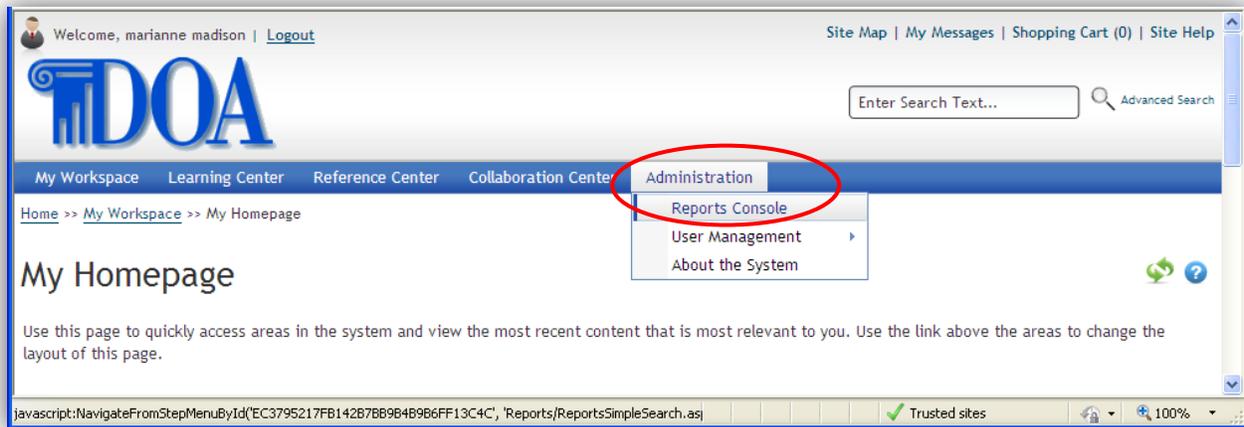


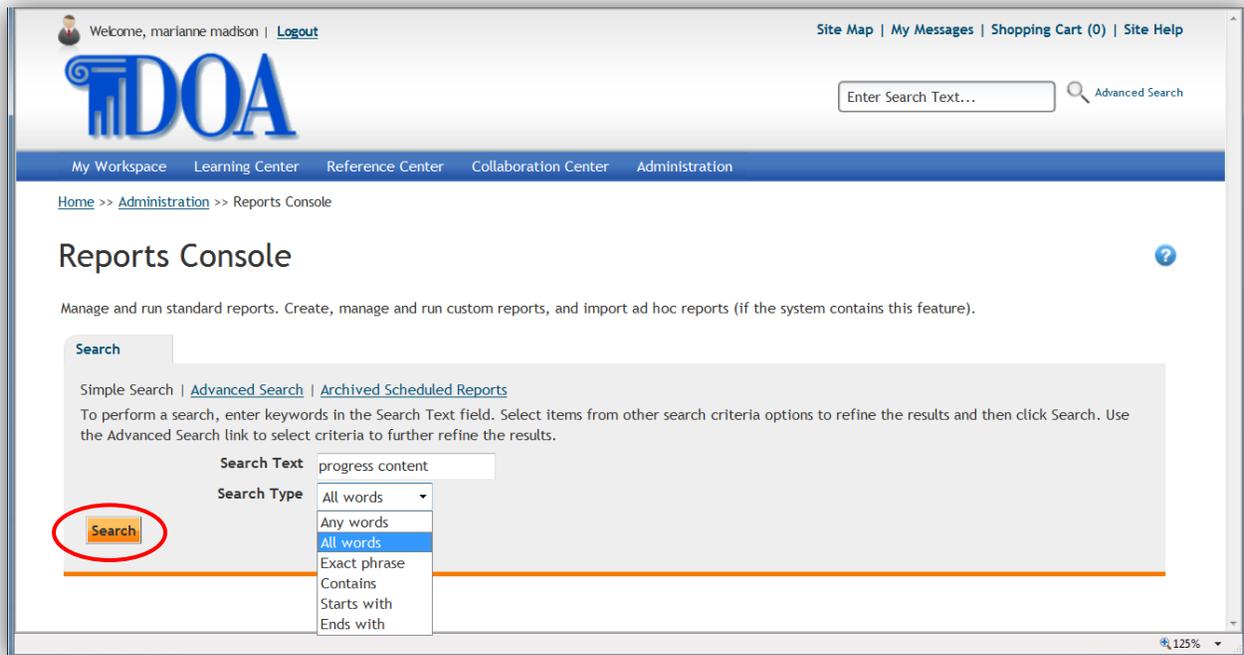
How to Run a Report in the Knowledge Center Reports Console

The Reports Console allows a user who has the proper permissions to run completion reports for their users.

