Standard Report – Certification Summary

1. Select **REPORTS>STANDARD REPORTS>TRAINING> CERTIFICATION SUMMARY REPORT**

Certification Summary Report

Report Criteria

Displays summary information for certifications.

DATE CRITERIA

Date Criteria : Select From: 5/8/2010 To: 5/8/2015 change "from date" to 2010 (any month) to present date

USER CRITERIA

The availability criteria that you select will only include employees who meet the following criteria: (ORG UNIT is or below DOJ Crime Lab Key Management OR ORG UNIT is or below Public Safety OR ORG UNIT is or below OSHR DO-OPS & BEN TEMP SOL DPS)

User Criteria : Select Criteria

🗑 All employees in ORG UNIT: PS ACJJ OPS PRI TRI MIN-JOHNSTON   select by ORG unit or user   ☑ Include subordinates

include subordinates

ADVANCED CRITERIA

select the pop-out icon to search for cert or leave blank to return results for all certs
(recommended)

Certification: Select Certifications 🔎

Certification Status: ☑ Pending Prerequisite ☑ Pending Approval ☑ In Progress ☑ Denied ☑ Pending Completion Approval ☑ Expired ☑ Certified ☑ Expired (Pending Renewal Completion Approval) ☑ Certified (Renewal In Progress) ☑ Certified (Pending Renewal Completion Approval) ☑ Expired (Pending Completion Approval) ☑ Revoked ☑ Past Due

Include Inactive Users: ☐
Include Archived Users: ☐
View By: ○ None ○ Employee ● Certification   always select "certification"

PROCESS REPORT

Report Title: johnston instructor certs   name your report
(If no report title is entered, the title of the report will default to Certification Summary Report)

📊 Process Report

your report will be in queue until ready, press F5 after a couple of minutes to refresh your screen, click on the Excel icon to download it

Processed Reports

Report Name	Create Date	Last Run	Output	Options		
CPR INST 04102015	04/10/2015	04/10/2015	☒	♻	☷☰	🗑
oc pepper spray	05/06/2015	05/06/2015	☒	♻	☷☰	🗑
johnston-none selected	05/08/2015	05/08/2015	☒	♻	☷☰	🗑

2. Select the following report criteria fields:

- **DATE CRITERIA**
  - Select date (TIP: Always change the FROM date year to 2010, TO should be present date)
- **USER CRITERIA**
  - Select drop down box, search user by **USER or ORG UNIT** (Public Safety or your facility), select **DONE**
- **ADVANCED CRITERIA**
  - Certification – Click the pop out icon next to Select Certifications and search for desired certification, RECOMMENDED TO LEAVE BLANK to return results for all certifications
  - Certification Status – Check ALL boxes
  - Include Inactive Users – Leave unchecked
  - Include Archived Users – Leave unchecked
  - View by – Select Certification
- **PROCESS REPORT**

- o Type your report title, click on Process Report

3. The report title will drop in queue under **PROCESSED REPORTS** at the bottom of the page, once it has finished processing you will see the EXCEL icon under the OUTPUT column; it is then ready for download.

IMPORTANT NOTE: ALL INSTRUCTOR CERTIFICATIONS SHOULD BE VALID TO INSTRUCT ANY TRAINING REQUIRING AN INSTRUCTOR CERTIFICATION OR SPECIALITY. TRAINING COORDINATORS AND THOSE ASSIGNED TRAINING RESPONSIBILITIES SHOULD RUN REPORTS MONTHLY TO CHECK CERTIFICATION DATES.