

# Standard Report – Training Hours (User Total)

1. After logging on to the LMS through BEACON, click the **REPORTS** tab and select **STANDARD REPORTS**
2. Select **TRAINING**, select report type **TRAINING HOURS**  
**Reports**

Click on a report category to view those reports. You may search for any reports by title or description.

The screenshot displays the LMS Reports interface. At the top, there is a navigation bar with four icons: 'Track Employees' (person icon), 'ILT' (book icon), 'Training' (box with arrow icon, highlighted with a red border), and 'System' (computer icon). Below the navigation bar, the 'Reports' section is divided into two columns. The left column lists various report categories with their descriptions, and the right column lists specific reports. The 'Training Hours' report is highlighted with a red border in the right column.

Report Category	Description	Report Title	Description
Acknowledgement	Displays summary information for acknowledgements.	Learning Evaluation Comparison	Graphical comparison of the improvement between pre-training and post-training.
Certification Summary Report	Displays summary information for certifications.	Level 2 Evaluation	Compares pre-training and post-training test scores.
Certifications Details	Displays users' detailed certification status.	Online Course Attempts Report	Online Course Attempts Report.
Content Provider Summary	Displays training title summary per provider.	Online Training Status	Displays status and progress information for trackable online training.
Course Assessment Question Item Analysis	Perform question item analysis for online course assessment data.	Required Classes Completion	Displays registration and completion information for required classes by provider.
Course Assessment Results	Display summary of information for online course assessment data.	Required/Suggested Training	Displays required/suggested training assigned to users.
Curriculum	Displays specific curricula data.	SCORM 2004 Course Progress Chart	Display summary of information for online course assessment data.
Curriculum Details	Displays statuses for all types of training within a curriculum.	Test Analysis	Display summary information of test data.
Divisional Training	Displays training requested by employees in your division.	Test Question Item Analysis	Perform question item analysis for test data.
Enterprise Past Due Training	Displays past due training.	Top Training Items	Displays the top training items during the specified time period.
Enterprise Training	Displays training requested by anyone in your organization.	<b>Training Hours</b>	<b>Displays training hours completed by employees.</b>
Evaluation	Displays summary information for evaluations.	Training Progress Summary Pie Chart	Displays a pie chart summary of users' progress for a specific training item.
Incomplete Divisional Training	Displays training not completed with 30,60,90 or 120 days of registration in your division.	Transcript Status	Displays the status of training items on a user's transcript.
Incomplete Training	Displays training not completed with 30,60,90 or 120 days of registration.		

3. Select the following report criteria fields:

- Select date (Reminder: LMS live date was 09-01-13)
- Select "USER" from User Criteria drop down box, search user by name, select user, select **DONE**  
**Note: You can select more than one user at a time.**
- Training Type: **ALL**, Provider: **ALL**
- Remove all selections, only select Group Type: **SUMMARIZE BY USER**, Status: **COMPLETED, COMPLETED EQUIVALENT**
- Select Output: **EXPORT TO EXCEL**

## Training Hours Report

**Report Criteria**  
Displays training hours completed by employees.

**DATE CRITERIA**  
Date Criteria: Select From: 9/1/2013 To: 1/2/2014

**USER CRITERIA**  
User Criteria: Users

**ADVANCED CRITERIA**  
Training Type: All  
Provider: All

Recurring Training: ☐ Include all records of this training on a transcript. If unchecked only the most recent registration will be included.

Group By: ☐ Do not Summarize ☐ Summarize by Training Type ☐ Summarize by Provider ☒ Summarize by User ☐ Display Summary Only

Status: ☐ Registered ☐ In Progress ☒ Completed ☐ Incomplete ☐ Pending Completion Approval  
☐ Registered / Past Due ☐ In Progress / Past Due ☒ Completed (Equivalent) ☐ Incomplete / Past Due ☐ Pending Evaluations

User Status: ☐ Search all inactive users

**OUTPUT**  
Printable Version **Export to Excel**

**Select User**  
Search is limited to 1000 records only

**Search**  
Last Name: ID: Manager's Last Name:  
First Name: User Name: Search

**Search by User Name, Select User, Select Done**  
(1000 Results) 1 2 3 4 5 > >>

**Search Results**

ADD	NAME	IDENTIFIER	ID	USER NAME	MANAGER
+	Aaron, David	COR SO DS2 PRI P Lane CA C/OIII (ORG UNIT)	01517523	01517523	Beaver, Kenneth
+	Abate, Michelle	COR SO COO DS3 CC DIR D2 JUD DIV ADMIN (ORG UNIT)	01845016	01845016	Isaacs, Diane