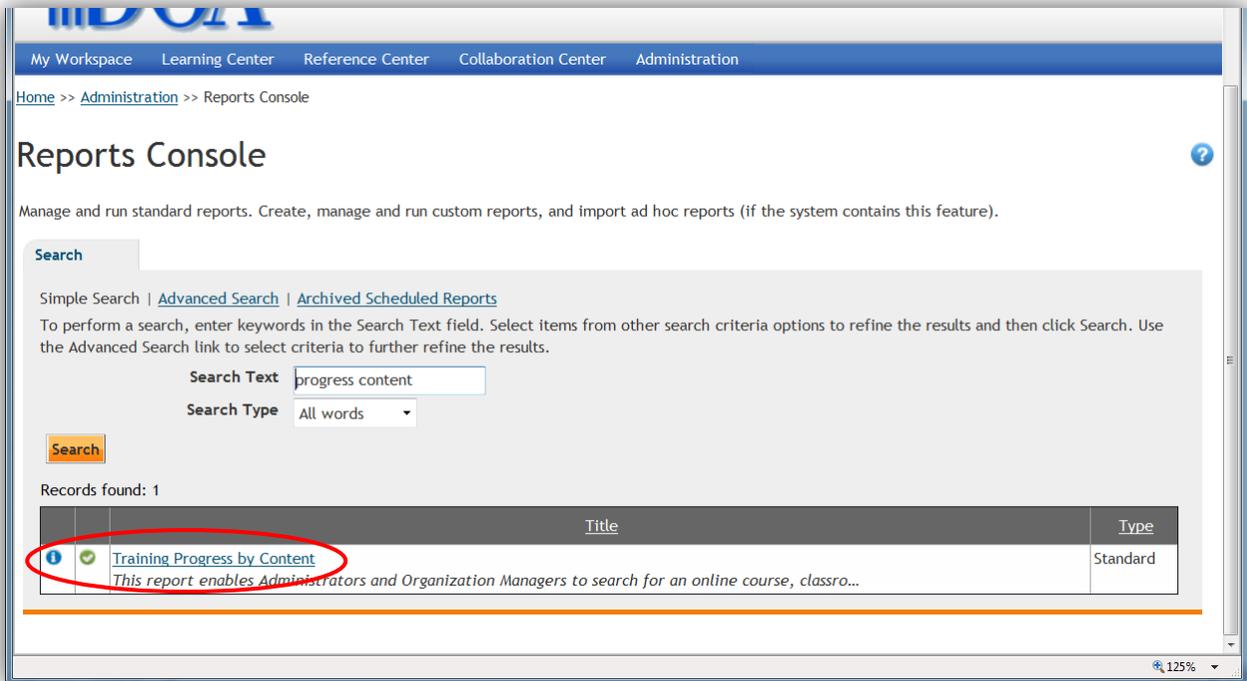
1. First, login to the KC.
2. Click **Administration > Reports Console**



