VIRGINIA TECH™

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FIGURE 1.

View reports | Analytics

Legacy Reporting

Reports

🎨 **Search Committee Report v21.1**

1. Locate the navigation bar at the top of the screen and select "Reports" then from the drop-down, select "Legacy Reporting". Then select the relevant report as suggested in Figure 1.

2. Not all reports have filters to adjust. If this view appears as shown in Figure 2, adjust the filters on the report to show the relevant data, if applicable. Adjust the filters as shown below.

FIGURE 2.

Search Committee Report v21.1

▶ **Save & view**

🔽 **Filters** ④ ⌃

| Development activity Expiry date | From ⇕ | 2 Jun 2021 📅 | 👁 |
Employee Last name	Equals ⇕	Thomas ▦ ➕	👁 ↺
Employee Senior management	Equals ⇕	President ➕	👁 ↺
Employee Organization	Equals ⇕	President's office ➕	👁 ↺
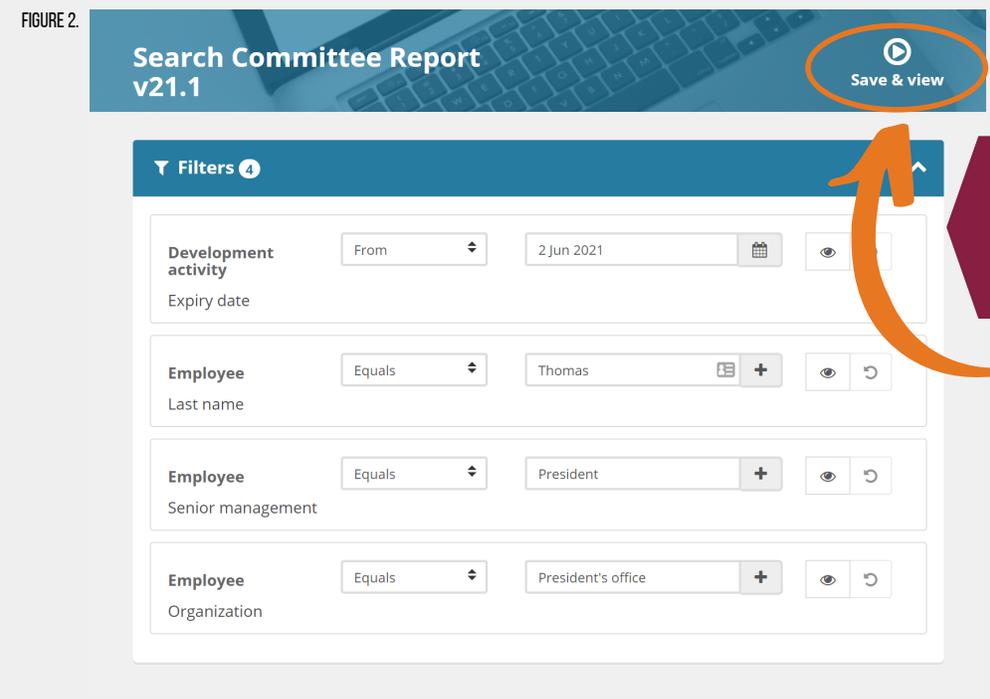
Please note in the example shown by Figure 2, the "Expiry date" field is for anything that requires renewal beyond that date.

3. Select "Save & view" in the upper right-hand corner to run the report which will open in another window.

4. Scroll to the bottom of the report to choose download format from "CSV (comma delimited) file" or "Excel file" then select "Export" then "Download Report" as shown in Figure 3.

FIGURE 3.

📊 Download Report
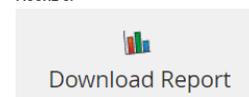
To adjust filters on a report:

To adjust the search, for example, the "Senior management" field of "Employee", select the preexisting listing and type a senior management area. It will automatically fill once typing is begun if you have the correct title. It does not do keyword searches. You can add more using the plus sign +.

Or if you want to adjust the timeframe, you can choose the first part of the filter, "Equals", and select from a drop-down to change the "Expiry date" field's timeframe to say a range of dates.

To ignore or hide the specific filter, select the eye icon to the right in that row. A slash will appear over the eye icon and the filter will show "This filter will be ignored."

To revert the report filters to their original state, select the reverse arrow to the right of the eye icon.

All Reports will have the following information included:

- Title of the learning activity
- Senior Management area
- Department
- Learner Name
- Actual completion date
- Expiry date (if requires renewal)

To read the report:

- If the employee is within the current timeframe as set by the Actual Completion Date and the Expiry Date then they are compliant.
- Historical data will not show anything in the "Successful" column. "Successful" will show "True" after the course is taken within the PageUp system.