Reports

Reporting Scenarios

We've listed 4 common reporting scenarios, along with detailed information on the recommended report. All reporting formats are listed, and the recommended format is highlighted in **green**.

Most Alchemy courses can be run in the xls-refresh option, which allows saving and refreshing the report directly from the Excel spreadsheet in the Data tab.

Q: Did my employee take Hand Washing?

User Transcript Tab

Report on individual User; print certificates
(Accessed in User Listing)

Notes: Information is accessed one User at a time and can be narrowed by year; prints in PDF

Information Provided: Course Name, Delivery Method, Training Start & End times, Credits, Certificate, Result

Formats: On screen or PDF

Q: Who hasn't completed LOTO in the last year?

User Status Report

Create focused reports; identify which courses have and have NOT been completed

Notes: Very targeted report; narrow results by System Group, Worksite, Date Range, Status, Course, etc.

Information Provided: ID, Name, Worksite, System Groups, Parent Name, Course Name, Training Start and End Times, Status, Facilitator

Formats: pdf, html, csv, xml, xls, **xls-refresh**

Q: Is my team on track with our training goals?

Learning Plan Matrix Report

Snapshot of time-sensitive training goals; easily identify which employees are struggling

Notes: Need to build Learning Plan; can easily see who has and has NOT completed training goals

Information Provided: ID, Name, Position Title, DOH, Courses, Course Results, % Complete, Due Date

Formats: pdf, html, csv, xml, xls, **xls-refresh**

Q: Where can I get raw data, and lots of it?

Export Training Records

Lots of data; can personalize in xml or build charts and pivot tables in csv.

Notes: Can be a very large report; only provides reporting on training that has occurred

Information Provided: Name, ID, DOH, DOT, Course Name, Training Start and End Times, Calculated Duration, Worksite, Status, Facilitator, Score, Base Rate of Pay, Delivery, etc.

Formats: csv, **xml**, xls, xls-refresh, **csv (no header)**

Want a report that offers succinct numbers for management? Learn more about Training Summary Reports on the next page.

Training Summary Reports

Numbers to Share with Management

The Training Summary reports enable you to review data over time. Many of the options can be used to review and compare numbers across either Worksites or Groups. **Training Summary reports can be shared with management to demonstrate the scope of training that is being accomplished in a particular region or location.**

In the two examples below, the same reporting options are available for Worksites and Groups.

Highlight Training Completion Numbers: Course Status by Worksite (or Group)

This report can highlight specific course completion numbers for one or more worksites or groups

Worksite (# of Users in Worksite) / Course	Not Attempted	Completed	In Progress	Attempted	Percent Complete	Percent Attempted
Dallas						
GMPs: Effective Hand Washing Techniques	2038	265	2	267	11%	12%
GMPs: Promoting Personal Hygiene	2023	280	2	282	12%	12%
Overview of HACCP	2299	5	1	6	0%	0%
Toronto						
GMPs: Effective Hand Washing Techniques	7	32	1	33	80%	83%
GMPs: Promoting Personal Hygiene	15	25	0	25	63%	63%
Overview of HACCP	38	1	1	2	3%	5%
Detroit						
GMPs: Effective Hand Washing Techniques	159	0	0	0	0%	0%
GMPs: Promoting Personal Hygiene	157	2	0	2	1%	1%
Overview of HACCP	158	0	1	1	0%	1%

Compare Numbers : Training Totals by Group (or Worksite) and Course by Interval

Identify training patterns within the various departments in a single location, or amongst worksites

Groups / Parent Course	Aug 2015	Sep 2015	Oct 2015	Nov 2015	Dec 2015
Dallas - Production - Production AM					
Electrical Safety	5	3	11	5	5
Lock Out / Tag Out Procedures	0	0	0	7	1
Personal Protective Equipment (PPE)	4	4	9	5	5
Dallas - Production - Production PM					
Electrical Safety	7	10	8	23	1
Lock Out / Tag Out Procedures	0	1	0	0	0
Personal Protective Equipment (PPE)	8	12	7	23	1
Dallas - Sanitation - Sanitation					
Electrical Safety	1	0	3	2	2
Lock Out / Tag Out Procedures	0	0	0	0	0
Personal Protective Equipment (PPE)	1	0	3	3	2