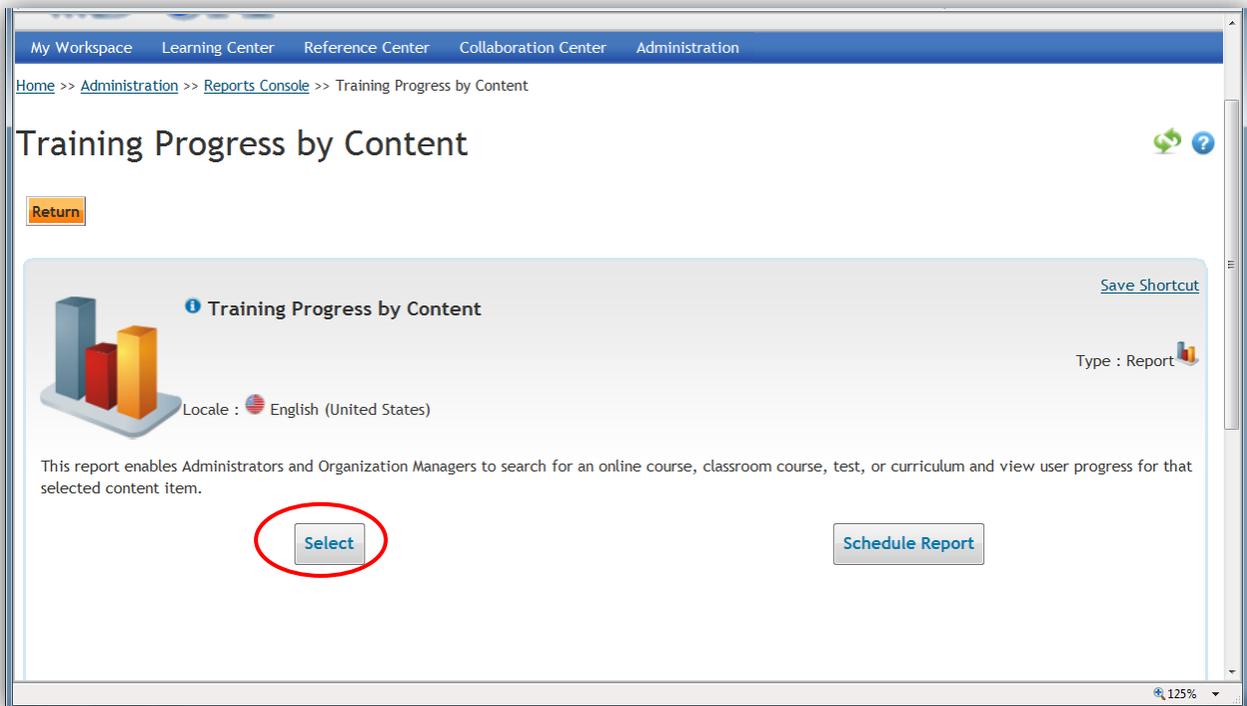
3. Enter keywords into the **Search Text** box. Choose a **Search Type** from the drop-down list. Then click **Search**.



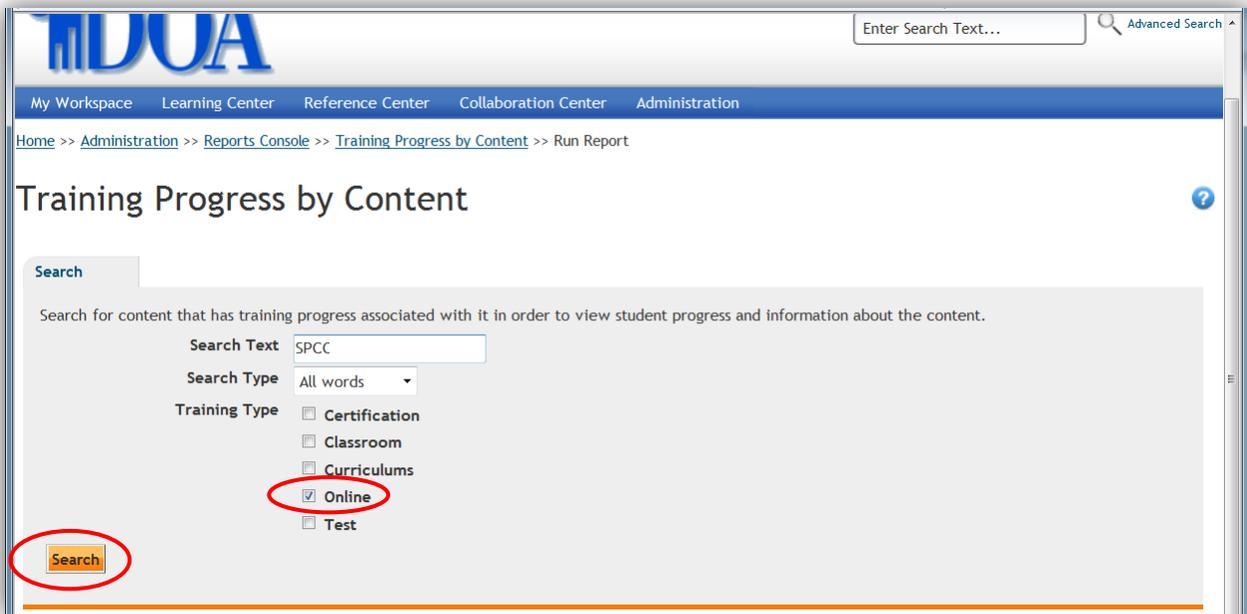
4. The KC will show a list of reports with your keywords in the title of the report. Select the report you want to run by clicking its title.



