

Printing Reports on Separate Pages in ExxTend Learning™

Internet Explorer Only

Reports

Reports are summaries of training-related activities and are the heart of any learning management system. In ExxTend Learning™ there are many pre-defined report types and within each type there is a great deal of flexibility in how the results are selected, sorted, and displayed.

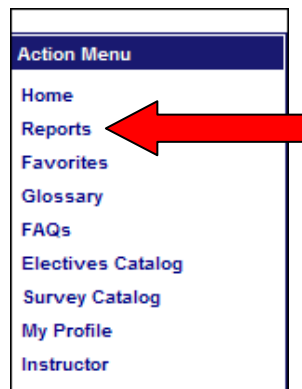
One important concept to remember: You may only run reports if you have been given that permission.

An Administrator using Reports Manager may:

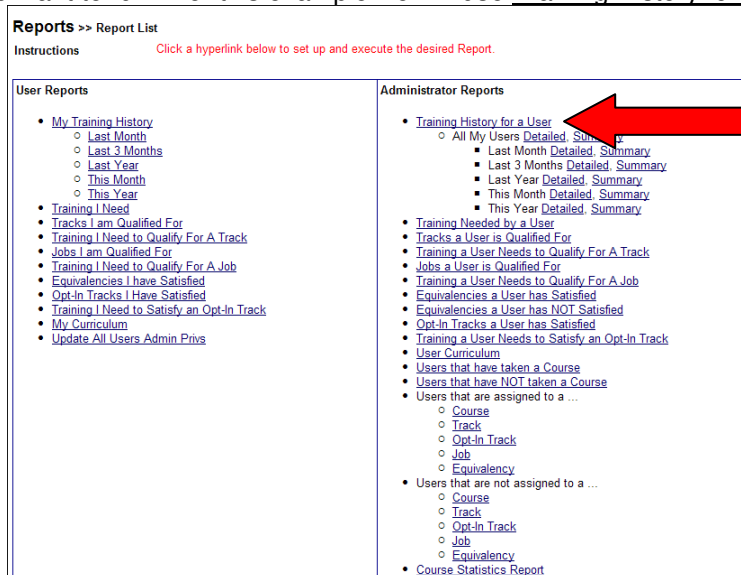
- Run reports on training history for one or more users.
- Run reports on level of completion of Jobs and Tracks.
- Use a variety of switches and filters to focus results.
- Run reports on who has been assigned certain tasks.
- Run custom reports that were saved with the SQL Editor.
- Run aggregate results reports on all history records for a certain test.

When printing reports, sometimes it is best to print each employee's report on a separate page.

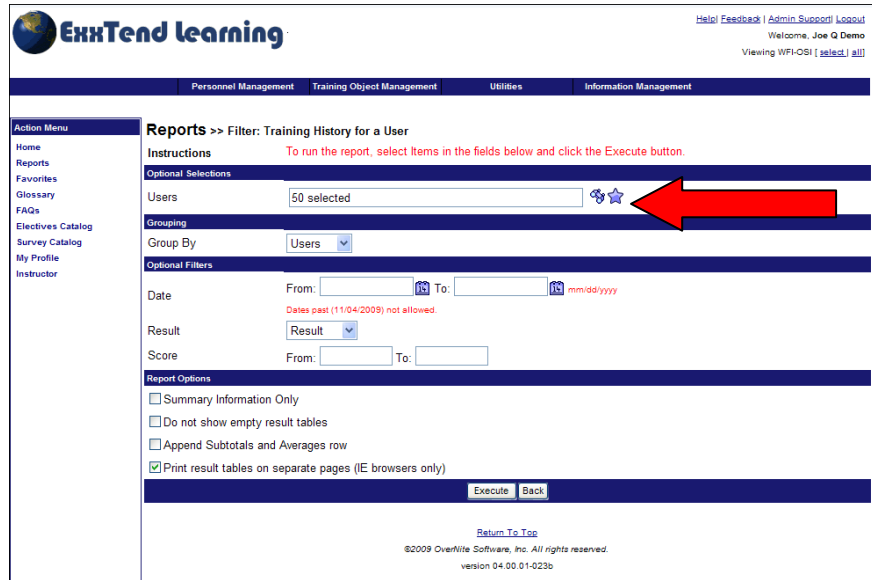
1. Select Reports under the Action Menu.



