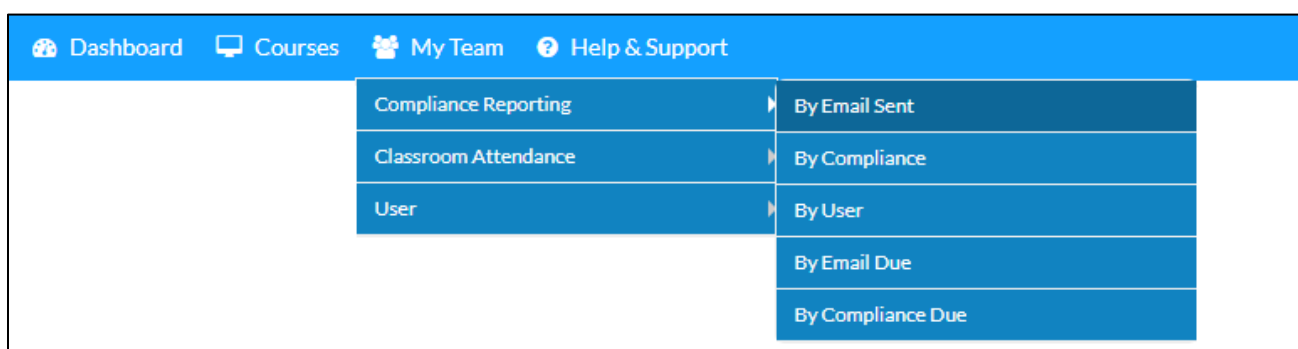


This guide covers how managers can run training reports on Shine Academy.

For basic details of logging in and navigating, see the Shine Academy Tour video.

## Accessing reports

To access reports, click on **My Team** in the menu bar.



## Report filters

Each report will have several filters that you can use to narrow down the results shown. There are three basic filter types.

### Text entry fields

**Employee Filter**

Use the % sign for wildcard search  
(e.g. j% gives all names beginning with j)

First Name:

These are normally free typing fields, although those for entering dates will have a **Calendar** link that you can use to access a pop-up calendar.

### Drop-down lists

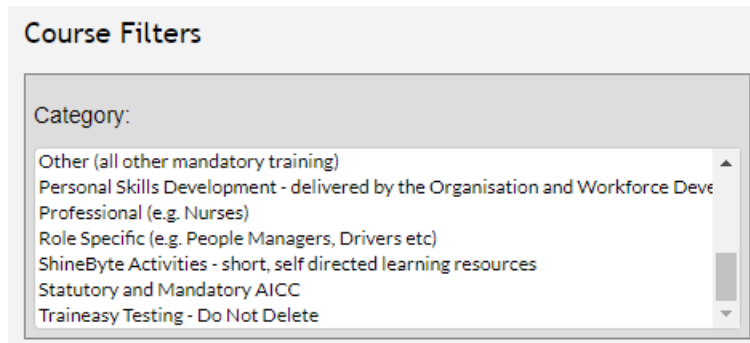
Show users falling into user group:

Select a user group:

## Running reports

These allow you to pick one item from a list.

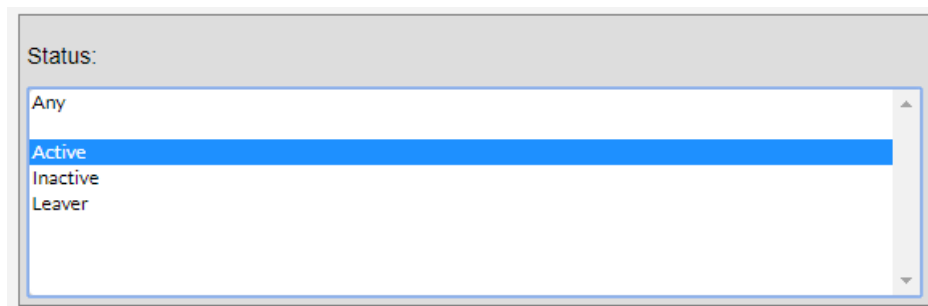
### Pick lists



These contain a list of items that you can select by clicking. If you wish to select more than one item you can hold down the **Ctrl** key and click.

### Useful Tip

If a report has an employee **Status** field, remember to select "Active" so that you do not include leavers and people on long term absence.



## Running reports



Once you have added any filters, scroll to the bottom of the screen and click the **Fetch Report** button to view the output on screen, or the **Export CSV** button to export the output into an Excel readable file.