



	Enterprise Analytics Tool	myTraining Reporting Tool
Run a report by department(s)	✓	✓
Run a report by individual UFID	✓	✓
Run a report to show completions outside of your department or for all of UF	✓	
Schedule reports to be delivered via email	✓	
Show completion data for anyone who has completed training	✓	✓
Show completion data for active UF employees ONLY	✓	



The **myTraining Completion Report** and **Non Employee Training Completion Report** are available through Enterprise Analytics. The reports in Enterprise Analytics deliver similar information as the myTraining Advanced Reporting tool, with slight variations. This guide will help you access, run, and export a training completion report from Enterprise Analytics.


**NOTE:** Instructions demonstrate how to run a report when selecting the **myTraining Completion Report**. The **Non Employee Training Completion Report** is in the same location and includes similar prompts.


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\_EL\_TRAINING\_REPORTS** role from your Departmental Security Administrator (DSA).

Refer to the [Enterprise Analytics Toolkit](#) for additional instruction guides.

Questions? Call Training and Organizational Development at 352-392-4626 or email at [training@ufl.edu](mailto:training@ufl.edu).

## Navigation

1. Go to [my.ufl.edu](https://my.ufl.edu) and enter your GatorLink credentials.
2. Navigate to **Main Menu > Enterprise Analytics > Access Enterprise Analytics**.
3. Open the menu icon from upper left hand of page. 
4. Navigate to **Content > Human Resources Information > Training and Organizational Development**.
5. Find **myTraining Completion Report**, hover your mouse to the right of the title and click on ... and select **Run as**.

<input checked="" type="checkbox"/>	 myTraining Completion Report	Report	10/12/2023, 1:37 PM	
<input type="checkbox"/>	 Non Employee Training Completion Report	Report	3/15/	<div>Run as</div> <div>Create report view</div> <div>View versions</div>

6. In the Run as box, select desired report format.

**Run as**

☐ Run in background

☒ Prompt me

You will be prompted for input before the report runs.

Find

**Format**

☐ Use default format

☐ HTML
 ☐ PDF
 ☒ Excel
 ☐ Excel Data
 ☐ CSV

**Accessibility**

☐ Enable accessibility support

7. Select **Run** at bottom of the box.

## Input

Once in the myTraining Completion Report, you are presented with four fields to input search terms to populate your report.

### Using the keywords box.

Each of the input fields includes a keywords search box. The default setting is for the system to search for inputs **starting with any of these keywords**. A best practice is to enter a keyword and then

- select **Options**,
- select **Contains any of these keywords**, and
- select **Search**.

UFID or Name Selections

Keywords:  
Type one or more keywords separated by spaces.

Thomas

Search

Options

- ☐ Starts with any of these keywords
- ☐ Starts with the first keyword and contains all of the remaining keywords
- ☒ Contains any of these keywords
- ☐ Contains all of these keywords

The four input fields are:

1. UFID or Name Selections

- Input the UFID or name of an individual requiring training confirmation. You can enter one or multiple individuals in this field.
- 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).
- 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.

**UFID or Name Selections**

**Keywords:**  
Type one or more keywords separated by spaces.

[Options](#) ▾

**Results:**

Select UFID or Name:

[Select all](#) [Deselect all](#)

**OR**

Enter 8-Digit UFID:

**Choice:**

[Select all](#) [Deselect all](#)

**Choices:**

[Select all](#) [Deselect all](#)

2. Department Selections

- a. Select specific departments on campus 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 enter either a portion of the Dept ID number or the name of a department. For example, input HR if searching for Human Resources. You may also input the 8-Digit Department ID in the box provided.

The screenshot shows the 'Department Selections' interface. At the top, there is a 'Keywords:' section with a text input field and a 'Search' button. Below this is an 'Options' section with four radio button choices: 'Starts with any of these keywords' (selected), 'Starts with the first keyword and contains all of the remaining keywords', 'Contains any of these keywords', and 'Contains all of these keywords'. Underneath is a 'Select Department:' section with a checked 'Case insensitive' checkbox. The main area is divided into two panes: 'Results:' on the left and 'Choice:' on the right. The 'Results:' pane contains a list box with 'Select all' and 'Deselect all' links below it. The 'Choice:' pane contains an 'Insert' button with a right arrow and a 'Remove' button with a left arrow, with 'Select all' and 'Deselect all' links below it. A large red 'OR' is centered between the two panes. At the bottom, there is a text input field labeled 'Enter 8-Digit Department ID:'.

### 3. Course Selections

- Specify an individual course or multiple courses to view completions for those courses only.
- This field combined with either the individual or department selections will give you course specific completions as they relate to the individual or department.
- You may search by course name in the Keywords search or by course code.