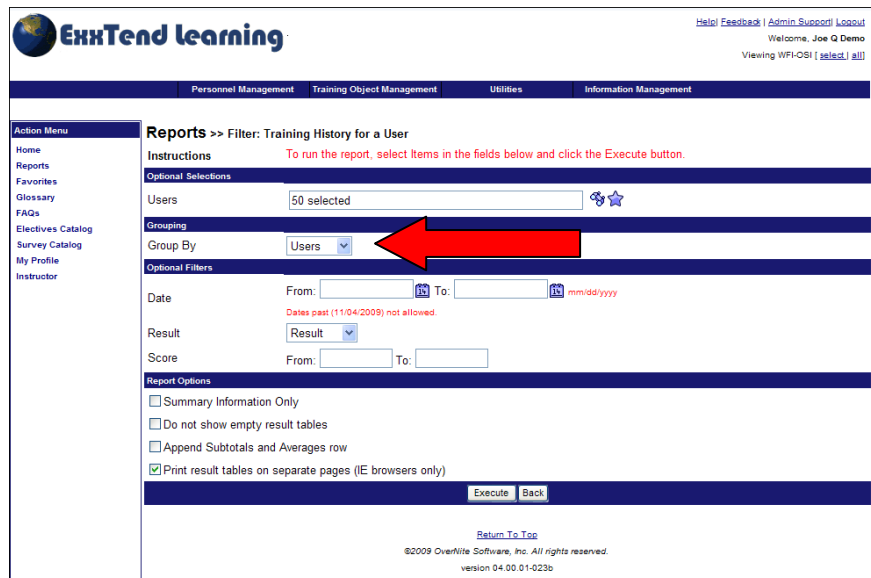
2. Select the report you want to run. For this example we will use Training History for a User.



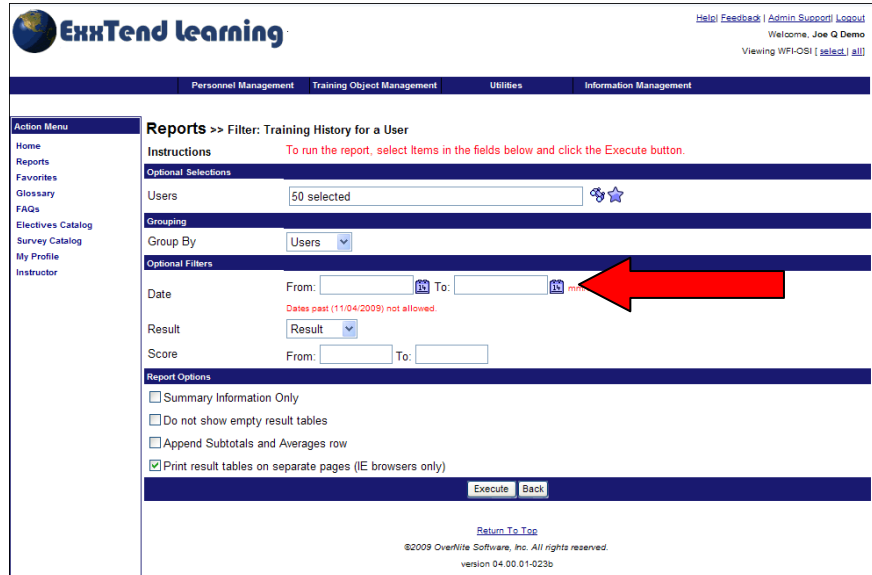
3. Select the users you want to view by clicking on the binoculars icon.



4. In the next section, you will select how you want your report to look. To print different employees on separate pages you will select Users for the Group By choice.

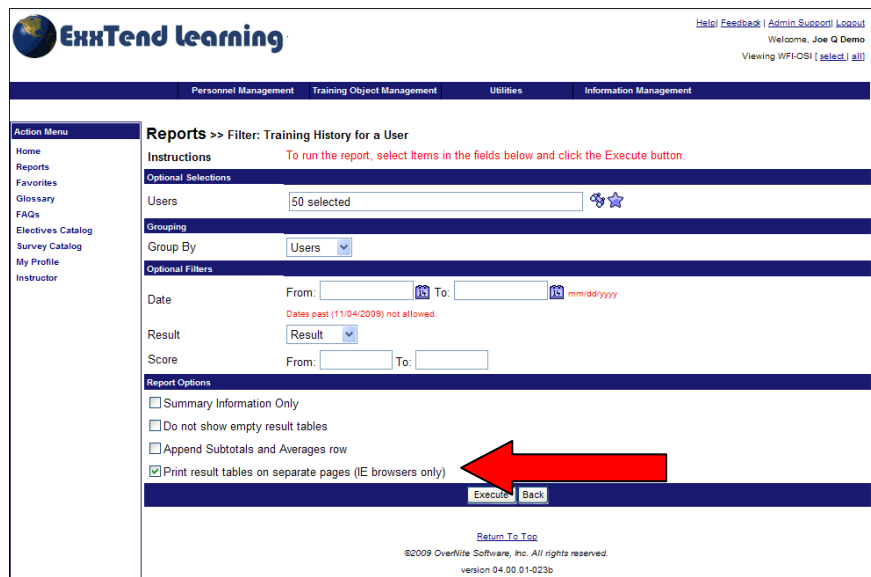


- Then, select the date range. If you leave this empty it will print all courses employees have taken since entered in the system.



The screenshot shows the 'Reports >> Filter: Training History for a User' interface. The 'Date' section under 'Optional Filters' has a 'From' field and a 'To' field. A red arrow points to the 'To' field's date picker. Below this, the 'Report Options' section includes a checked checkbox for 'Print result tables on separate pages (IE browsers only)'. The 'Execute' button is visible at the bottom of the form.

- The next section will provide you with a check box to allow you to Print result tables on separate pages. Note: If an employee has not taken any courses and you want to conserve paper you can also check the Do not show empty table results.



