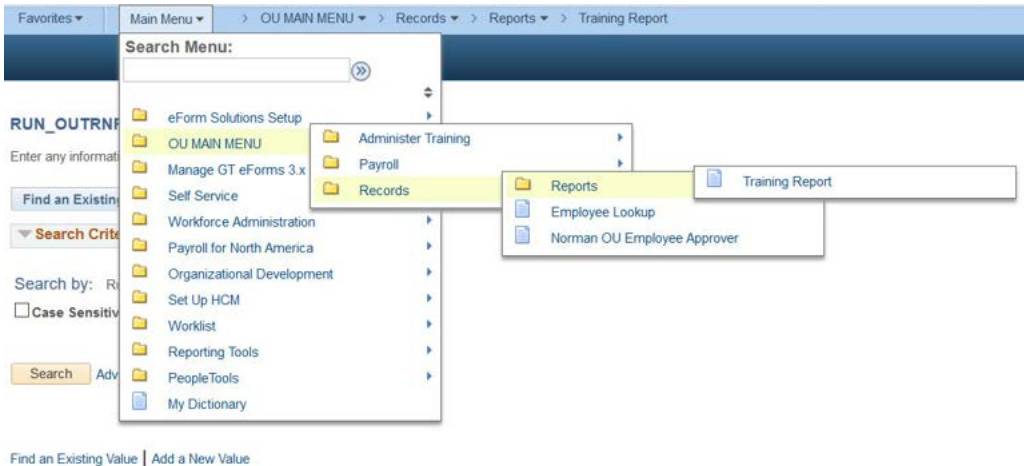
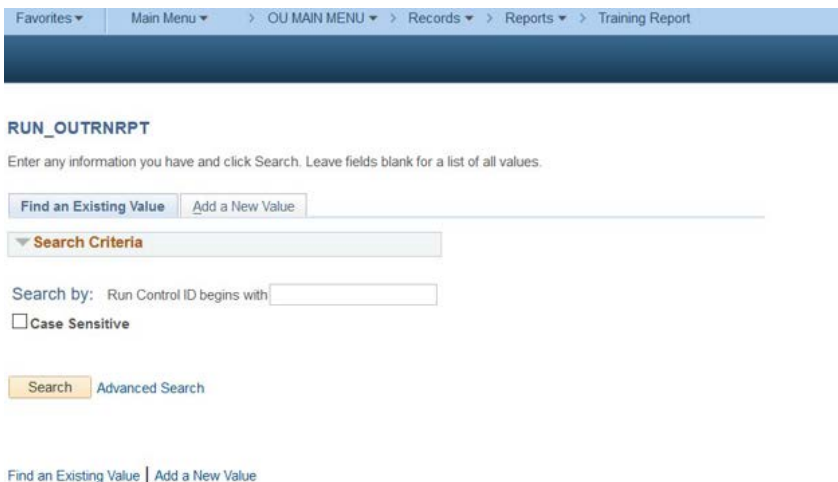


Running the Training Course Report

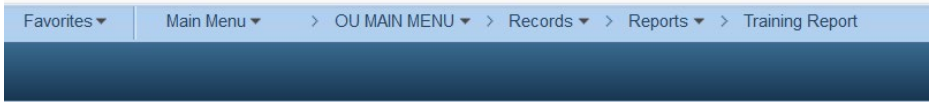
- 1) To get to the **Course Report**, use the following Navigation:
(Only Users with departmental level permissions in PeopleSoft can run this report.)
Main Menu > OU MAIN MENU > Records > Reports > Training Report



- 2) The Training Report is identified by a Run Control ID.
If you have run this report before, you can find it again by clicking SEARCH. This will pull up an existing Run Control ID.
If this is your first time to run the report, click **Add a New Value** to enter a new Run Control ID. Any settings you choose when configuring the report will be saved under this value and can be reused the next time you run the report. Type any value you want into the Run Control ID and click **Add**.



You may choose any words contained in the Run Control ID to find the report you want. We recommend using “Department_Training_Report” so you can remember it for next time. (You can't have spaces between words.)



