

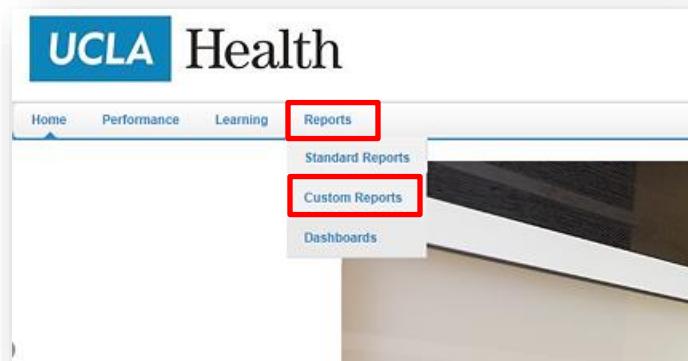
Cornerstone Training Guide

Custom Reports

Introduction

In this scenario, learners will access custom reports.

1. On the Cornerstone Tool Bar, hover your cursor over **Reports** and from the dropdown menu click on **Custom Reports**.



2. Locate the **Nursing Manager Report** for the year you'd like to view. Select "Nursing Manager Report (Event-Session- ILT)" for in-person classes or "Nursing Manager Report (Online Class-Material- Test)" for online classes.









Custom Report

Search filters: [Search Box] All Reports [Dropdown] Ran Anytime [Dropdown] Search [Button] New [Dropdown]

Title	Type	Creator	Folder	Last Run	Actions
Custom Completion Report	Transcript Report	Admin2, Cornerstone	Transcript Report	04/21/2020	[Dropdown]
FY19 Nursing Manager Report (Event- Session-...	Transcript Report	Feldman, Kathleen	Transcript Report	09/17/2020	[Dropdown]
FY19 Nursing Manager Report (Online Class- ...	Transcript Report	Feldman, Kathleen	Transcript Report	09/17/2020	[Dropdown]
FY20 Nursing Manager Report (Online Class- ...	Transcript Report	Feldman, Kathleen	Transcript Report	10/02/2020	[Dropdown]
FY20 Nursing Manager Report (Event- Session-...	Transcript Report	Feldman, Kathleen	Transcript Report	10/02/2020	[Dropdown]
FY21 Nursing Manager Report (Online Class- ...	Transcript Report	Feldman, Kathleen	Transcript Report	10/02/2020	[Dropdown]
FY21 Nursing Manager Report (Event- Session-...	Transcript Report	Feldman, Kathleen	Transcript Report	10/02/2020	[Dropdown]

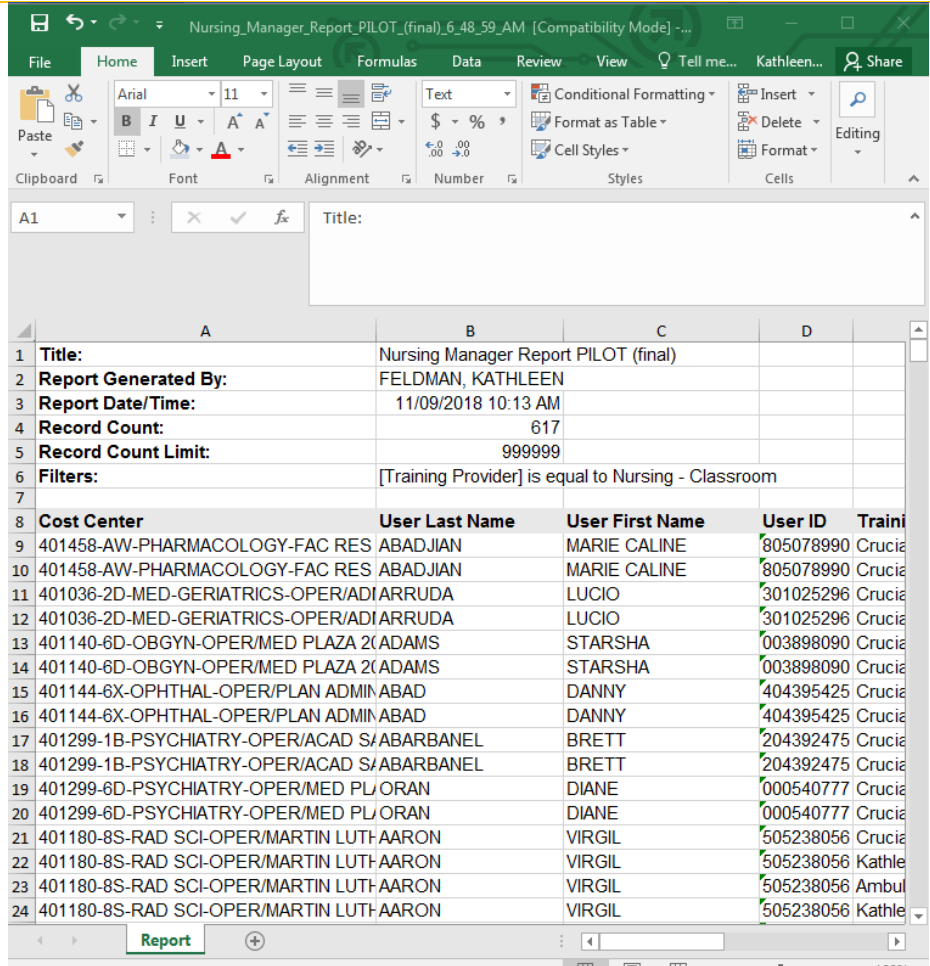
3. Click the dropdown arrow next to Nursing Manager Report and select Excel.

