The purpose of this job aid is to provide managers with instructions on how to generate a report that displays the status of a selected learning object for a selected group of employees. Based on default security settings managers can only view the status of employees that are in their direct chain of command.

How to Run a Training Progress Summary Pie Chart Report

- From your MyPath homepage hover over the **Reports** tab at the top of the page. Select **Standard Reports**.
- Select the Training icon to view all training-related reports.
- Select the Training Progress Summary Pie Chart report to display the Report Criteria screen.

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| Home Performance Learning Career | Reports Help |
| Standard Reports | |
| Track Employees | |
| Curriculum Displays specific curricula data. | Enterprise Training Displays training requested by anyone in your organization. |
| Curriculum Details Displays statuses for all types of training within a curriculum. | Training Progress Summary Pie Chart Displays a pie chart summary of users' progress for a specific training item. |

DATE CRITERIA:

To view all records, leave this criteria blank. You may select any date period.

USER CRITERIA:

By default, managers can only view data for themselves and subordinates. To view all your records, do not change the Select Criteria option.

ADVANCED CRITERIA:

Click on the eigen icon to select the **Training Title**.

Click **Search** to see the results for all employees with the selected criteria.

Select the Transcript Status

checkbox if you want to include all members of your team even if they have not registered for this training item.

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| Report Criteria | | | | | | |
| Select a training to v | iew training prog | ress information for | r your users in this org | anization. The date | filters below refer to the training | ng registration date. For Events and |
| in the detailed break | down view | | | | | |
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To view the transcript details of one employee, select the details icon 🕄 on the employee's record. The transcript for the learning item will display.

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Export to Excel – allows you to export the full report to Excel format.

To view all employees in a given status (e.g., Completed), click on the pie chart piece for that status. The results will adjust, and only employee's in the selected status (e.g., Completed) will appear in the results section.

Click View All Statuses to re-display all records.

Printable Version -

with the option to

print.