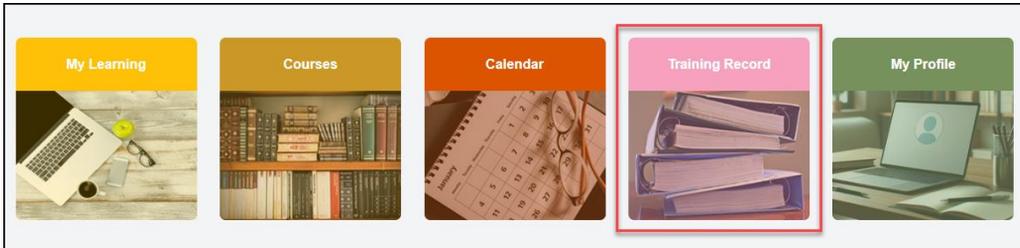


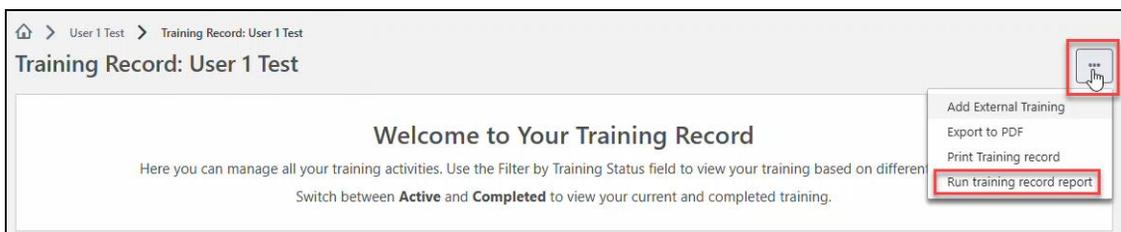
Run Training Record Report

To print a detailed Training Record, you must first run a Training Record Report.

1. From the Portal homepage, click on the Training Record tile.

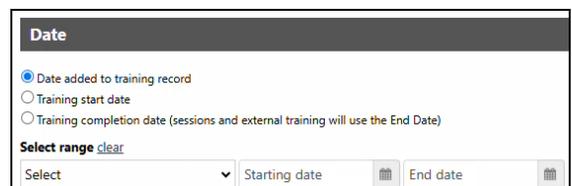


2. Select the Options button (three small dots) on the top right of your Training Record page.
3. Select Run Training Record Report from the dropdown menu.



Enter Report Criteria

1. **Training:** This section can be used to filter the training included in your report. Leave this section blank if you would like to include all your training.
2. **Date:** This section can be used to filter the date range for your report. Leave this section blank if you would like to include all your training.



Enter Report Criteria (continued)

- 3. Advanced:** This section can be used to further filter the details you want included in your report (eg. completed, and archived status). Please be aware that if you check 'Include Completed Training Only', the report may not include all the training items you completed within a curriculum. You can check or uncheck the options as required.
- 4.** Select Run report when you are ready to view the report results. The report will download and can be opened as an Excel file.

Advanced

- Include associated training (curriculum training and pre or post work)
- Include Archived Training
- Include Required Training Information
- Include Completed Training Only
 - Show most recent completion
 - Show all completions if the user has completed more than one instance
- Include Training Detail Information



Print Training Record Report

- 1.** To print your Training Record from Excel, go to File at the top left of your screen, then select Print and follow the prompts.