RUN_OUTNRPT

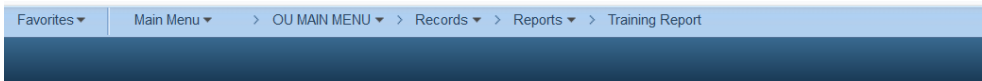
Find an Existing Value | Add a New Value

Run Control ID Report

Add

Find an Existing Value | Add a New Value

- 3) This report will allow you to choose whether to see all courses available in the report or select specific courses for which you would like to see results. It will also allow you to choose whether you want to see the most recent record for each course all records for each course.
 - A.) Choose “**All Courses**” to report on all courses or **Select Courses** to report only on those you add to the table below. If choosing **All Courses**, proceed to Step 4. (**Note:** Your Department Access includes all Departments you have access to in the PeopleSoft Department Tree.)



OU Training Report

Run Control ID Report Report Manager Process Monitor Run
Language English

*Registration Dates Reporting Option: Most Recent Registration Date

Report On
 All Courses
 Select Courses

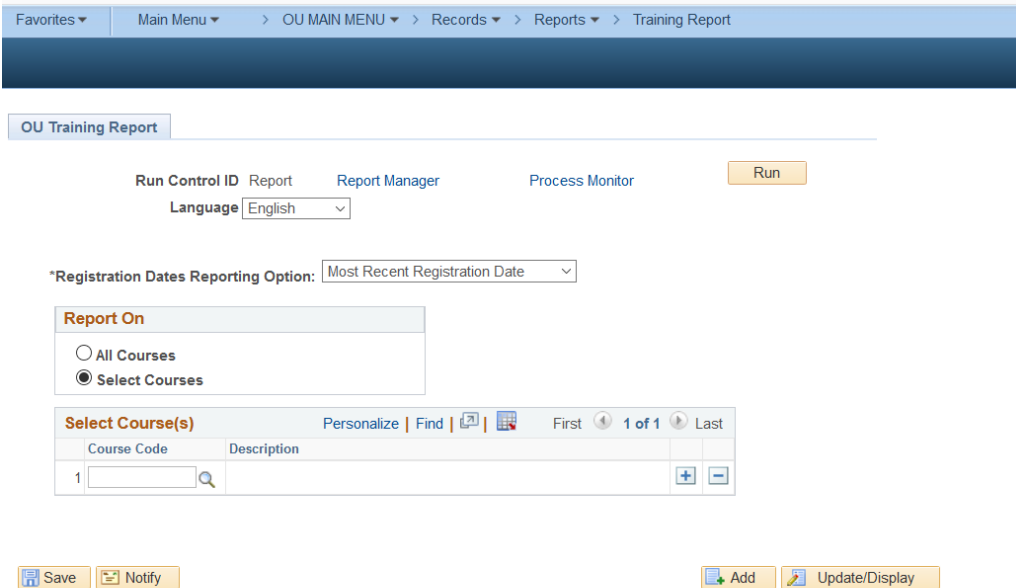
Select Course(s) Personalize Find First 1 of 1 Last

