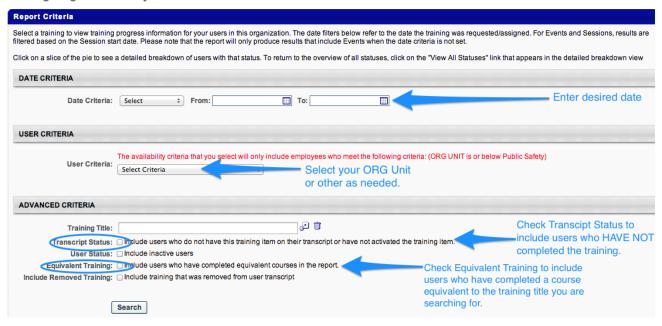
## **Standard Report – Training Progress**

- 1. After logging on to the LMS through BEACON, click the REPORTS tab and select STANDARD REPORTS
- 2. Select the TRAINING tab at the top, select report type TRAINING PROGRESS SUMMARY PIE CHART

**Training Progress Summary Pie Chart** 



- 3. Select the following report criteria fields:
  - Select date (Reminder: LMS live date was 11-01-13)
  - Select User Criteria drop down box, search user by USER or ORG UNIT, or other as desired, select DONE
  - Training Title: Select the dropdown box to search for the desired training title
  - OPTIONAL: Check the TRANSCRIPT STATUS box to include users who HAVE NOT completed the training
  - OPTIONAL: Check the **EQUIVALENT TRAINING** box to include users and the training course title equivalent to the training title you are searching for.

Select Search

**4.** The pie chart will be displayed to sort data as needed. You can click once on each are of the of pie chart to see only data for that portion of the report. Your screen will refersh 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.

