

## **Need to track training? There's a report to help.** <sup>[1]</sup>

October 20, 2016 by [Employee and Information Services](#) <sup>[2]</sup>

If you need to run a report on training for department members, HCM has one that can be tailored to your needs.

The [Comprehensive Learning Report](#) <sup>[3]</sup> provides information on training completions and non-completions for all university employees, faculty, university affiliates and persons of interest (POIs).

You can run the report for all training in your entire department, for personnel groups or for specific employees. The report's scope can be adjusted to include a single course or many courses.

You can find the report here: **Main Menu > Administer Training > CU Administer Training > CU Comprehensive Learning Rpt**

Before you begin to pull your report, please use our [Running the Comprehensive Learning Report step-by-step guide](#) <sup>[3]</sup> to walk you through all of your options and how to successfully export this report in your preferred format.

[Training](#) <sup>[4]</sup>, [Reporting](#) <sup>[5]</sup>

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### **Links**

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