Note: The Last Run column displays the date the report was refreshed. You may need to click **Refresh** to populate an up-to-date report.

Title	Type	Creator	Folder	Last Run	Actions
CENTER CNE PILOT (copy)	Transcript Report	Marangoni, Sandra	All Folders	11/09/2018	▼
HR Compliance Report	Transcript Report	Marangoni, Sandra	Transcript Report	09/07/2018	▼
Nursing 2	Transcript Report	Marangoni, Sandra	Transcript Report	10/15/2018	▼
Nursing Manager Report	Transcript Report	Marangoni, Sandra	Transcript Report	11/09/2018	▼
Nursing Manager Report PILOT (copy)	Transcript Report	Marangoni, Sandra	All Folders	11/21/2018	▼
Nursing Manager Report PILOT (final)	Transcript Report	FELDMAN, KATHLEEN	All Folders	11/09/2018	▼
Nursing Roster	Transcript Report	Admin, ServiceTech	Transcript Report	10/10/2018	 Excel  Print  Text  History  Edit  Copy  Refresh  Delete

4. The Nursing Manager Report will download to an Excel file.

Note: Filter the report by Cost Center to view appropriate learners.



Cost Center	User Last Name	User First Name	User ID	Training
401458-AW-PHARMACOLOGY-FAC RES	ABADJIAN	MARIE CALINE	805078990	Crucia
401458-AW-PHARMACOLOGY-FAC RES	ABADJIAN	MARIE CALINE	805078990	Crucia
401036-2D-MED-GERIATRICS-OPER/ADIARRUDA	LUCIO	LUCIO	301025296	Crucia
401036-2D-MED-GERIATRICS-OPER/ADIARRUDA	LUCIO	LUCIO	301025296	Crucia
401140-6D-OBGYN-OPER/MED PLAZA 2(ADAMS	STARSHA	STARSHA	003898090	Crucia
401140-6D-OBGYN-OPER/MED PLAZA 2(ADAMS	STARSHA	STARSHA	003898090	Crucia
401144-6X-OPHTHAL-OPER/PLAN ADMINABAD	DANNY	DANNY	404395425	Crucia
401144-6X-OPHTHAL-OPER/PLAN ADMINABAD	DANNY	DANNY	404395425	Crucia
401299-1B-PSYCHIATRY-OPER/ACAD S/ABARBANEL	BRETT	BRETT	204392475	Crucia
401299-1B-PSYCHIATRY-OPER/ACAD S/ABARBANEL	BRETT	BRETT	204392475	Crucia
401299-6D-PSYCHIATRY-OPER/MED PL/ORAN	DIANE	DIANE	000540777	Crucia
401299-6D-PSYCHIATRY-OPER/MED PL/ORAN	DIANE	DIANE	000540777	Crucia
401180-8S-RAD SCI-OPER/MARTIN LUT/AARON	VIRGIL	VIRGIL	505238056	Crucia
401180-8S-RAD SCI-OPER/MARTIN LUT/AARON	VIRGIL	VIRGIL	505238056	Kathle
401180-8S-RAD SCI-OPER/MARTIN LUT/AARON	VIRGIL	VIRGIL	505238056	Ambul
401180-8S-RAD SCI-OPER/MARTIN LUT/AARON	VIRGIL	VIRGIL	505238056	Kathle