	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	✓	

If it is determined that you need to use the Enterprise Analytics tool, click here for the appropriate instruction guide.

The myTraining Management System has an integrated reporting tool that will allow users with reporting credentials to view detailed training data. This instruction guide will show you how to access specific reports that will display the required training information and how to filter these reports so that you only see the data you seek.

Items Covered: Click on any of the links below to move to that section of this instruction guide.

Accessing Advanced Reporting

In order to view and run reports, users must first log into myTraining with their GatorLink credentials.

    1.   Upon logging into myTraining, select **Self icon** > **Reporting** > **Advanced Reporting**.

NOTE: Users **must** access myTraining using either Internet Explorer (Windows) or Safari (Mac). It is recommended that users frequently clear browsing data (cache and cookies) when using Advanced Reporting in myTraining.

Accessing the Repository

In order to gain access to the reports created for UF employee training data, users must access the Repository. Accessing the reports in this manner will take you to the folder that houses only the reports demonstrated for you in this guide.

1. When in the Repository, you will see the Folders menu. Expand the folders in the following progression to access the given reports:
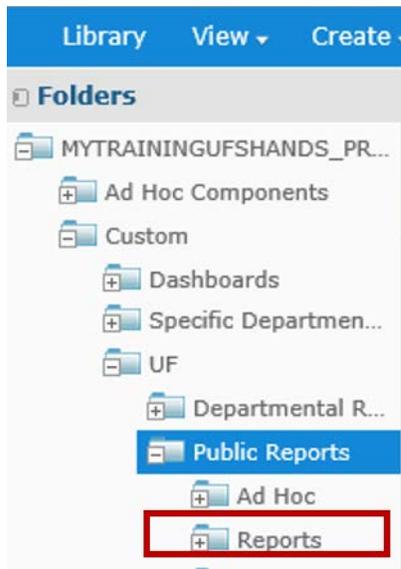
Custom > UF > Public Reports > Reports

NOTE: Depending on your security access in myTraining, your view may be slightly different. However, the above folder progression is how you will access general reports. These reports have been created by T&OD and deliver standard training information similar to what is supplied by Enterprise Analytics. **However, the data retrieved from these myTraining reports is driven by your HRMS Department Security.** If you have questions about your level of HRMS Department Security, please contact your [Department Security Administrator](#).

Within the **Reports** folder you will see several reports. The following two reports are the most frequently utilized reports:

- **Course Report by Department Report**
- **Individual Training Record Report**

See the image below for further clarification.

Course Report by Department

The Course Report by Department allows you to see which individuals within your department have completed a specific course.

1. Click on the report titled **Course Report by Department**.

The **Course Report by Department** is driven by the Course Code paired with the Department ID. By entering these two filters you can produce a summary of the appropriate individuals.

2. In the **Import Key starts with** field, you should enter the first two numbers of your Department ID or your complete Department ID, preceded by UF_.

Example: UF_62 will provide data on all Department IDs that begin with 62, which happens to be Human Resources. For a listing of Department IDs click here.

3. In the **Activity Code contains** field, enter the course code for the report you want to run.

4. Click once on the desired title to add it to the **Selected** tab.

   NOTE: Check the **Selected** tab to ensure only the training codes you want to report on are listed. To remove a training activity code, click once on the x in front of the code.

