



Job Aid: Report Types and Parameter Descriptions

Purpose

The purpose of this job aid is to identify commonly used reports available to you, provide examples of how each report can be used, and define the parameters contained within each of those reports.



Report Types

The table below displays commonly used reports and examples for use.

Table 1 displays Report Names and Example Uses

Report Name	Example of Report Use
Curriculum Status	Supervisors can use this report to view the progress employees are making towards the completion of assigned curricula.
Item Requests	Supervisors can use this report to identify the items that may need an additional scheduled offering to meet current employee demands or needs.
Item Status	This report can be used to show the completion status for items in your learning history.
Learning History	Supervisors can use this report to display all the items a direct, or indirect, employee has completed.
Learning Hours	This report can be used to display the details for events in your learning history, for example, course length, credit hours, etc.
Learning Needs	This report can be used to display all items remaining in your To-Do List.
Learning Plan	This report can be used to display all items an employee has been assigned.
User Information	This report shows basic information about each employee, and can be used to troubleshoot common issues, such as ensuring that employees have entered emergency contact information.



Parameter Descriptions

Table 2 displays Parameter Names and Definitions

Parameter Name	Parameter Definition
Completed Date From	Identifies the beginning of a date range. Any records occurring before the date provided will not appear within your report.
Completed Date To	Identifies the ending of a date range. Any records occurring after the date provided will not appear within your report.
Completion Status	Use this option to select a completion status to apply. Any records not matching the completion status you provide will not appear within your report.
Group By	Use this feature to select how you would like to group information within your report (e.g., by User, Organization, etc.).
Include	Use this option to select the type of information you would like to include in your report (e.g., Item Events, External Events, etc.).
Include Custom Fields	Select this option if you would like custom fields to appear within your report.
Include Subcurricula	Select this option to include subcurricula, in addition to curricula, within your report.
Item Criticality Selection Options	Use this option to select between displaying needs or requirements in your report.
List By	Use this option to filter information that should appear within your report (e.g., All, Needs, or Requirements).
Mask User IDs	Select this option if you would like to omit a user's ID from appearing in your report.
Page Break between Records	Select this option if you would like each record to appear on a new page in your report.
Print Comments	Use this option to select whether or not to include comments in your report.



Parameter Name <i>Cont'd</i>	Parameter Definition <i>Cont'd</i>
Report Destination	Use this option to specify where you would like your report to appear (e.g., your Internet browser window, or Local File, for saving the report to your computer).
Report Footer	This field allows you to specify the text that will appear within the footer of your report.
Report Format	Dictates the final file format the report should be generated as (e.g., CSV, HTML, PDF, etc.).
Report Header	This field allows you to specify the text that will appear within the header of your report.
Report Title	This field allows you to specify the text that will appear at the top of your report.
Report Type	Use this option to select the level of detail you would like to appear within your report (i.e., Summary or Detail).
Required Date From	Identifies the beginning of a date range. Any records occurring before the date provided will not appear within your report.
Required Date To	Identifies the ending of a date range. Any records occurring after the date provided will not appear within your report.
Sort By	Use this option to select how you would like to sort information appearing in your report (i.e., Item, User, Request Reason, etc.).
Sort By (not for group by item)	Use this option to select how you would like to sort information appearing within each section of your report (e.g., Item ID, Assignment Type, Required Date, etc.).
Sort Items	Use this option to select how you would like to sort items in your report (i.e., Completion Date or Item ID).
Status	Use this option to select the completion status of curriculum you would like to appear in your report (e.g., Completed, Not Completed, etc.).