

Manager

Report Descriptions

To Access Manager reports, login to your Manager website, expand the Reports section, select the report you want to run, select on the format you want to use, then provide the requested information and select Submit. Brief descriptions of the report categories are listed below.

Manager Reports	
Scheduled Reports <ul style="list-style-type: none"> • Get reports emailed to your inbox • Send reports to those without Manager access 	User Status <ul style="list-style-type: none"> • Specific! • Narrow results by Group, Date, Status or Course • Audit Friendly
Observations <ul style="list-style-type: none"> • Review cumulative & specific information • Track Corrective Actions 	Learning Plans <ul style="list-style-type: none"> • Report on what SHOULD be happening • Report by Worksite, Group or Other • Use Matrix Reports to quickly identify what has and what has not been done
Download History <ul style="list-style-type: none"> • Review Client Media Downloads 	Training Summary <ul style="list-style-type: none"> • Pivot table reports • Excellent for reviewing trends • Report by Worksite, Group or Other
Evaluations <ul style="list-style-type: none"> • Quick temperature check for organization • Use Cumulative Report to review percentages 	Export Training Records <ul style="list-style-type: none"> • Big report! • Create your own pivot tables
Tests <ul style="list-style-type: none"> • Pinpoint specific course results quickly with Individual Scores • Key in on trends with Cumulative Reports 	Facilitator Reports <ul style="list-style-type: none"> • Quick way to review what each facilitator has done • SQF-Compliant report