This screenshot is similar to the previous one but highlights the 'Print result tables on separate pages (IE browsers only)' checkbox in the 'Report Options' section with a red arrow. The 'Date' field now shows a date format 'mm/dd/yyyy' and a warning 'Dates past (11/04/2009) not allowed'. The 'Execute' button is also visible.

- When all information has been completed. Click on the Execute button. This will show you all the employees that you have selected.

8. To print, right-click and then select print.

Results: Training History for a User												
Generated on: Nov 04 2009 by Joe Q Demo												
Training History for a User												
Acme, Joe												
#	Code	Title	Date	Time	Result	Score	Cost	Cert	Notes	Test	Doc	
No data found												
Training History for a User												
Admin --, Jane M												
#	Code	Title	Date	Time	Result	Score	Hours	Cost	Cert	Notes	Test	Doc
1	001FSP	Facility Security Plan			Pass	100.0	0.0	100.0	0.0	0.0	👉	📄
2	002PROC	Guidelines for Proctoring Tests and Evaluations			Pass	100.0	0.0	100.0	0.0	0.0	👉	📄
3	000LAS	Learning Activity Showcase			Pass	100.0	0.0	100.0	0.0	0.0	👉	📄
4	001OPERQ	Operator Qualification Summary			Pass	100.0	0.0	100.0	0.0	0.0	👉	📄
5	001PE	Professional Engineer Certification			Pass	100.0	0.0	100.0	0.0	0.0	👉	📄
6	005HEAR	CenterPoint: Hearing Conservation			Pass	100.0	0.0	100.0	0.0	0.0	👉	📄
7	749SEC	Port Facility Security Awareness			Pass	100.0	0.0	100.0	0.0	0.0	👉	📄
8	100TEKS	Texas Essential Knowledge and Skills (TEKS)			Pass	83.3	0.0	100.0	0.0	0.0	👉	📄
					Fail	0.0	0.0	0.0	0.0	0.0	👉	📄
Training History for a User												
Admin --, Jane M												
#	Code	Title	Date	Time	Result	Score	Hours	Cost	Cert	Notes	Test	Doc
1	005HEAR	CenterPoint: Hearing Conservation	Sep 30 2009	12:00	Pass	100.0	0.0	100.0	0.0	0.0	👉	📄
2	001FSP	Facility Security Plan	Sep 30 2009	12:00	Pass	100.0	0.0	100.0	0.0	0.0	👉	📄
3	002PROC	Guidelines for Proctoring Tests and Evaluations	Sep 30 2009	12:00	Pass	100.0	0.0	100.0	0.0	0.0	👉	📄
4	000LAS	Learning Activity Showcase	Sep 30 2009	12:00	Pass	100.0	0.0	100.0	0.0	0.0	👉	📄
5	001OPERQ	Operator Qualification Summary	Sep 30 2009	12:00	Pass	100.0	0.0	100.0	0.0	0.0	👉	📄
6	001PE	Professional Engineer Certification	Sep 30 2009	12:00	Pass	100.0	0.0	100.0	0.0	0.0	👉	📄

Version 4 training classes are available...

Now is a great time to send your administrators and course developers to training! Learn about the new features in ExxTend Learning and how to navigate Version 4. OverNite Software's ExxTend Learning for System Administrators is great for system administrators and employees that need an overview of the entire ExxTend Learning LMS. ExxTend Learning for Trainers and Supervisors provides an overview of the entire system, with emphasis on features trainers and supervisors commonly use.

Version 4 updated Administrative Guides are Available Now...

The ExxTend Learning™ V4 Administrator Guide Part 1- Configuration & Curriculum Management and the ExxTend Learning™ V4 Administrator Guide Part 2- Creating Interactive Content guides are available for \$50/set (+shipping) by calling OverNite Software at (979) 849-2002 ext. 401.

System Administrator Service ...

OverNite Software's administration experts can administer and support your company's ExxTend Learning instance. The **System Administrator Service** allows your trainers to focus on creating and providing training, not resetting passwords and managing users. Call now to learn more.

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- ... OverNite Software has more than **425 off-the-shelf courses** for ExxTend Learning.
- ... OverNite Software has a **talented course development team** that can create custom courses in multiple formats. These courses range from simple procedures to complex game show-type courses.
- ... ExxTend Learning has a **built-in authoring tool** so you can create or modify your own courses and tests.
- ... Check out OverNite Software's **website** (www.overnitecbt.com) for monthly featured courses, course descriptions, case studies, and more.

Library Featured this Month...

Human Resources Library

Your employees and human resources professionals need to know the regulations affecting employment practices. OverNite Software's HR courses address employee performance issues as well as regulations affecting employment practices.

Two of the courses in our HR Library are:

196 Americans With Disabilities Act (ADA) – Examines the employment provision of the ADA, including who is considered disabled, steps an employer must take to accommodate disabled employees, and what to do if an employee has a complaint.

197 Fair Labor Standards Act (FLSA) – Covers the federal minimum wage and who is exempt from it, the guidelines for workers less than 18 years of age, and provisions for a 40-hour workweek and overtime pay.