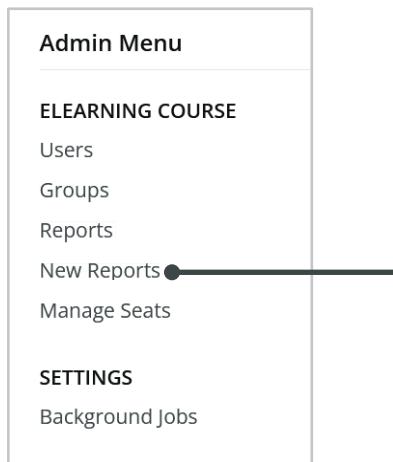


Reports in Training Central

How to Access Your Organization's Reports:

- 1) From the home screen in Training Central, navigate to the gear icon  in the upper-right corner.
- 2) From the Admin Menu, click **Reports**.



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

- 3) From there, you can view a list of your organization's available reports and dashboards.

Reports

Quick Summary Reports

Icon	Name	Action Buttons
User Personal Summary	User Personal Summary	GENERATE
Course Summary	Course Summary	GENERATE
Courses Dashboard	Courses Dashboard	VIEW
Branches Dashboard	Branches Dashboard	VIEW

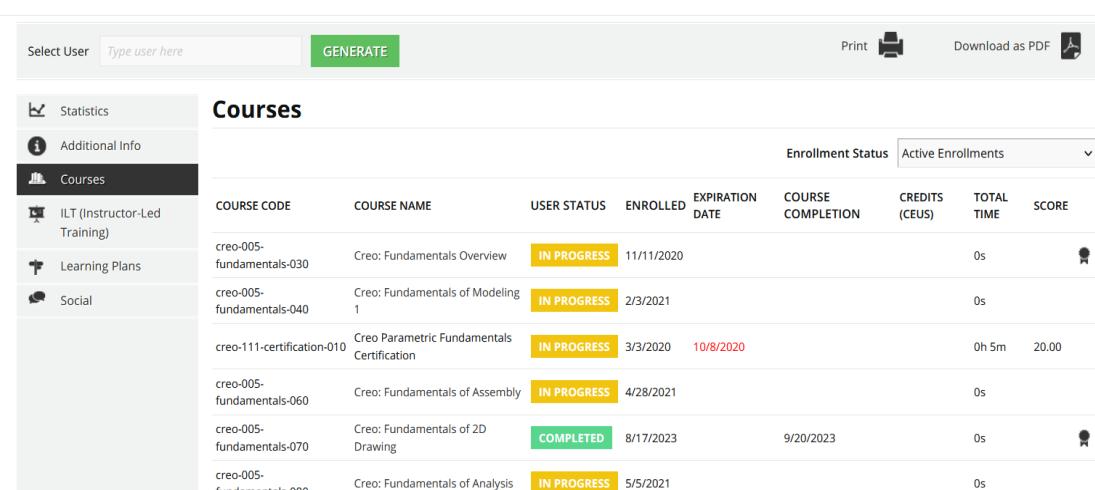
Reports

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 - Training Material			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 and Dashboards:

- **Users** – The Courses report provides an overall transcript report of your entire organization. You can export it to Microsoft Excel to manipulate or view the data.
- **Course Dashboard** – Explore a visual representation of the total number of users' classes by status, including enrollments, completions, in progress, and not started. You can filter by time period by clicking on the funnel icon on the left. You can export the dashboard to Excel or as a PDF.
- **User Personal Summary** – You can enter a user's email address to redirect to the below screen. Click on Courses to review that individual's user status. You can download the view as a PDF.

User Personal Summary: smcshan@ptc.com



COURSE CODE	COURSE NAME	USER STATUS	ENROLLED	EXPIRATION DATE	COURSE COMPLETION	CREDITS (CEUS)	TOTAL TIME	SCORE
								Enrollment Status
creo-005-fundamentals-030	Creo: Fundamentals Overview	IN PROGRESS	11/11/2020				0s	
creo-005-fundamentals-040	Creo: Fundamentals of Modeling 1	IN PROGRESS	2/3/2021				0s	
creo-111-certification-010	Creo Parametric Fundamentals Certification	IN PROGRESS	3/3/2020	10/8/2020			0h 5m	20.00
creo-005-fundamentals-060	Creo: Fundamentals of Assembly	IN PROGRESS	4/28/2021				0s	
creo-005-fundamentals-070	Creo: Fundamentals of 2D Drawing	COMPLETED	8/17/2023				0s	
creo-005-fundamentals-080	Creo: Fundamentals of Analysis	IN PROGRESS	5/5/2021				0s	

Need help? Reach out to trainingcentral@ptc.com.