

# Online Training Reports

Managers of the online training program have six different reports to help them manage their organization's programs.

The following terms are frequently used in the reports:

- BU – stands for Business Unit
- BU Number – the code that identifies the student's position:
  - Managers are identified by their position, language and store code, for example: **mgr\_en\_0000**, where mgr stands for manager, en for English (es=Spanish, zh=Mandarin, ru=Russian, pt=Portuguese and jp=Japanese) and 0000 is the store code.
  - Students positions are identified by the student's store code and language, for example **0000\_en**.
- Knowledge Position – refers to the position the student occupies in the system, manager or student.

The following section describes the reports and shows report samples.

## 1-Click Report

The *1-Click Report* tracks the course enrollments of the students in your organization. It shows the all the course enrollments of the past 12 months. This report is available **only** as an Excel spreadsheet.

	A	B	C	D	E	F	G
	BU Parent	BU Number	Employee	Course Title	Registration Date	Registration Date Completed	Registration Date Dropped
2	US DEMO STORE	mgr_en_0000	Velazquez , Ana	Sexual Harassment	20-Nov-08		2-Jan-09
3	US DEMO STORE	mgr_en_0000	Velazquez , Ana	Category Management	5-May-09		
4	US DEMO STORE	mgr_en_0000	Velazquez , Ana	Loss Prevention	20-Apr-09		
5	US DEMO STORE	mgr_en_0000	Velazquez , Ana	Cashier	15-Apr-09		
6	US DEMO STORE	mgr_en_0000	Velazquez , Ana	Grocery Stocker	25-Feb-09		2-Apr-09
7	US DEMO STORE	mgr_en_0000	Velazquez , Ana	Frozen Foods and Dairy Clerk	23-Feb-09		2-Apr-09
8	US DEMO STORE	mgr_en_0000	Velazquez , Ana	Seguridad Alimentaria e Higiene B�sica	20-Feb-09		2-Apr-09
9	US DEMO STORE	mgr_en_0000	Velazquez , Ana	Customer Service and Professionalism I	5-Nov-08		5-Jan-09
10	US DEMO STORE	mgr_en_0000	Velazquez , Ana	Welcome to Web-Based Training for Managers	29-Oct-08		2-Jan-09
11	US DEMO STORE	mgr_en_0000	Velazquez , Ana	Welcome to Web-Based Training	19-Sep-08	19-Sep-08	
12	US DEMO STORE	mgr_en_0000	Velazquez , Ana	Promotions and Merchandising	15-Mar-09		
13	US DEMO STORE	mgr_en_0000	Velazquez , Ana	Produce Clerk	30-Mar-09		2-Apr-09
14	US DEMO STORE	mgr_en_0000	Velazquez , Ana	Seguridad Alimentaria e Higiene B�sica	6-Jan-09		18-Feb-09
15	US DEMO STORE	mgr_en_0000	Velazquez , Ana	FSS3 - Facility Design and Maintenance	28-Jul-08		27-Oct-08
16	US DEMO STORE	mgr_en_0000	Velazquez , Ana	IGA Promotions and Merchandising	24-Mar-09		2-Apr-09
17	US DEMO STORE	mgr_en_0000	Velazquez , Ana	Food Safety and Sanitation Basics	4-Mar-09		2-Apr-09
18	US DEMO STORE	mgr_en_0000	Velazquez , Ana	Courtesy Clerk	3-Mar-09		2-Apr-09
19	US DEMO STORE	mgr_en_0000	Velazquez , Ana	Servicio al cliente y profesionalismo II	19-Feb-09		2-Apr-09
20	US DEMO STORE	mgr_en_0000	Velazquez , Ana	Customer Service and Professionalism II	10-Feb-09		2-Apr-09
21	US DEMO STORE	mgr_en_0000	Velazquez , Ana	Empleado del Deli	27-Oct-08		2-Jan-09
22	US DEMO STORE	mgr_en_0000	Velazquez , Ana	Grocery Stocker	14-Apr-09		

## Registration Report

The *Registration Report* tracks the course enrollments of the students in your organization. Different from the 1-Click Report, it allows you to define a specific time period for the report, for example the first quarter (Jan 1 – Mar 31).