**Course Selections**

**Keywords:**  
Type one or more keywords separated by spaces.

[Options](#)

**Results:**

Select Course Code or Course Name:

**Choice:**

[Select all](#) [Deselect all](#) [Select all](#) [Deselect all](#)

### 4. Date Range Selections

- Specify a date range for the report.
- You can either choose a specific date using the calendar in the From and To fields or you can select
- 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.

**Date Range Selections**

**From:**

☐ Jul 29, 2020

☒ Earliest date

**To:**

☐ Jul 29, 2020

☒ Latest date

Select Start / End Certificate Completion Date Range:

## Instruction Guide

### Training Reports in Enterprise Reporting

#### 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.

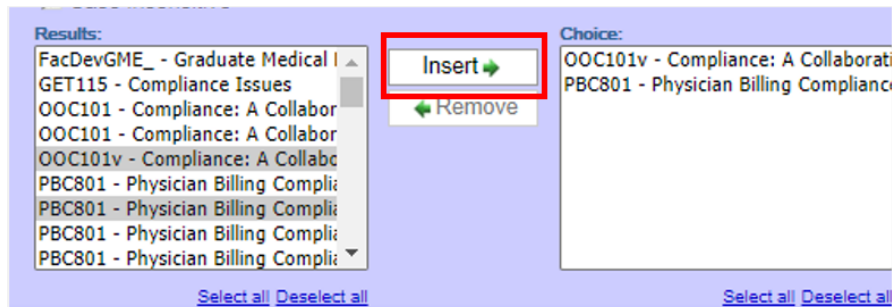
The following is a demonstration of how to input keywords or search terms into the myTraining Completion Report using the fields provided.

1. Enter a search term in the **Course Selections Keywords** box.
2. Click on **Options**, and select **Contains any of these keywords**, and click the **Search** button.
3. 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.

The screenshot shows a web interface titled "Course Selections". It has a light blue background. At the top, there's a "Keywords:" section with a text input field containing "compliance" and a "Search" button. Below this is an "Options" section with four radio button choices: "Starts with any of these keywords", "Starts with the first keyword and contains all of the remaining keywords", "Contains any of these keywords" (which is selected), and "Contains all of these keywords". There is also a checked checkbox for "Case insensitive". Below the options is a "Results:" section with a list of course codes and titles, including "FacDevGME\_ - Graduate Medical I", "GET115 - Compliance Issues", and several "OOC101" and "PBC801" entries. To the right of the results list are "Insert" and "Remove" buttons. Further right is a "Choice:" section with an empty text box. At the bottom of the results list are "Select all" and "Deselect all" links. At the bottom of the choice box are "Select all" and "Deselect all" links.

4. 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 report.

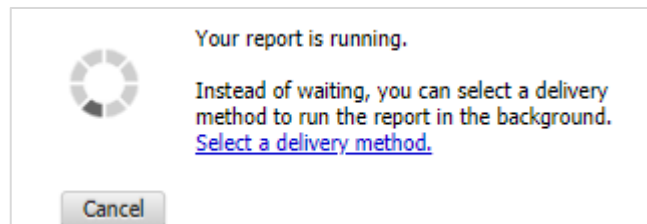
## Instruction Guide Training Reports in Enterprise Reporting



5. 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 to generate your report.



**NOTE:** The report creation process could take several minutes. Instead of waiting for the report to complete running, the **Select a delivery method** hyperlink in the **Your report is running box** permits email addresses and a message to be entered in provided prompts. The report will be emailed once it is done running.



6. To download or print the report, select the appropriate icon.

**NOTE:** If the Excel format was selected, an Excel file will automatically download to your computer.

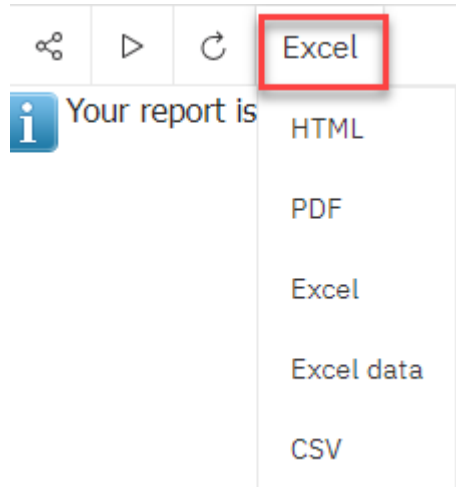




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**Training Reports in Enterprise Reporting**

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7. To change the report format, click on the file type and select another type.



8. To reset the prompts and run again, click on play arrow.