Course Code	Description	
1		+ -

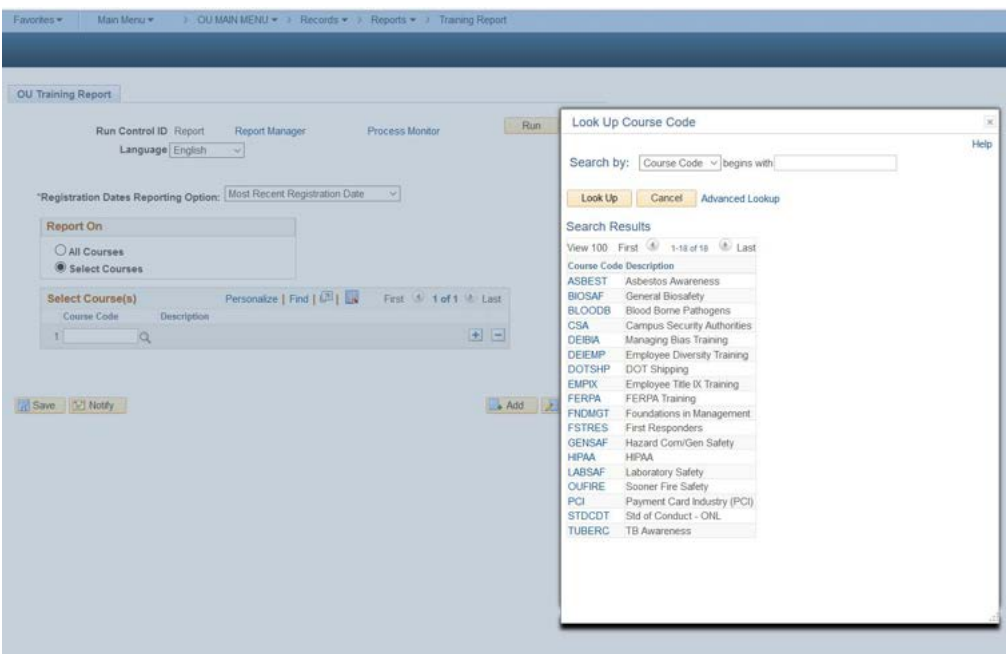
Save Notify

Add Update/Display

B.) Choose **“Select Courses”** to select specific courses to report on. The report will only show records for the department(s) for which you have permissions.



C.) After choosing **“Select Courses”**, you will be able to add courses to the table below. Click the (+) button to add additional course codes. Click the magnifying glass to search for available course codes. You can use the (+) sign to add more courses or the (-) sign to delete courses you previously selected.



4. After you have chosen whether to report on All Courses or Select Courses, click on **Run** at the top of the page to begin report generation.

Favorites ▾ Main Menu ▾ > OU MAIN MENU ▾ > Records ▾ > Reports ▾ > Training Report

OU Training Report

Run Control ID Report Report Manager Process Monitor **Run**

Language English ▾

*Registration Dates Reporting Option: Most Recent Registration Date ▾

Report On

All Courses
 Select Courses

Select Course(s) Personalize | Find | [Print] [Refresh] First 1-4 of 4 Last

Course Code	Description		
1 HIPAA	HIPAA	+	-
2 DEIBIA	Managing Bias Training	+	-
3 DEIEMP	Employee Diversity Training	+	-
4 GENSAF	Hazard Com/Gen Safety	+	-

Save Notify Add Update/Display

A.) The default settings on the Process Scheduler Request window should be correct, but make sure that the Format dropdown has PDF selected. **The PDF format will provide files in both PDF and CSV formats.** Click on **OK**. The report will begin to generate.

Process Scheduler Request

User ID [Redacted] Run Control ID Report

Server Name [Dropdown] Run Date 01/29/2021 [Calendar]

Recurrence [Dropdown] Run Time 2:55:55PM [Reset to Current Date/Time]

Time Zone [Dropdown]

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	OU Training Report	OUTNRPT	SQR Report	Web ▾	PDF	Distribution

OK Cancel

5. To view the progress of the report, click on **Process Monitor**.

OU Training Report

Run Control ID Report Report Manager **Process Monitor** Run

Language English

*Registration Dates Reporting Option: Most Recent Registration Date

Report On

All Courses
 Select Courses

Select Course(s) Personalize | Find | First 1-4 of 4 Last

Course Code	Description		
1 HIPAA	HIPAA	+	-
2 DEIBIA	Managing Bias Training	+	-
3 DEIEMP	Employee Diversity Training	+	-
4 GENSAF	Hazard Com/Gen Safety	+	-

Save Notify Add Update/Display

A.) It can take a few minutes for the report to process. Click the **Refresh** button on the Process Monitor page until the Run Status lists “Success” and the Distribution Status lists “Posted,” then click on **Details**.

Favorites Main Menu > OU MAIN MENU > Records > Reports > Training Report > Process Monitor

