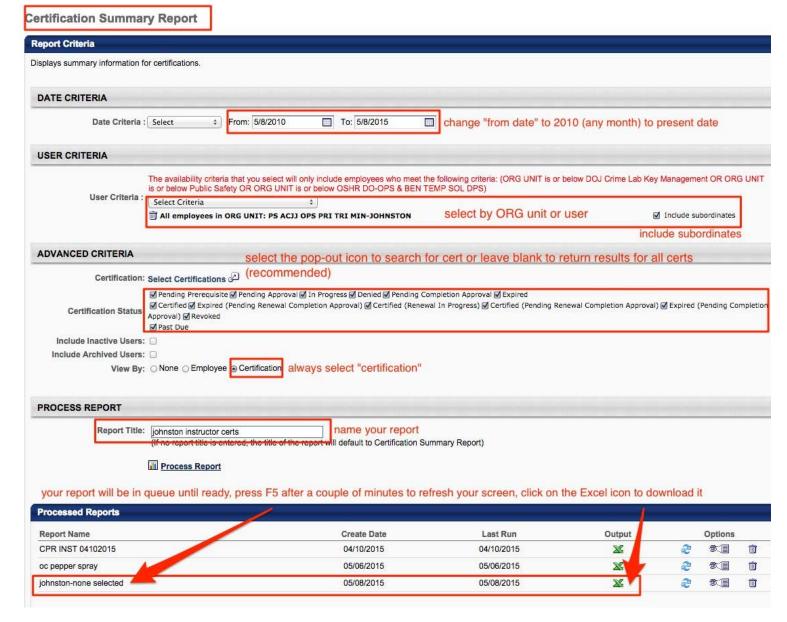
## **Standard Report – Certification Summary**

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



- 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.