### Instruction Guide

**Training Reports in Enterprise Reporting**

The myTraining completion report is now available through Enterprise Reporting. The reports in Enterprise Reporting will deliver similar information as the myTraining Advanced Reporting tool, with some slight variations. This guide will help you access, run, and export a myTraining Completion Report from Enterprise Reporting.

In order to access this report, you must have an HR functional security role in myUFL. If you do not perform any HR functions in myUFL, then you must request the UF_N_EL_TRAINING_REPORTS role from your Departmental Security Administrator (DSA).

<table>
<thead>
<tr>
<th>Enterprise Reporting Tool</th>
<th>myTraining Reporting Tool</th>
</tr>
</thead>
<tbody>
<tr>
<td>Run a report showing who has and has not completed a training</td>
<td>✓</td>
</tr>
<tr>
<td>Run a report by department(s)</td>
<td>✓</td>
</tr>
<tr>
<td>Run a report by individual UFID</td>
<td>✓</td>
</tr>
<tr>
<td>Run a report to show completions outside of your department or for all of UF</td>
<td>✓</td>
</tr>
<tr>
<td>Schedule reports to be delivered via email</td>
<td>✓</td>
</tr>
<tr>
<td>Show completion data for anyone who has completed training</td>
<td></td>
</tr>
<tr>
<td>Show completion data for active UF employees ONLY</td>
<td>✓</td>
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</tbody>
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University of Florida, Gainesville, FL 32611

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Limitations of the myTraining Reporting tool and Enterprise Reporting for student records

<table>
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<tr>
<th></th>
<th>Enterprise Reporting Tool</th>
<th>myTraining Reporting Tool</th>
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<tbody>
<tr>
<td>Run a report to get completion data for students who are actively paid by UF (in OPS positions)</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Run a report to get completion data for students who have typical UF student affiliations</td>
<td></td>
<td>✓</td>
</tr>
</tbody>
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Navigation

1. Go to my.ufl.edu and enter your GatorLink credentials.

2. Once in the system, navigate to Access Reporting using the following path:
   
   Main Menu > Enterprise Reporting > Access Reporting

   This will bring you to the Access Reporting IBM Cognos Connection, in the Public Folders tab.

3. From here, navigate to the myTraining Completions report using the following path:
   
   Human Resources Information > Training and Organizational Development > myTraining Completion Report

Input

Once in the myTraining Completion Report, you are presented with four fields to input search terms in order to populate your report. The four fields are:
1. **UFID or Name Selections**
   a. In this field, you will input the UFID or name of an individual requiring training confirmation. You can enter one or multiple individuals in this field.
   b. This field alone will give you the complete training transcript of the individual but combined with the Course Selections field it will give you completion information for just that course, or courses, as it pertains to the individual(s).
   c. You can search for individuals by name in the Search box or you can enter their 8-Digit UFID in the specified box at the bottom of this field. When searching, the results will give you all UF employees with instances of the search terms. For instance a search using the Keyword of *Thomas* will produce results for *Thomason*. Be as specific as possible in the Keyword search.

2. **Department Selections**
   a. This field allows you to select specific departments on campus in order to narrow your completion results. You can input one or multiple departments in this field.
b. Department Selections combined with Course Selections will give you department wide completions on the courses specified in the Course Selections field.

c. It is typically not prudent to combine the Department Selections with the UFID or Name Selections field, as this will produce limited results if the department and individual do not line up. This will also only include training completions after the individual started in a specific department. This is problematic if an individual transferred from another UF department.

d. In the Keywords search box you can enter either a portion of the Dept ID number or the name of a department. For example, you can input HR if searching for Human Resources. You may also input the 8-Digit Department ID in the box provided.
3. **Course Selections**
   a. In this field you can specify an individual course or multiple courses to view completions for those courses only.
   b. This field combined with either the individual or department selections will give you course specific completions as they relate to the individual or department.
   c. You may search by course name in the Keywords search or by course code.

4. **Date Range Selections**
   a. This field will give you the opportunity to specify a date range for the report.
   b. You can either choose a specific date using the calendar in the From and To fields or you can select
   c. Earliest Date to Latest Date, as shown in the image, below. Earliest Date to Latest Date will give you results as far back in time as the data allows to the most recent data available.
Run the Report

Each of the above selection fields offer a different dimension to the report. You do not need to enter information in each of the fields. You can populate a meaningful report by only making a choice in one field. By combining fields, you can narrow your results but doing so also limits the reported information.

The following is a demonstration of how to input keywords or search terms into the myTraining Completion Report using the fields provided.

1. Enter a search term in the Keywords search box and click the Search button.
2. The results of your Keywords search will appear in the Results box. Select the results you would like to report on by clicking on them. Select multiple results by holding down the control key while clicking.

3. Once you’ve selected the results you want for your report you must then click the Insert button to move the results from the Results box to the Choice box. The selections in the Choice box are the selections that the reporting tool will use to filter your results.
4. After moving all desired search terms to the Choice box in the respective field you must scroll to the bottom of the page and click the Finish button in order to generate your report.

Exporting Results

Upon clicking the Finish button, your report will run and will generate a PDF document. This process could take several minutes. You will be given the option to Open, Save, or Save As for this PDF. If a PDF suits your needs you can save the file as is. If you need another file format, the tool provides options.

1. Open the PDF document. Once the documents opens you will be in a screen that has icons in the top right margin.

2. Click the icon that looks like a form with the down arrow to the right of it for a list of output options for the report. You can choose HTML, PDF, XML, or Excel Options.
3. Select the output option you require and then Open, Save, or Save As depending on your needs.

4. The Keep this version dropdown will offer you the option of emailing the report.

5. The large play arrow will bring you back to the report input screen where you can adjust your input settings or run a new report with new parameters.

Questions? Call Training and Organizational Development at 352-392-4626 or email at training@ufl.edu.