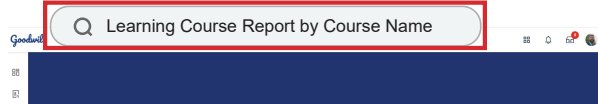


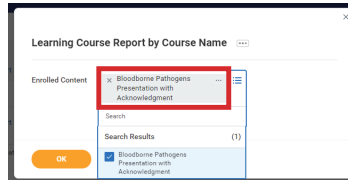
WORKDAY Course Reporting

Run a Report Using the **COURSE** Name

1 - Type "Learning Course Report by Course Name" in the search task bar.



2 - Type the name of the course you want to run the report on, then click the OK Button.

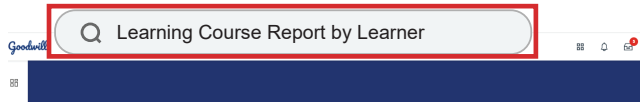


3 - The report displays, you can filter each column, or export as an Excel file if needed.

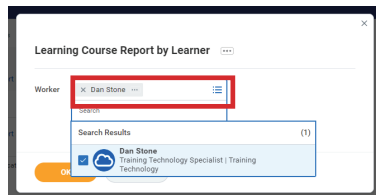
Full Legal Name	Enrolled Content	Completion Status	Completion Date	Location Name	Full Legal Name
Lyle Leroy Crane	Bloodborne Pathogens Presentation with Acknowledgment	Completed	07/20/2021 07:46:34 AM	150545 - Corporate Office	Brian O Webb
Heatherlyn Parker	Bloodborne Pathogens Presentation with Acknowledgment	Completed	07/20/2021 08:45:42 AM	110841 - Cottonwood2 Store	Shawna Dawn Romo

Run a Report Using the **TEAM MEMBERS** Name

1 - Type "Learning Course Report by Learner" in the search task bar.



2 - Type the name of the team member you want to run the report on, then click the OK Button.



3 - The report displays, you can filter each column, or export as an Excel file if needed.

Full Legal Name	Enrolled Content	Completion Status	Completion Date	Location Name	Full Legal Name
Daniel Stone	↑ Sort Ascending	Completed	10/11/2021 02:54:11 PM	150545 - Corporate Office	Larry W Van Wave
Daniel Stone	↓ Sort Descending	Completed	10/11/2021 10:13:28 AM	150545 - Corporate Office	Larry W Van Wave
Daniel Stone	X Remove Sort	Completed	10/11/2021 12:39:24 PM	150545 - Corporate Office	Larry W Van Wave