Example: GET021 is the course code for Ages & Stages: Generations. See the image below for further clarification.
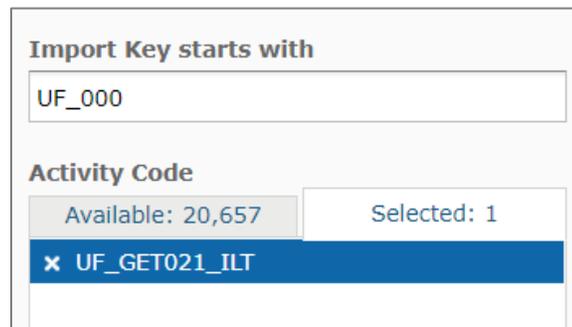
5. In the **End Date is on or after** field, you should select the appropriate for your reporting needs, by clicking on the calendar icon.
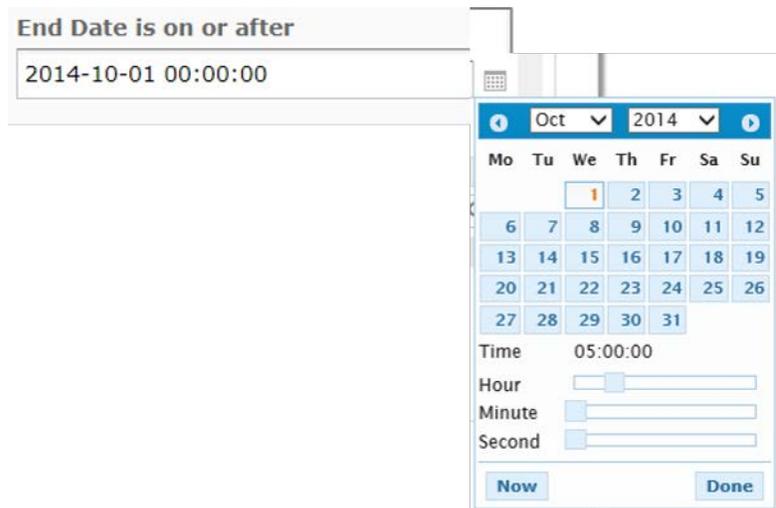
6. In the **Activity Type** field, it is optional to select the type of training to report on. Some training is offered as an ILT Class and an online course.

7. Click **Apply**.

The **Course Report by Department** will deliver the following information:

- UFID
- Name (learner)
- Department ID
- Department
- Start Date (course)
- End Date (course)
- Attendance Status
- Pass/Fail
- Expiration Date (where applicable)

8. You may filter any of the columns of the report by clicking the column title and selecting the **Column Filters icon**, as seen in the images below.
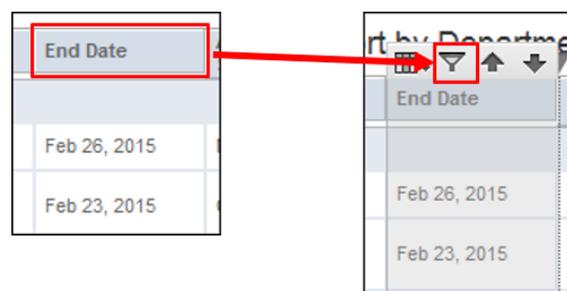
9. The report displays in the myTraining page. If you would like to export this report to a PDF, Excel or another file type, you must click the **export button** as seen in the image below.
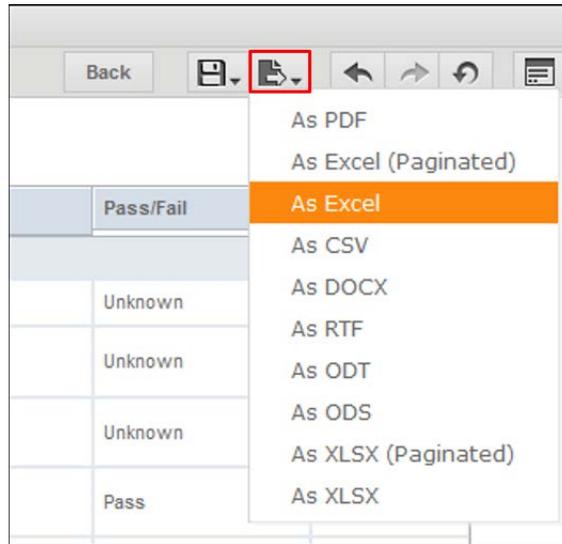
10. Choose the file type you would like to export, and it will be produced either in a new tab or as a separate file, depending on your selection. Follow the browser prompts as appropriate and save your report.

Note: Do not use the Save As button. **Extraneous reports in the reporting folder will be deleted on a weekly basis. Please use the export button instead.**

Individual Training Record Report

1. Navigate to the **Individual Training Record Report** by accessing **Repository**, as shown in the beginning of this guide, and select the **Individual Training Record Report** link.

2. The **Individual Training Record Report** is driven by the UFID or Distinct Full name of the individual whose training record is needed.

