
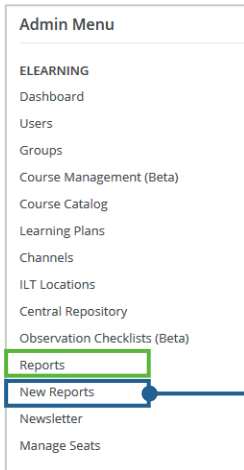


How to Access Your Organization's Reports:

Step 1) From the home screen in Training Central, navigate to the gear icon  in the upper right-hand side.













Step 2) Under the Admin Menu, click on "Reports."



The "New Reports" option will only show you any custom reports that you have asked PTCU to create on your behalf.

Step 3) It will redirect you to view a list of available reports and dashboards for your organization.

The screenshot shows the Reports page. Under 'Quick Summary Reports', there are three cards: 'User Personal Summary' (with a 'GENERATE' button), 'Course Summary' (with a 'GENERATE' button), and 'Courses Dashboard' (with a 'VIEW' button). Below these is a 'Branches Dashboard' card with a 'VIEW' button. An inset window shows a table of reports.

NAME	CREATED BY	CREATION DATE	FILTERS
Users - Courses			Public: All users, groups and branches  
Users - Course Enrollment Time			Public: All users, groups and branches  
Users - Learning Objects			Public: All users, groups and branches  
Courses - Users			Public: All users, groups and branches  
Groups - Courses			Public: All users, groups and branches  
Users - Learning Plans			Public: All users, groups and branches  

Recommended Helpful Reports & Dashboards:

- **Users – Courses** report will give you an overall transcript report of your entire organization. You can export it to Excel and manipulate/view the data
- **Course Dashboard** provides a visual representation of the total number of courses (enrollments, completions, in progress, and not started) related to the users
 - You can filter by time period by clicking on the funnel icon on the left- hand side
 - You can export the dashboard to excel or PDF the visual
- **User Personal Summary** – you can enter in a user’s email address and be redirected to the below screen. Click on courses to review that individuals’ users status. You can download the view as a PDF.

User Personal Summary: smcshan@ptc.com

Select User GENERATE Print Download as PDF

Courses

COURSE CODE	COURSE NAME	USER STATUS	ENROLLED	EXPIRATION DATE	COURSE COMPLETION	CREDITS (CEUS)	TOTAL TIME	SCORE
creo-000-fundamentals-030	Creo: Fundamentals Overview	WAITING USERS	4/3/2020				0h 55m	
creo-111-certification-010	Creo Parametric Fundamentals Certification	IN PROGRESS	3/2/2020				0h 5m	20.00
creo-000-fundamentals-070	Creo: Fundamentals of 2D Drawing	IN PROGRESS	4/16/2020				0s	
creo-777-documentation-020	Creo: Populating 2D Drawings with Annotations	IN PROGRESS	4/22/2020				19s	
creo-000-fundamentals-010	Creo: Basics of Creo Capabilities and Design Process	COMPLETED	1/22/2020		1/22/2020		1h 17m	0.00
creo-111-certification-020	Creo Parametric Professional Certification	IN PROGRESS	4/3/2020				3s	0.00
creo-111-certification-011	Creo Parametric Fundamentals Certification 2020	SUBSCRIBED	4/22/2020				0s	0.00
	Creo Test Course	IN PROGRESS	4/14/2020				0h 4m	

Total: 8

Need help? Reach out to trainingcentral@ptc.com