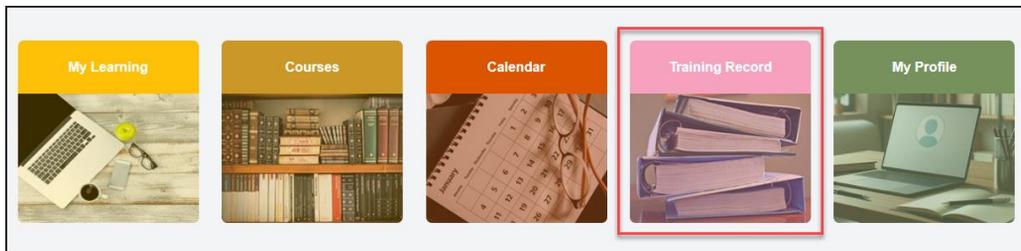
When printing in Excel, it is recommended that you change your print settings to:

- Landscape orientation
- Fit all columns on one page

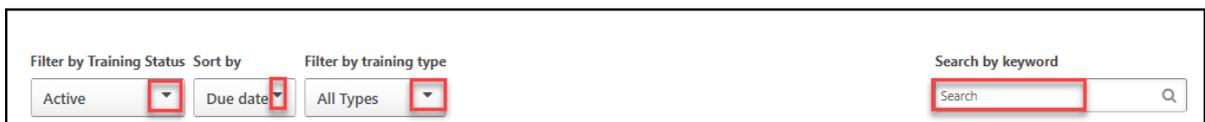
Print Training Record (PDF Abbreviated Record)

You have the option to print an abbreviated PDF version of your Training Record Report.

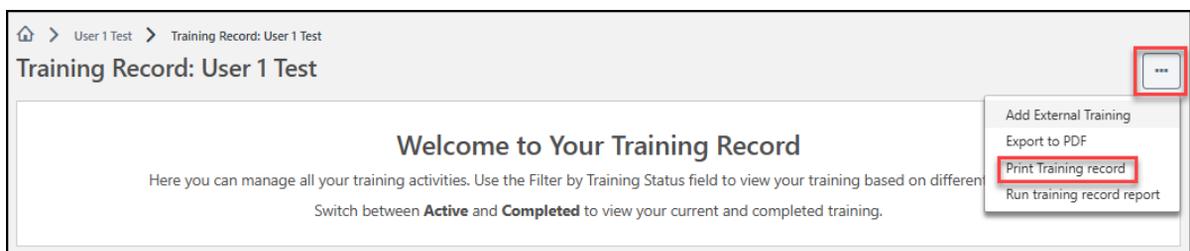
1. From the Portal homepage, click on the Training Record tile.



2. Apply the relevant filters and/or Search by keyword



3. Once your Training Record details display, select the Options button (three small dots) on the top right of your Training Record page.
4. Select Print Training Record Report from the dropdown menu.



5. Your Training Record report displays.
6. To print, select the Print button on the bottom right side.

Active training: User 1 Test

Title	Type	Due date	Score	Status
[Blurred Title]	Session	06/01/2025	0	Pending Evaluation / Past Due
[Blurred Title]	Session	06/01/2025		Registered / overdue
[Blurred Title]	Certification	02/01/2025		Started
[Blurred Title]	Online Course	23/12/2024		Started / Overdue
[Blurred Title]	External Training	None		Registered
[Blurred Title]	Online Course	None		Approved
[Blurred Title]	External Training	None		Pending Completion Approval
[Blurred Title]	Online Course	None		Approved
[Blurred Title]	Event	None		Approved
[Blurred Title]	External Training	None		Pending Completion Approval
[Blurred Title]	Online Course	None		Started
[Blurred Title]	Material	None		Registered
[Blurred Title]	Curriculum	None		Started
[Blurred Title]	5) Session	None		Withdrawn
[Blurred Title]	Online Course	None		Approved
[Blurred Title]	Online Course	None		Approved
[Blurred Title]	External Training	None		Pending Completion Approval
[Blurred Title]	Session	None		Registered
[Blurred Title]	Session	None		Registered
[Blurred Title]	Online Course	None		Approved
[Blurred Title]	Online Course	None		Registered
[Blurred Title]	Session	None		Denied
[Blurred Title]	Session	None		Waitlist Expired
[Blurred Title]	Online Course	None		Started
[Blurred Title]	External Training	None		Pending Completion Approval