3. In the field labeled **EmployeeID starts with**, enter the UFID of the individual for whom you wish to see a training record.

   Or you may search by the full name of the individual in the **Employee Name contains** field.

   If searching by Employee Name, use the following format:
   *Last name > comma > space > First Name (**EXAMPLE: Smith, John**)*

4. Click **Apply**.

Limitations of the myTraining Reporting and Enterprise Analytics Tools for Student Records

	Enterprise Analytics Tool	myTraining Reporting Tool
Run a report to get completion data for students who are actively paid by UF (in OPS positions)		✓
Run a report to get completion data for students who have typical UF student affiliations		✓

The Enterprise Analytics tool will not show data for any student with a typical student affiliation.

When you are running a report in the myTraining reporting tool, you will not see results for a student unless the student has a directory affiliation with the department that you have access to.

For example: Dr. Langley works in the College of Dentistry and would like to see training completion reports for Anna Student. Anna Student has a typical student affiliation in the directory and is not actively paid by UF. Her training completions will not show up in the myTraining Reporting tool.

Dr. Langley will be able to see Anna Student's training report if:

- A person in the College of Dentistry manually gives Anna Student a directory affiliation with the College of Dentistry Department ID (as a department associate or consultant staff)

  AND

- Dr. Langley, who is running the report, has the qualifying association with the College of Dentistry, which gives him the ability to see the College's completions

This report will deliver the following data as it pertains to the Individual:

- Course
- Type
- Description
- Start Date
- End Date
- Attendance Status
- Pass/Fail
- Expiration Date (where applicable)

Individual Training Record							
Course	Type	Description	Start Date	End Date	Attendance Status	Pass/Fail	Expiration Date

5. In order to modify the UFID or Distinct Full Name, you must change the search details in the Options column on the left side of the report window.

6. You may filter any of the columns of the report by clicking the column title and selecting the **Column Filters icon**, as seen in the image below.
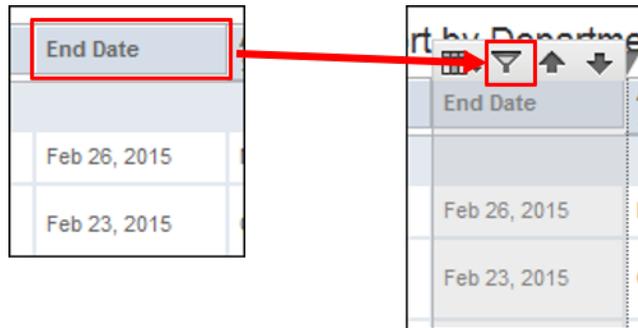
7. The report displays in the myTraining page. If you would like to export this report to a PDF, Excel or another file type, you must click the **export button** as seen in the image below.
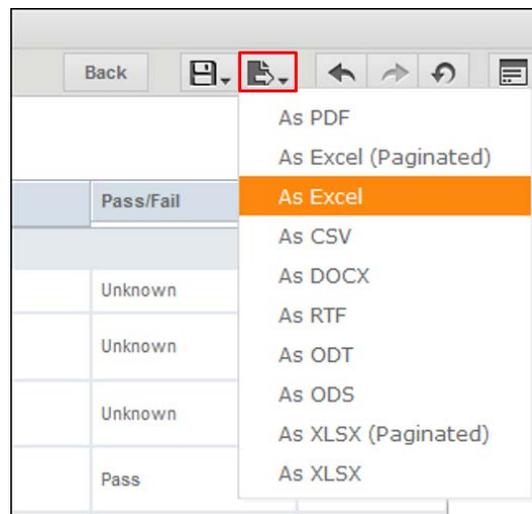
8.   Choose the file type you would like to export, and it will be produced either in a new tab or as a separate file, depending on your selection. Follow the browser prompts as appropriate and save your report.

Note: Do not use the Save As button. **Extraneous reports in the reporting folder will be deleted on a weekly basis. Please use the export button instead.**

NO ←   → YES

Reporting Security Roles

In order to access reports in myTraining, you will need to request the proper security role from your DSA. For information on security roles and to determine what role you might need, please visit the Training & Development Roles section of the UF Identity & Access Management website.

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