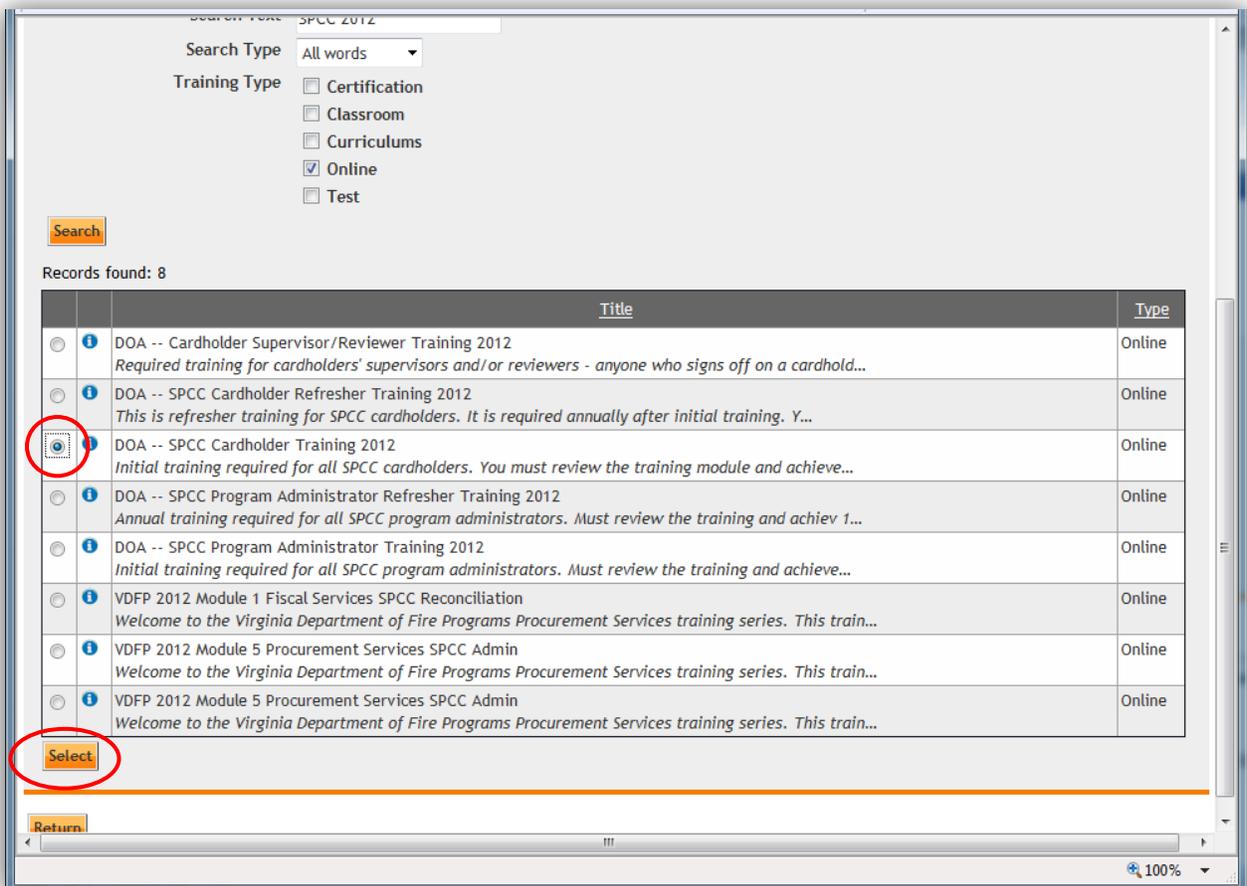
5. Click the **Select** button.



6. Enter keywords for the course name into the **Search Text** box. Choose a **Search Type** from the drop-down list. Choose **Online** and then click **Search**.

