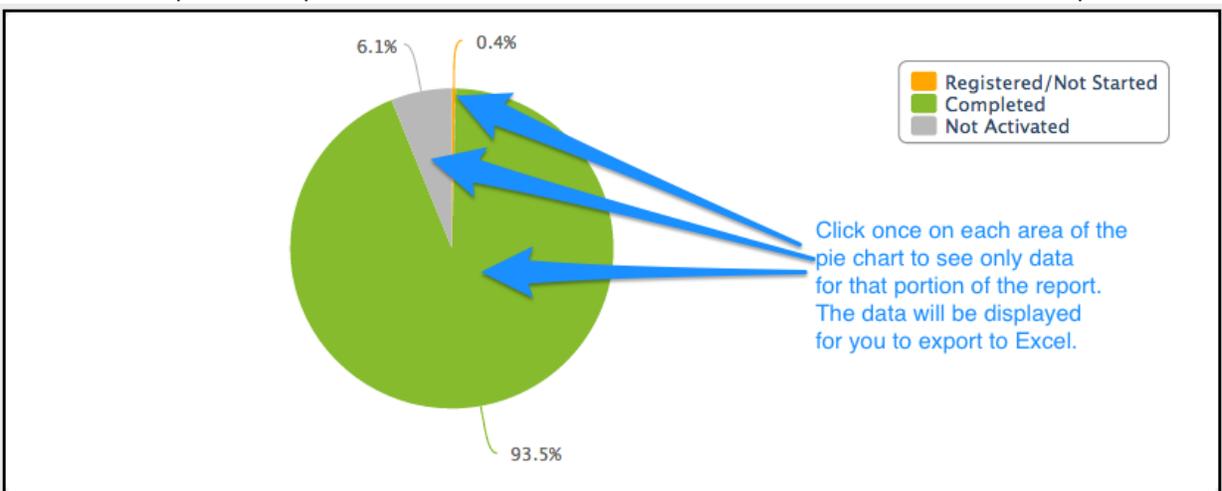


Section of Prisons Certified In-Service Status Report

Note: This is the only report in the LMS that will provide results for certified staff that have and/or have not completed an in-service training object.

1. Select **REPORTS** next **STANDARD REPORTS**
2. Select the **TRAINING** tab at the top, select report type **TRAINING PROGRESS SUMMARY PIE CHART**
3. Select the following report criteria fields:
 - **DATE CRITERIA**
 - Use date for current fiscal training year, *Example* - From: 7/1/2014 To: current date (Training year starts July 1 and ends June 30)
 - **USER CRITERIA**
 - Select **GROUP**, select the **black +** to expand the group ****DPS SOP Certified Staff**, select your facility by selecting the **blue +** to **ADD** (you can add multiples if desired), select **DONE**
 - **ADVANCED CRITERIA**
 - Training Title: Select the dropdown box to search for the desired training title
 - **Important Note:** All SOP/OSDT in service training titles now have *"in-service"* listed in the title, excluding SBI/DOJ
 - Check the **TRANSCRIPT STATUS** box to include users who **HAVE NOT** completed the training
 - **DO NOT** check the **EQUIVALENT TRAINING** box
4. Select **SEARCH**
5. The pie chart will be displayed to sort data as needed. You can click once on each area of the of pie chart to see only data for that portion of the report. Your screen will refresh once you click one of the 3 areas and you will then have the option to export to **Excel**. Click on **"View All Statuses"** to return to the whole pie chart.



Helpful Resources

- [Section of Prisons in-service training events](#) (includes hours and instructor/student ratios)
- [Certification/Speciality report instructions](#) (all instructor certifications must be valid to teach required speciality courses)