Registration Report						
BU Parent	Employee	BU Number	Course Title	Registration Date	Registration Date Completed	Registration Date Dropped
US DEMO STORE	Velazquez , Ana	mgr_en_0000	Promotions and Merchandising	05-OCT-06		05-OCT-06

## Store Enrollment Report

The *Store Enrollment Report* tracks the course enrollments of the students in your organization. Different from the 1-Click Report and the *Registration Report*, it shows you **all** the course enrollments, starting from the date your organization was registered.

Store Enrollment						
BU Parent	BU Number	Employee	Course Title	Registration Date	Registration Date Completed	Registration Date Dropped
US DEMO STORE	mgr_en_0000	Velazquez , Ana	Promotions and Merchandising	07-SEP-06	05-OCT-06	05-OCT-06
US DEMO STORE	mgr_en_0000	Velazquez , Ana	Promotions and Merchandising	14-NOV-06		27-NOV-06
US DEMO STORE	mgr_en_0000	Velazquez , Ana	Meat Wrapper	14-NOV-06		27-NOV-06
US DEMO STORE	mgr_en_0000	Velazquez , Ana	Bakery Clerk	16-NOV-06		27-NOV-06
US DEMO STORE	mgr_en_0000	Velazquez , Ana	Customer Service and Professionalism	27-DEC-06		29-DEC-06

## Store Students Report

The *Store Students Report* tracks the information of all the students in your organization. It shows the store they belong to, their position, name, username, email, their language preference, status and the date when they were assigned to their position.

Store Students										
BU Parent	BU Title	User Last Name	User First Name	User Name/Logon	User Work Email	User Language Preference	User Record Date Created	User Status	Knowledge Position Status	Knowledge Position Date Assigned
US DEMO STORE	Manager US Demo Store	Velazquez	Ana	ADV	avelazquez@igainc.com	US English	16-May-2006	Active	Active	21-Jul-2006

## Store Information Report

The *Store Information Report* shows the information of your organization’s hierarchy (headquarters, stores, positions).

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**Store Information**

*owner of the "bucket"* *name of the "bucket"* *type of "bucket"* *mgr = manager (no mgr = emp.)  
en = English  
no. = store code*

BU Parent	BU Title	BU Classification	BU Number	BU Status	BU Address 1	BU City	BU State	BU Country	BU Zip Code	BU Phone Number	BU Date Created	BU Date Modified
US DEMO STORE	Manager US Demo Store	Manager	mgr_en_0000	Active							30-May-2006	17-Mar-2009
US DEMO STORE	Employee	Employee	0000_en	Active							30-May-2006	17-Mar-2009
US DEMO STORE	Employee zh		0000_zh	Active							19-Dec-2006	17-Mar-2009
US DEMO STORE	Empleado es	Employee sp	0000_es	Active							19-Dec-2006	17-Mar-2009
United States	US DEMO STORE	<b>Store</b>	0000	Active		Chicago					30-May-2006	17-Mar-2009
US DEMO STORE	Employee pt	Employee pt	0000_pt	Active							05-Jul-2007	17-Mar-2009

## Student Test Details Report

The *Student Test Details Report* tracks the results for all the post-tests the student has taken. For each course enrollment, it shows the highest scored obtained in a post-test. A post-test listed multiple times indicates the student has taken a course more than once.

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**Student Test Details**

*student position & store code* *module = post-test* *course or part post-test title* *applies to course and/or post-test* *applies to course only*

Registration BU Owner	User Last Name	User First Name	Course Title	Test Object Type	Test Title	Test Score	Test Completed	Date Test Completed	Registration Course Completed	Registration Date Completed
Manager US - mgr_en_US	Velazquez	Ana	FSS1 - Foodborne Illness	Module	Part III - Keys to Preventing Foodborne Illness	95	Yes	22-Jun-2009	Yes	22-Jun-2009
Manager US - mgr_en_US	Velazquez	Ana	FSS1 - Foodborne Illness	Module	Part II - Food Safety Hazards	87	Yes	21-Jun-2009	Yes	22-Jun-2009
Manager US - mgr_en_US	Velazquez	Ana	FSS1 - Foodborne Illness	Course	FSS1 - Foodborne Illness	0 <i>course score is always 0</i>	Yes	22-Jun-2009	Yes	22-Jun-2009
Manager US - mgr_en_US	Velazquez	Ana	FSS1 - Foodborne Illness	Module	Part I - Introduction to Food Safety and Sanitation	100	Yes	21-Jun-2009	Yes	22-Jun-2009