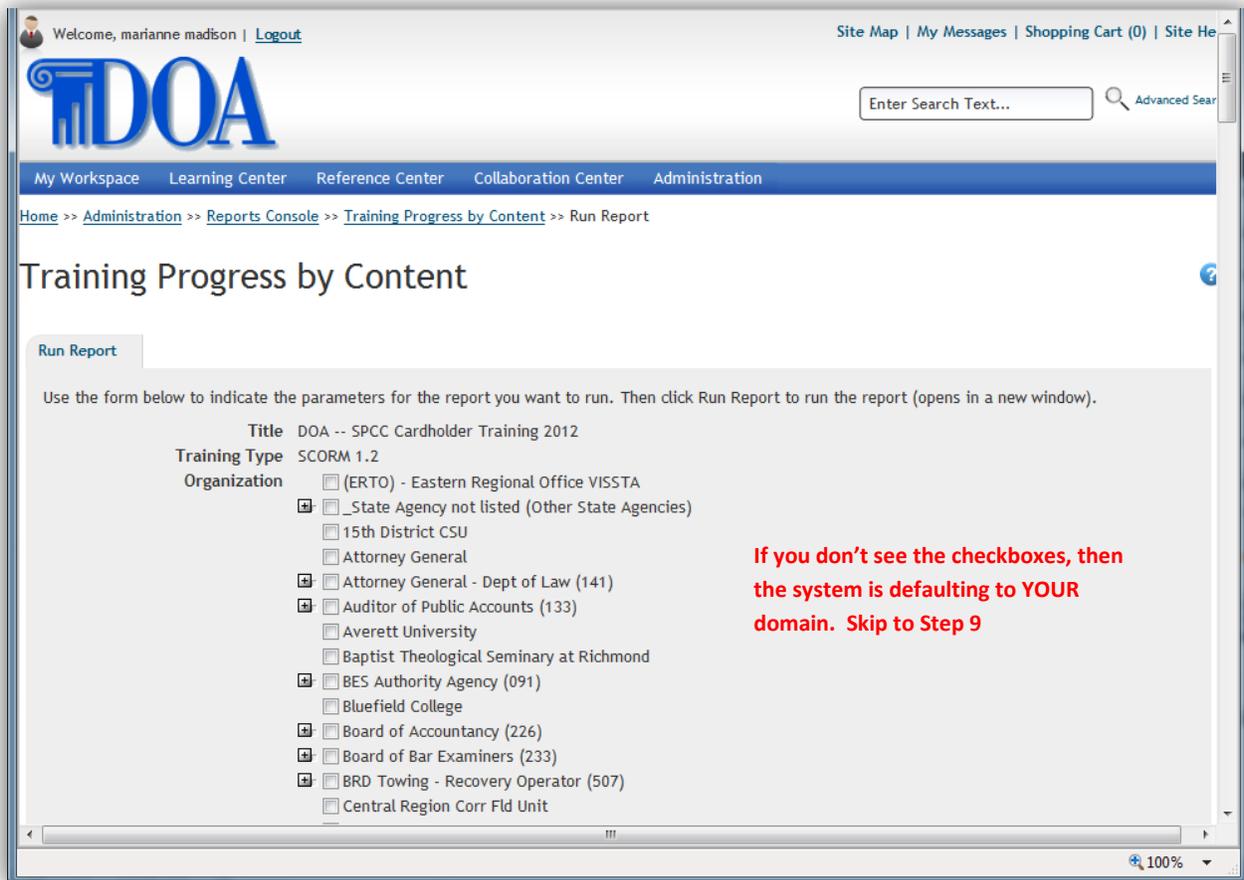


7. A list of courses with the keywords you entered is shown. **Note:** You may see more or less courses than shown here, depending on your search parameters. Click the **radio button** next to the course for which you need the report and click the **Select** button.

