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SuccessFactors: Reporting

Welcome to the **Reporting Quick Reference Guide**.

Reporting lists a variety of reports by category. Reports can be used for compliance and audit history by the employee.

HOW TO ACCESS AND RUN REPORTS

Quick Reference Guide

REPORTING

SuccessFactors Learning can generate reports about your learning. Reporting is accessible via Links on the Home page. Reporting lists a variety of reports by category.

Reports can be used for compliance and audit history by the employee. Employee and managers may only access reports about the employee and learning records.

- 1 Click **Reports** from the **Links** section of your My Learning page
- 2 View the list of available reports on the Reports screen
- 3 Click the **Expand icon** to see additional reports in each Report Group
- 4 Click the report name to select a report and display the run report screen

Each report page has two sections:

- 5 The top section determine the report layout
- 6 The bottom section allows you to select data
- 7 Once the layout and criteria are defined, click **Run Report**. A new window opens with the resulting information about the employee.

Spotlight: Key Reports

Each report offers options for selecting, grouping and sorting your output in various ways. Output types include CSV, HTML, and PDF formats.

- **Certificate of Completion Report:** Create a report of printable certificates of completion for Learners by learning item.
- **Curriculum Status:** Display information related to the status of the Employees assigned Curriculum.
- **Item Status:** Displays information about an employee's completion status for Items during a specified time period.
- **Learning History:** Displays information about Items that Employees have completed.
- **Learning Hours:** Displays the total number of "hours" of a specified type that the selected team members have completed. The reports can show total hours by credit hours, CPE hours, contact hours or total hours.
- **Learning Needs:** Displays information about the Items that have been assigned to the Employee that need to be completed.
- **Scheduled Offering Report:** Displays detailed information about each scheduled offering including the item scheduled, dates scheduled, registration and wait-list data, instructor data, segment data, and delivery costs.

Learning

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My Learning My Team

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2 Reports Help

Select a Report from the list below to run a report for yourself or your subordinates.

Report Name

3 Curriculum Status
Item Requests
Item Status
Item Status (CSV)
Item Status Group By Items
Item Status Group By Users

4 Learning History
Learning Hours
Learning Needs
Learning Plan
Tuition
User Information

Learning

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Reports Help

Back to Browse Reports

Run Item Status Group By Items

User: Self Direct Subordinates All Subordinates All Include Alternate Subordinates

Report Title: Item Status Group B

Report Header:

Report Footer:

Report Destination: Browser

Report Format: HTML

Mask User IDs

Page Break Between Records

Completed Date From: (MM/DD/YYYY)

Completed Date To: (MM/DD/YYYY)

Completion Status:

7 Run Report Reset