

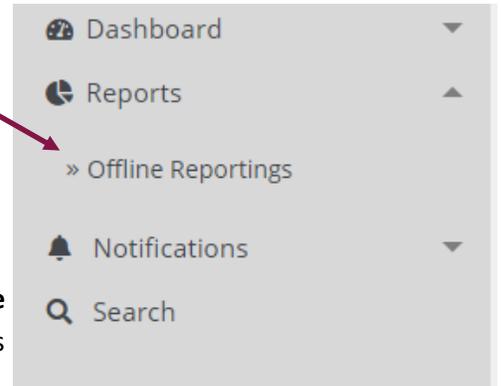
# Training Records (Offline Reportings)

From the **Home** page, click on **Reports**, then **Offline Reportings**.

Build customized reports of training records. Online trainings are added to the reports immediately upon completion of the entire course. You may also add your own training records as offline reports.

Records Reports can be run using the modifiers below.

- User Filters include **User, Job Title, Site, Cost Center, Supervisor, Hire Date**, and **Active** or **Inactive**. These are modifiers created in User Settings and applied in the student's profile.
- Training Filters include **Source, Format, Type**, and **New Hire Training** are for categorizing and sorting records and are applied to **Offline Records** or **Courses**. These can be created in **Training Records Settings** and applied to **Offline Trainings** or **Courses**.
- **Start Date** and **End Date** are parameters for when the course was completed. **Hire Date** applies to the student's hire date as entered in their profile.



## Content Filters

Include Content  Offline  Courses  Lessons  Show inactive Courses/Terms

Content Status  Completed  Incomplete

Courses

Select Course

Lesson

All

Approved

All

Start

2021/01/01 12:00:00

End

2021/12/31 12:00:00

Submit

### For **Complete** or **Incomplete Records**:

1. Select the **User** and **Training Filters** to determine which students to display
2. Choose **Offline** and **Courses**, but unselect Lessons. *Choosing both Lessons and Courses will duplicate hour counts.*
3. To include deactivated items, Select **Show inactive Courses/Term**
4. Choose **Complete** or **Incomplete**
5. Choose a desired **Date Range**
6. Click **Submit** and the report will generate below

Running a big report or just want an export with all fields automatically? Instead of clicking **Submit** after selecting your filters, click **Export Offline Report** at the top of the Offline Reportings page to generate an excel document without first displaying an onscreen report.

## Employees

Copy Excel PDF Column visibility

Show 50 entries

Search:

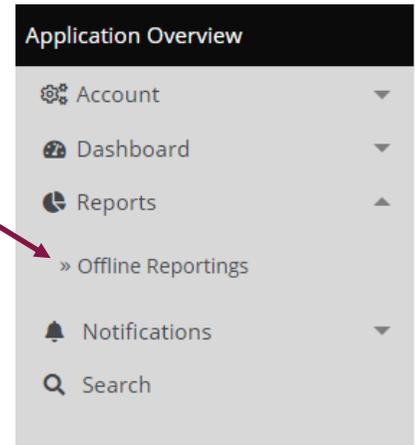
| Date                           | Title  | Facilitator   | Duration | Grade |
|--------------------------------|--|---------------|----------|-------|
| Buckley,Jeff (ABCXYZ_jbuckley) |  |               |          |       |
| 02-23-2021                     | (Course) Severe Mental Illness Orientation - 2021 (1.25 hrs) | STAR Services | 1.250    | 90    |

Once the report displays, you can change column visibility to adjust what is displayed on screen as well as copy the rows (to paste another program like Word), export to Excel or PDF, or use the search bar to search the results.

Offline Trainings are trainings that didn't happen online. You can add offline trainings for staff, allowing all training hours be stored in one place.

From the **Home** page, click on **Reports**, then **Offline Reportings**.

1. Click on **Add New**
2. Click on any student(s) to move them from the left column (employee list) to the right column (employees who attended)
3. Choose a facilitator from your user list or use "Non-Company Facilitator"
4. Select the Format
5. Select the Source
6. Select New Hire option
7. Choose the date
8. Choose the Type
9. Choose the duration
10. Enter a grade, if applicable
11. Select a title or enter a new one by choosing "Other" and entering the title into the new field that appears
12. Add any notes, if desired
13. Add optional training proof, if you would like to include documentation. (PDF or PNG/JPG file types)
14. Click **Save**



**Title**

Professional Boundaries

**Note**

**Add Training Proof**

\* Attach training proof

Choose File No file chosen

NOTE: STAR courses automatically include Course Settings such as Format, Source, New Hire, and Type. You can add/manage additional settings by clicking **Settings** on the Offline Reportings main page



If Offline Training Proof isn't enabled in your LMS, go the Admin tab, then select Config & Settings -> General Settings -> Offline Training Proof or contact the Online Training Help Desk for assistance.