Introduction

In this scenario, learners will run the Online Training Status Report to view the status of online training(s) and the amount of time it took each employee to complete the training(s).

1. On the Cornerstone Tool Bar, hover the cursor over Reports and from the dropdown menu click Standard Reports.

2. Click on the Training icon.
3. Click on the **Online Training Status** hyperlink.

4. Select the **Date Criteria**.

   For payroll, select the appropriate date range.

   For mandatory/required education, select the date range that covers the time of the assignment.
5. Click the down arrow next to the **User Criteria**, and select **Cost Center**.

Note: Select **User** to look up a specific employee(s).

6. After selecting the Cost Center, the **expand option icon** will appear.

   Click on the **expand option icon**.
7. A new window will open to allow you to search.

Enter the Cost Center ID or unit/department name and click **Search**.

8. Click the **+** icon to select your cost center(s).

Once selected, the **+** icon changes to **N/A**. Select all that apply.
9. Selected items appear in the **Selected Cost Center** section.

   Click on the **trash icon** to remove unwanted items.

   Click **Done** when finished.

10. Under **Advanced Criteria**, choose how to group or display the information.

    The report features of the **Group By** options are described later in the training.
11. Under **Output**, select **Printable Version** to view a snapshot of the report, or **Export to Excel**.

12. **Advance Criteria:**

**Group By**

**Option 1:** **Do not Summarize**
Provides an alphabetical list of employees and trainings.

Note: If the report was exported to Excel, you can filter by **Training** or **Status**.

**Sample Report: Do Not Summarize**

<table>
<thead>
<tr>
<th>Employee</th>
<th>Training</th>
<th>Status</th>
<th>Registered</th>
<th>Last Accessed</th>
<th>Time in Class</th>
<th>Completed</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balboa-Paz, Cristela</td>
<td>Department of Nursing Required Education e-Learning Modules</td>
<td>Registered</td>
<td>2/5/2019</td>
<td>N/A</td>
<td>0 min</td>
<td>N/A</td>
<td>0</td>
</tr>
<tr>
<td>Balboa-Paz, Cristela</td>
<td>Cyber Security Awareness Training (annual requirement) - Sum/Total in the system of record</td>
<td>Completed</td>
<td>3/0/2019</td>
<td>N/A</td>
<td>0 min</td>
<td>N/A</td>
<td>0</td>
</tr>
<tr>
<td>Balboa-Paz, Cristela</td>
<td>Policy Stat Training</td>
<td>Completed</td>
<td>3/17/2019</td>
<td>3/19/2019</td>
<td>107 min</td>
<td>N/A</td>
<td>0</td>
</tr>
<tr>
<td>Balboa-Paz, Cristela</td>
<td>Safe Patient Handling Training</td>
<td>Completed</td>
<td>3/10/2019</td>
<td>N/A</td>
<td>0 min</td>
<td>N/A</td>
<td>0</td>
</tr>
</tbody>
</table>
13. **Advance Criteria: Group By**

**Option 2: Summarize by Employee**
Organizes the trainings by employee name.

Note: This option is not filterable.

14. **Online Training Status Report**

**Features:**

- **Status** is from employee transcript.
- **Time in Class** is the actual time spent on the E-Learning.