

# 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

**Report Criteria**

Select a training to view training progress information for your users in this organization. The date filters below refer to the date the training was requested/assigned. For Events and Sessions, results are filtered based on the Session start date. Please note that the report will only produce results that include Events when the date criteria is not set.

Click on a slice of the pie to see a detailed breakdown of users with that status. To return to the overview of all statuses, click on the "View All Statuses" link that appears in the detailed breakdown view

**DATE CRITERIA**

Date Criteria:  From:  To:  Enter desired date

**USER CRITERIA**

User Criteria:  The availability criteria that you select will only include employees who meet the following criteria: (ORG UNIT is or below Public Safety) Select your ORG Unit or other as needed.

**ADVANCED CRITERIA**

Training Title:

☐ Transcript Status: ☐ Include users who do not have this training item on their transcript or have not activated the training item. Check Transcript Status to include users who HAVE NOT completed the training.

☐ User Status: ☐ Include inactive users

☐ Equivalent Training: ☐ Include users who have completed equivalent courses in the report. Check Equivalent Training to include users who have completed a course equivalent to the training title you are searching for.

☐ Include Removed Training: ☐ Include training that was removed from user transcript

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 area of the 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.