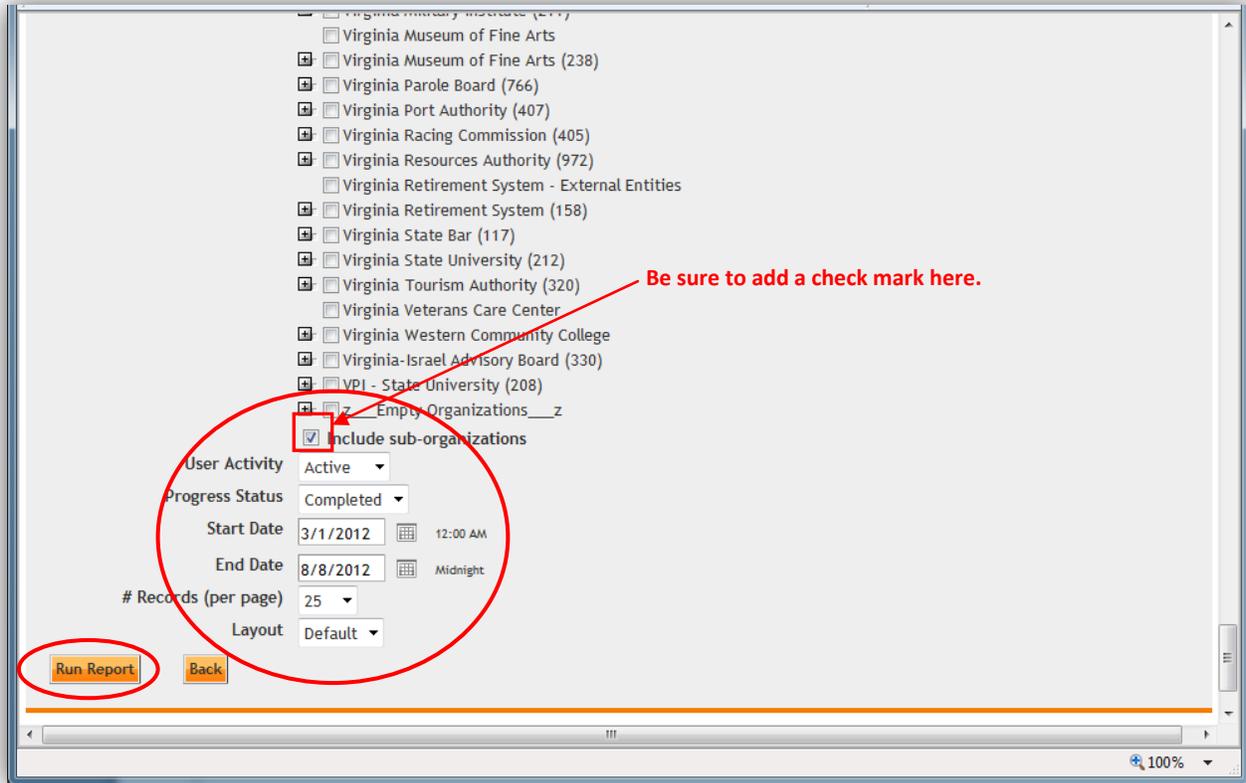


8. Next you will see a list of “organizations.” You will need scroll down the list to select your agency. Don’t worry about the “+” signs next to the agency name. Leave the list “unexpanded.”

Note: If you don’t see checkboxes next to the agency names, this means that the system is defaulting to YOUR domain and you don’t have to do anything on this screen. Skip to Step 9.



9. Scroll **all the way to the bottom** of the organization list. You will see some extra choices here.
- Add a check mark beside **Include sub-organizations** to ensure that your entire agency will be in the report.
 - Select **Active** from the User Activity drop down list.
 - Select **Completed** from the Progress Status drop down list. It is possible that users have *started* the course, but have not *completed* it. In this case, select **Started** from the drop down list.
 - Enter the **date parameters** for the report. Keep in mind that the longer the date range, the slower the report will run and the system may time out.
 - Click **Run Report**. Be patient while the report runs.



10. Here is your report! You can change the layout by clicking the buttons across the top of the report. To manipulate the data, you can also export the report to Excel, PDF, or XML.

Training Progress by Content
[Print](#) | [Save New](#) | [View Layouts](#) | [Refresh](#) | [Close Window](#)

Selected Report Criteria
Report Date: Wednesday, August 15, 2012
Title: DOA -- SPCC Cardholder Training 2012
Training Type: Online
Organization: Dept of Accounts (151)
Include Sub-Organizations?: Yes
User Activity: Active
Progress Status: Completed
Date Range: 3/1/2012 - 8/8/2012
Report Layout: Default

Report Results
Total Users: 22

Formula | Layout | Sort | Filter | Group | Aggregate | Chart | Crosstab | Paging

#	Last Name	First Name	Enroll Date	Start Date	Complete Date	Progress Status	Score	Report
1	ADAMS	MICHAEL	4/23/2012	4/23/2012	4/23/2012	Complete		User Progress Go
2	Bogan	Vanessa	6/29/2012	6/29/2012	6/29/2012	Complete	100	User Progress Go
3	Carneal	Michelle	7/20/2012	7/20/2012	7/20/2012	Complete	100	User Progress Go

100%