



How to Run a Completion Report:

Must be in External to run report

Click on Administer > System > Reporting > Reports Console

Type Progress in the search text

Training Progress by Content

Click on Select

Type in the course in the Search Text

Select the course

Click on Select next to the Organization search bar

Type in External > Search

Select VDSS – Dept of Social Services – External Entities

Include sub – organizations

Change User Activity to blank

Change Progress Status to Completed

Enter the dates Start and End

Click on Run Report

Click on  next to Table

Check/Uncheck the Columns you want to Show/Hide

Hit OK

Export to Excel Top Right