![University of Colorado — Boulder | Colorado Springs | Denver | Anschutz Medical Campus — EMPLOYEE SERVICES]
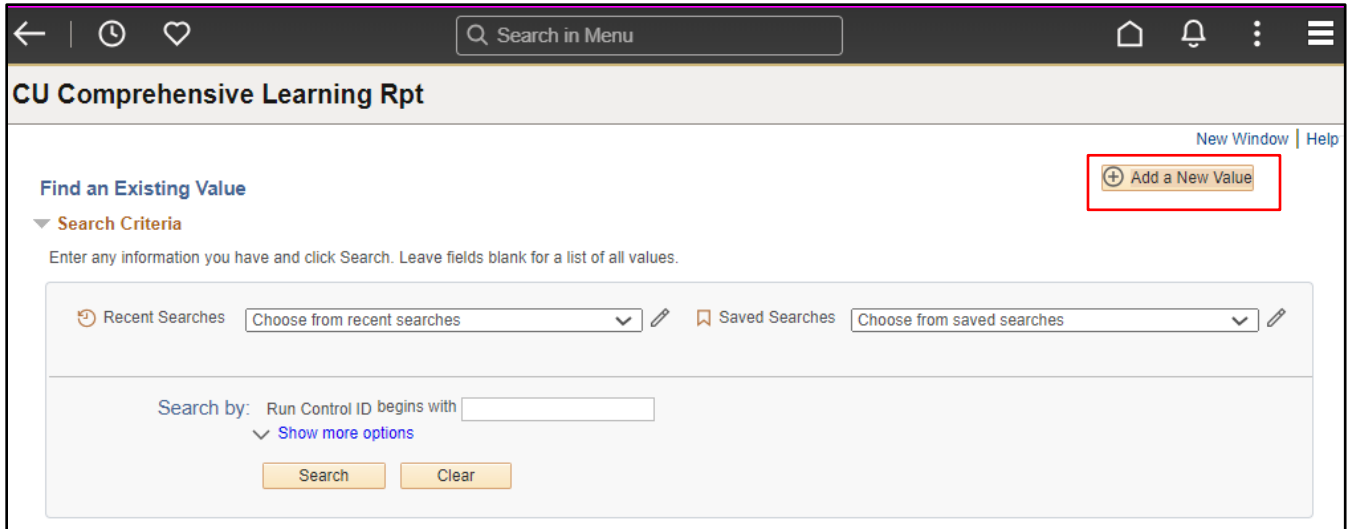
Human Capital Management: Step-by-Step Guide

Running the Comprehensive Learning Report

This guide describes how to run a Comprehensive Learning Report. This report provides training completion data (and non-completions) for all university employees, faculty, university affiliates and persons of interest (POIs).

1. From the university portal home page, select the **HCM** tile.

2. Navigate to: **NavBar**> **Menu**> **Administer Training**> **CU Administer Training**>
   CU Comprehensive Learning Rpt

3. The Find an Existing Value page will display

4. Enter a **Run Control ID** you have created previously or click **Search** to display a list of your previously created Run Control IDs and reuse one. If you do not have a **Run Control ID**, click the **Add a New Value** button in the upper right corner of the page and create one; then click **Add**.

   Note: Run Control IDs cannot contain any spaces or special characters.

You can run the report on a specific employee or for one or more courses.

5. When running a report on a specific employee, type the **Empl ID** and go to step 7.

6. When running a report on course completion data, select the following criteria:

   a) Select **Campus** to identify the campus data you want included in the report. For information on all campuses select **All Campus Default**.

   b) Select the **Include POIs** check box if you want POI data included in the report.

7. Under All Courses select the option you want included in the report.

All Courses

- ○ Non-Completion (incompletes)
- ● Completion data
- ○ Both Completions & Incompletes

8. Under Select date range for course end date, specify the start and end dates you want included in the report.

Select date range for course end date (leave blank for all)

From Date: 12/01/2015   End Date: 12/31/2015

9. If you are running the report for a course, you have the option to select specific **Personnel Groups** or a **Department**.

10. In the **Course Code** box, type the code of the specific course you want in the report. Enter up to six courses maximum at one time by clicking the ⊞ icon. You can also click the lookup 🔍 to find and select a course.

Course (leave blank for all courses):   Find   First ◀ 1 of 1 ▶ Last

Course Code: ⊞ ⊟

11. After specifying your report parameters, click **Run**. The Process Scheduler Request window appears. The server name on this report should be PSUNX.

12. Select the **Type** and **Format** of the report. For this report, the type should be **Web**, and the format of **CSV** is required.

13. Click **OK**.

Accessing Your Report in Report Manager

1. To access your report, click **Report Manager**.

2. From the report page, select the **Administration** tab to display your **Report List.** The report appears when the **Status** displays the report as **Posted.** If the Status displays as Processing, click **Refresh**.

3. To display the report, click the report link in the **Description** column.

The report results are downloaded and accessed by clicking on the downloads icon in the upper right of the browser page and will display in a read-only CSV file. To save to Excel, select Save As from the File menu and choose Excel Workbook (*.xlsx) from the Save as type list box.

HCM Step-by-Step Guide | hcm_sbs-Comprehensive-Learning-Report.docx
Revised: November 12, 2023 | Prepared by: Employee Services