Process List Server List

View Process Request For

User ID [redacted] Type [] Last [] [] Days [] Refresh

Server [] Name [] Instance From [] Instance To [] Report Manager

Run Status [] Distribution Status [] Save On Refresh

Process List

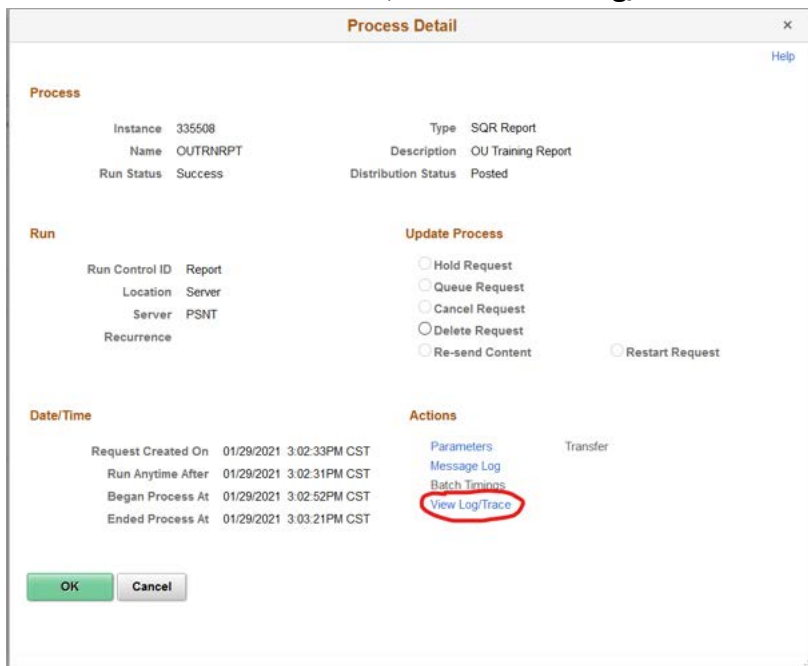
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	335508		SQR Report	OUTNRPT	[redacted]	01/29/2021 3:02:31PM CST	Success	Posted	Details
<input type="checkbox"/>	335496		SQR Report	OUTNRPT	[redacted]	01/28/2021 3:44:14PM CST	Success	Posted	Details
<input type="checkbox"/>	335495		SQR Report	OUTNRPT	[redacted]	01/28/2021 3:41:10PM CST	Success	Posted	Details
<input type="checkbox"/>	335494		SQR Report	OUTNRPT	[redacted]	01/28/2021 3:38:07PM CST	Success	Posted	Details

Go back to RUN_OUTNRPT

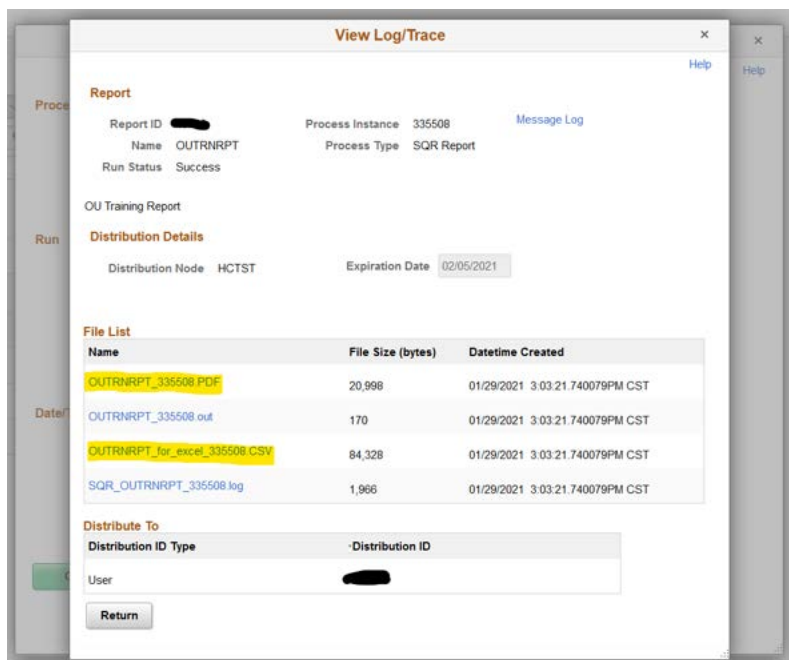
Save Notify

Process List | Server List

B.) In the Process Detail Window, click on **View Log/Trace**



C.) You will have access to the .CSV file and the .PDF file in the File List. Click on the file and you can open or save it.



6. How to Read the Report

The generated report will contain a column that indicates attendance status. These can be one of the following E, C, D or blank:

E = Enrolled

C = Completed

D = Dropped

Blank = No assignment or completion

Courses that have an E status indicate that the employee should have a current assignment in OnPoint for that training that needs to be completed. The status date for any record indicates the date that the status was applied. Information about training frequency requirements can be found at:

<https://hr.ou.edu/Employees/Career-Development/Required-Training>

The Standards of Conduct certification is not automatically assigned and no enrolled status record is entered. This training is only required for Full Time employees.

If you have questions about the report or about the results, please email onpoint@ou.edu or call 325-1946.