# Training Progress Summary Pie Chart

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

1. From your MyPath homepage hover over the **Reports** tab at the top of the page. Select **Standard Reports**.

2. Select the Training icon to view all training-related reports.

3. Select the **Training Progress Summary Pie Chart** report to display the Report Criteria screen.
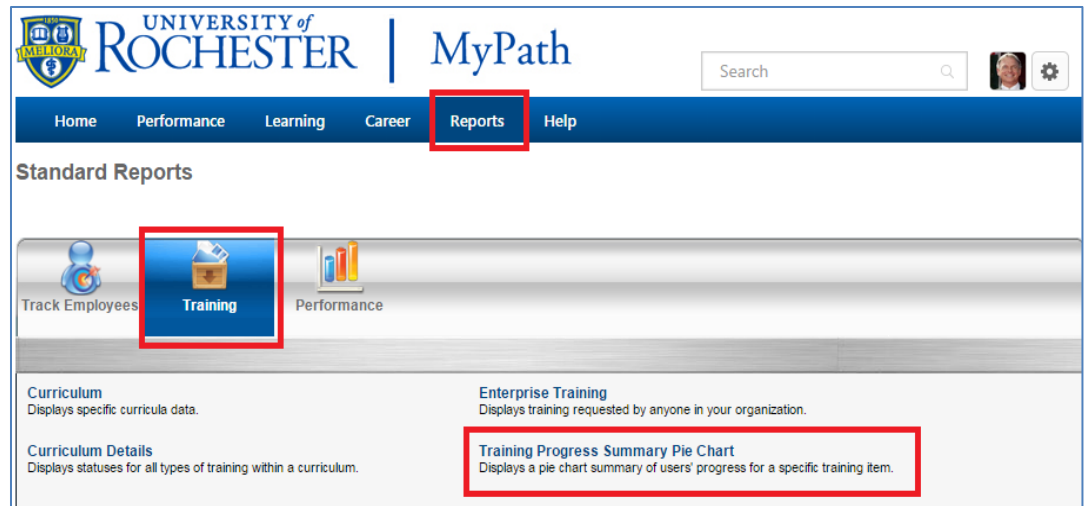
DATE CRITERIA:
   To view all records, leave this criteria blank. You may select any date period.

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 icon to select the **Training Title**.

   Click **Search** to see the results for all employees with the selected criteria.
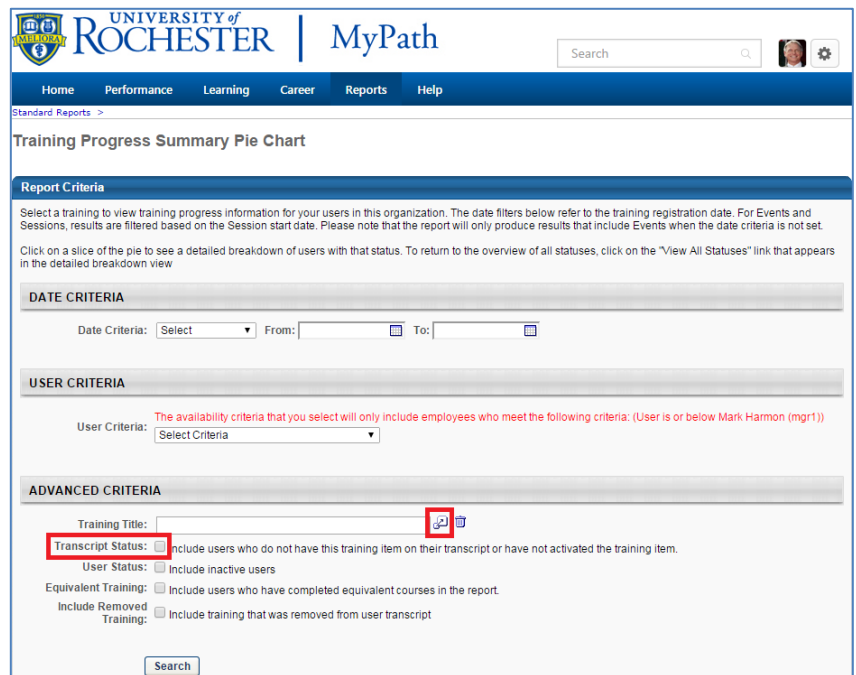
Select the **Transcript Status** checkbox if you want to include all members of your team even if they have not registered for this training item.

UNIVERSITY *of* ROCHESTER | MyPath

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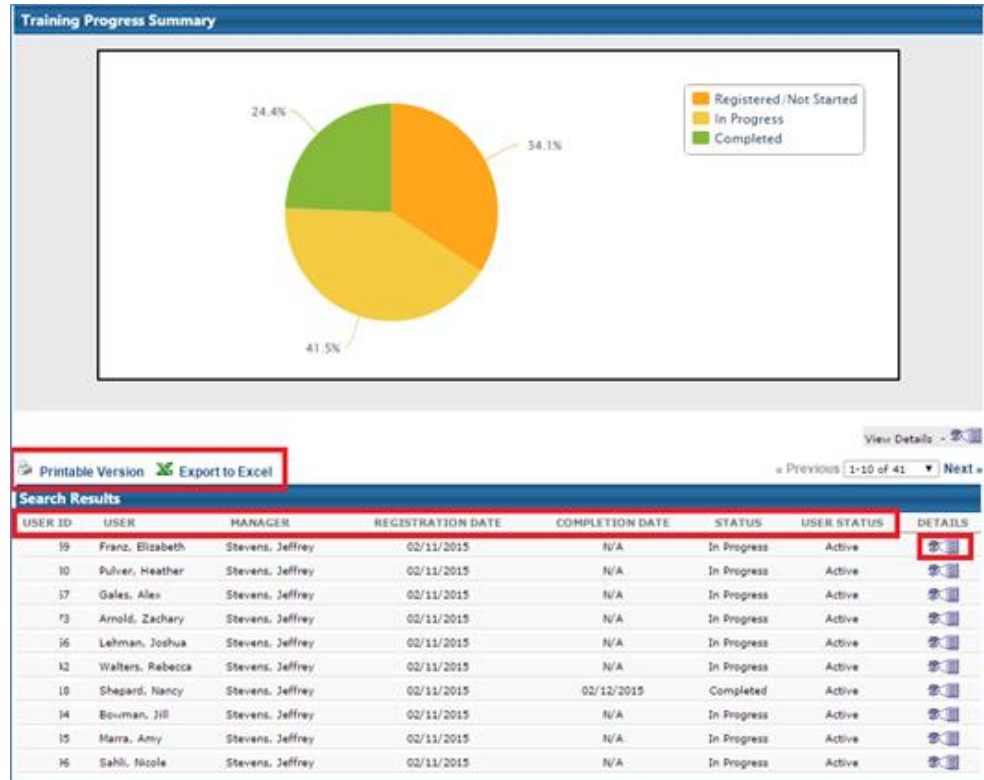
To view all employees in a given status (e.g., Completed), click on the pie chart piece for that status. The results will adjust, and only employee's in the selected status (e.g., Completed) will appear in the results section.

Click **View All Statuses** to re-display all records.

Printable Version - allows you to view the report on your screen with the option to print.

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