

Human Capital Management: Step-by-Step Guide

Running the Comprehensive Learning Report

This guide describes how to run a Comprehensive Learning Report. This report provides training completion data (and non-completions) for all university employees, faculty, university affiliates and persons of interest (POIs).

1. From the university portal home page, select the **HCM** tile.
2. Navigate to: **NavBar > Navigator > Administer Training > CU Administer Training > CU Comprehensive Learning Rpt**
3. Enter a **Run Control ID** and click **Search**.
If you do not have a **Run Control ID**, click **Add a New Value** and create one; then click **Add**.

You can run the report on a specific employee or for one or more courses.

4. When running a report on a specific employee, type the **Empl ID** and go to step 6.
5. When running a report on course completion data, select the following criteria:
 - a) Select **Campus** to identify the campus data you want included in the report. For information on all campuses select **All Campus Default**.
 - b) Select the **Include POIs** check box if you want POI data included in the report.
6. Select the radio button under **All Courses** to specify the information you want included in the report.

All Courses



Non-Completion (incompletes)



Completion data



Both Completions & Incompletes




7. In the **Select date range for course end date**, specify the start and end dates you want included in the report.

Select date range for course end date (leave blank for all)

From Date:  End Date: 

8. If you are running the report for a course, you have the option to select specific **Personnel Groups** or a **Department**.
9. In the **Course Code** box, type the code of the specific course you want in the report. Enter as many courses as needed by clicking the  icon. You can also click the lookup  to find and select a course.

Course (leave blank for all courses): **Find** First  1 of 1  Last

Course Code:   

The course code for the Search Committee Training is: **U00066**

- After specifying your report parameters, click **Run**. The Process Scheduler Request window appears. The server name on this report should be PSUNX.
- Select the **Type** and **Format** of the report. For this report, the type should be **Web**, and the format of **CSV** is required.

- Click **OK**.

Accessing Your Report in Report Manager

- To access your report, click **Report Manager**.

- From the report page, select the **Administration** tab to display your **Report List**. The report appears when the **Status** displays the report as **Posted**. If the Status displays as Processing, click **Refresh**.
- To display the report, click the report link in the **Description** column.

Select	Report ID	Pracs Instance	Description	Request Date/Time	Format	Status	Details
<input checked="" type="checkbox"/>	968572	205515	CU Comprehensive Learning Rpt	12/23/2015 7:22:07AM	Comma delimited (*.csv)	Posted	Details

The report results display in a read-only CSV file. To save to Excel, select Save As from the File menu and choose Excel Workbook (*.xlsx) from the Save as type list box. If you need information about how to sort the results or how to remove duplicates in Excel, see our [Learning Guides](#) or email system.training@cu.edu.