

To run a 1-Click Report

1. Log on at <http://www.igainstitute.com/>.

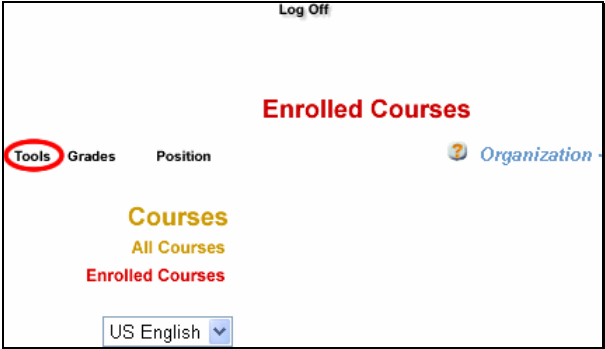
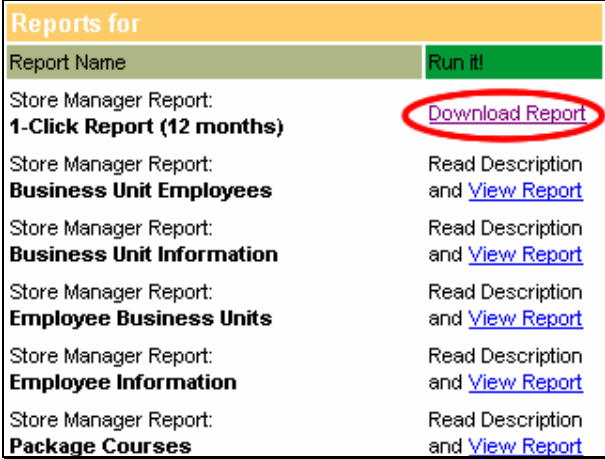


2. Enter your username and password.



3. Select a course list.



<p>4. Click the Tools link.</p>															
<p>5. Click the Download Report link. You will have the option to Open or Save the report in Excel format.</p> <p>The report details the person who enrolled in the course, the date of the enrollment and the completion or drop date.</p>	 <table border="1"> <thead> <tr> <th>Report Name</th> <th>Run it!</th> </tr> </thead> <tbody> <tr> <td>Store Manager Report: 1-Click Report (12 months)</td> <td>Download Report</td> </tr> <tr> <td>Store Manager Report: Business Unit Employees</td> <td>Read Description and View Report</td> </tr> <tr> <td>Store Manager Report: Business Unit Information</td> <td>Read Description and View Report</td> </tr> <tr> <td>Store Manager Report: Employee Business Units</td> <td>Read Description and View Report</td> </tr> <tr> <td>Store Manager Report: Employee Information</td> <td>Read Description and View Report</td> </tr> <tr> <td>Store Manager Report: Package Courses</td> <td>Read Description and View Report</td> </tr> </tbody> </table>	Report Name	Run it!	Store Manager Report: 1-Click Report (12 months)	Download Report	Store Manager Report: Business Unit Employees	Read Description and View Report	Store Manager Report: Business Unit Information	Read Description and View Report	Store Manager Report: Employee Business Units	Read Description and View Report	Store Manager Report: Employee Information	Read Description and View Report	Store Manager Report: Package Courses	Read Description and View Report
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