

Human Capital Management: Step-by-Step Guide

Reviewing a Training Summary

To look up an employee's full record of completed training:

1. From the university portal home page, select the **HCM** tile.
2. Navigate to: **NavBar > Navigator > Administer Training > Result Tracking > Review Training Summary**. The Review Training Summary page appears:

Review Training Summary

Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ **Search Criteria**

Empl ID	begins with ▼	<input type="text"/>
Name	begins with ▼	<input type="text"/>
Last Name	begins with ▼	<input type="text"/>
Second Last Name	begins with ▼	<input type="text"/>
Alternate Character Name	begins with ▼	<input type="text"/>
Middle Name	begins with ▼	<input type="text"/>

Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)

3. Enter the **Empl ID** or **Name** of the employee and click **Search**. The employee's completed training records are displayed.

You can use the form's navigational tools to view and download the summary:

The screenshot shows the 'Review Training Summary' page for a user with Person ID 256217. The page features a table of training records and several navigational tools. Callouts highlight the following features:

- View Session and Status together:** Points to the 'Session' and 'Status' columns in the table header.
- Find a course or View All records:** Points to the 'Find' and 'View All' buttons in the top navigation bar.
- Navigate through multiple records:** Points to the 'First', '1-25 of 48', and 'Last' navigation controls.
- Download to Excel:** Points to the 'Download to Excel' button located above the table.
- Scroll through records:** Points to the vertical scrollbar on the right side of the table.

Course	Title	Session Number	Completion Date
U00190	CU: Child's Survival WEB	0001	
U00185	HCM	0001	
U10072	CDS	0001	03/26/2019
U00171	Advance Committees Form-WEB	0001	09/19/2019
A00218	CU: Intro Advmt. Intelligence	0001	08/13/2019
A00213	HCM: Contract Pay Webinar	0001	05/03/2017
A00211	HCM: Funding Entry Webinar	0001	04/06/2017
U00145	HCM Fundamentals - WEB	0001	01/19/2017
A00172	CU: HCM Overview	0001	07/15/2015
U00134	Active Shooter Awareness-WEB	0001	12/08/2015
U00128	Veteran Educators Training-WEB	0001	07/18/2014
A00165	CU: Blue Ocean Philanthropy	0001	06/30/2014
U00115	Perf Mgmt Classified UCB-WEB	0001	05/07/2014
U00110	Advancement Gift AgreementsWEB	0001	11/22/2013
U00109	Advance Web-Nav and ReportsWEB	0001	07/18/2019

At the bottom of the page, there are two buttons: 'Return to Search' and 'Notify'.