

USER GUIDE

System Reports - 'Complete By' Date Report

Administration User Guide

System Reports: 'Complete By' Training Report

For courses with an assigned 'complete by' date, there is a report available to display to administrators whether the course was completed by the employee by the assigned due date. This is a great reporting tool for performance management - did an employee get their training done on time?

To access the '**Complete By**' Training Report follow these steps.

Step 1: Under your **Admin** settings, select **System Reports** and then **Training Reports**.

Step 2: From the reports list, select **Complete By Training Report**.

Complete By Training Report

In this report you can see data about the completion and non-completion of profiled courses with Complete By profiling.

Step 3: Select the preferred report type.



The screenshot shows a report configuration box. At the top, the title 'Complete By Training Report' is displayed in a large blue font. Below the title, the text 'Report Type: *' is followed by five radio button options: 'All' (which is selected and has a green dot), 'Complete Before', 'Complete After', 'Incomplete Before', and 'Incomplete After'.

All: This option displays all training.

Complete Before: This option only displays training completed before the complete by date.

Complete After: This option only displays training completed after the complete by date.

Incomplete Before: This option only display training that was incomplete before the complete by date.

Incomplete After: This option only displays training that was incomplete after the complete by date.

Step 4: Apply any other alternative filters, such as department, category, user, course name, etc.

Step 5: Select the **Generate Report** button to create the training report. Once the report is created, the administrator has the normal report options to print, save as a PDF, etc.