Standard Report: User Training Hours

1. Select **Standard Reports/Training/Training Hours Report**

Training Hours Report

Report Criteria

Displays training hours completed by employees.

DATE CRITERIA

Date Criteria: Select | From: 7/1/2014 | To: 9/17/2014

Remember the training year is 7/1 to 6/30

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 BO-CPS & BEN TEMP SOL DPS)

User Criteria: Select Criteria

All employees in ORG UNIT: COR SO DS2 PRI DIR E MAURY

Select your facility or region or other desired criteria

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 App
☑ Registered / Past Due ☑ In Progress / Past Due ☑ Completed (Equivalent) ☑ Incomplete / Past Due ☑ Pending Evaluations

User Status : ☐ Search all inactive users

Training Type to "All", Select Recurring Training, Summarize by User, Check status as needed – always check "Completed (Equivalent)

OUTPUT

🖨 Printable Version | 📊 Export to Excel

Export to Excel