



Cornerstone has a variety of reports supervisors can use to display information for their subordinates. Instructions for how to create some of the most commonly used reports are listed below.

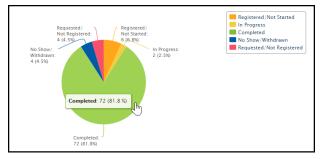
## Training Progress Pie Chart

Displays a pie chart summary of your subordinates' training progress.

- 1. From the Home Page, open the **Reports** tab in the menu bar.
- 2. Select Standard Reports from the dropdown menu.
- 3. Select the **Track Employees** icon on the Reports page.
- 4. Select Training Progress Pie Chart.
- 5. Date Criteria section:
  - Use the **Select** dropdown to review and select a pre-defined date range option (e.g. This Month, This Year, Last 30 Days).
  - Or, create a custom date range by entering specific dates in the **From** and **To** fields.
- 6. In the Training Type section, select to add or remove a check mark from the types of training you want included or excluded from your report.
- 7. Training Title field:
  - Leave this field blank to create a report that includes all your subordinates' training.
  - To create a report for one specific training, select the small Search button to the right of the search box. A pop-up window appears. Enter the training title and select Search. Select the training from the search results by selecting the Plus sign button in front of the training title.
- 8. Options section:
  - To include all training records, leave the Hide Archived Training checkbox blank (active, completed, archived).
  - If you are a supervisor that supervises other supervisors, you may add a check in the checkbox to Include Indirect Subordinates.
- 9. In the Display section, select All Training or Assigned Training.
- 10. In the Equivalent Training section, add a check to the checkbox if you want to include completions for equivalent courses.
- 11. In the Include Removed Training section, add a check to the checkbox if you want to include training that was removed from subordinates' transcripts.
- 12. In the User Status section, add a check to the checkbox if you want to include inactive subordinates' transcripts.
- 13. Select **Search** at the bottom of the page to run the report.



14. Scroll down the page to view the report results. An interactive Pie Chart appears.



- 15. Below the Pie Chart is a listing of the report details. Review the information by using the **Previous** and **Next** navigation links on the top right of the list.
- 16. Select the **View Details** button 🕮 to the right to go to a specific subordinate's transcript details. Return to the report results by selecting the Back button on the bottom of the page.
- 17. You can print or export the report by selecting the **Print**  $\ge$  or **Excel** buttons  $\ge$ .

Print or	Export to Exc	el	Next		
邊 Printable Ver	rsion 🛛 💥 Export t	b Excel		« Previous 1-20 of 88	✓ Next »
USER ID U	USER TYPE	TITLE	TRAINING P	ROVIDER STATUS	DETAILS
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CONTRACTOR NAME	ter Tech Sector	GROW Coaching for Non-Hamagers Vehical Training	Roternal .	view Details	H 🔊 🗐

## Training Status Summary

Displays a summary of how many training items each employee has that are not started, in progress, or completed.

- 1. From the Home Page, open the **Reports** tab in the menu bar.
- 2. Select Standard Reports from the dropdown menu.
- 3. Select the **Track Employees** icon on the Reports page.
- 4. Select Training Status Summary.
- 5. Date Criteria section:
  - Use the **Select** dropdown to review and select a pre-defined date range option (e.g. This Month, This Year, Last 30 Days).
  - Or, create a custom date range by entering specific dates in the **From** and **To** fields.
- 6. In the Training Type section, select to add or remove a check mark from the types of training you want included or excluded from your report.
- 7. Options section:
  - To include all training records, leave the Hide Archived Training checkbox blank (active, completed, archived).
  - If you are a supervisor that supervises other supervisors, you may add a check in the checkbox to Include Indirect Subordinates.
- 8. In the Display section, select **All Training** or **Assigned Training**.
- 9. In the Include Removed Training section, add a check to the checkbox if you want to include training that was removed from subordinate's transcripts.
- 10. Select **Search** at the bottom of the page to run the report.

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- 11. Scroll down the page to view the report results. A Bar Chart appears.
- 12. Below the Bar Chart is a listing of the report details. Review the information by using the **Previous** and **Next** navigation links on the top right of the list.
- 13. Select the **View Details** button \* to the right to go to a specific subordinate's transcript details. To return to your report, select the **Back** button on the bottom of that page.
- 14. You can print or export the report by selecting the **Print** is or **Excel** is buttons.

Use the Transcripts Report for quick access to your subordinates' training transcripts.

## Transcripts

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Displays transcripts of employees for whom you are the approver, manager, or cost center approver.

- 1. From the Home Page, open the **Reports** tab in the menu bar.
- 2. Select **Standard Reports** from the dropdown menu.
- 3. Select the **Track Employees** icon on the Reports page.
- 4. Select Transcripts.
- 5. A list of your subordinate staff appears in alphabetical order by last name. To go to a staff member's transcript, select **View** to the right of their name.

Transcripts		
View transcripts of employees for whom y	rou are the approver, manager, or cost center approver.	
		« Previous 1-6 of 6 🗸 Next
Employees		
NAME	DIVISION / POSITION	VIEW TRANSCRIPT
Nuleral, Dreports	and here being being the fight the element frequencies	View
Kills, Regine	R83 2 Parring Services Parring and Development Specifier	View
Lating had	and having better that be shared higher bar bar	View
Author Taxa	and here been believed here	View
Doltra, Halaria	View Transcript	View
tister Bally Iteal	REE 2 Terring Services Terring and Development Spectree	View

Q Not all fields/filters are required when creating reports. Try leaving a few filters blank if you need a report with more information.

Please take some time to check out all the reports available to supervisors. **Reports** > **Standard Reports** > **Track Employees**.