

Use negative reporting to identify employees who have not completed specific training courses. To run a negative report, use the following steps:

- 1. Expand the Participation menu.**
- 2. Select the Participant Report link.**
- 3. Identify a Personnel Area.**

Helpful hint: If you know your Personnel Area you can type that in the field. If you aren't sure of your Personnel Area use the search feature:

- a. Click the icon in the right hand corner of the Personnel Area field.**
- b. Scroll through the list to find your agency.**
- c. Double click on your Agency to populate the input screen.**

- 4. Scroll down to the Course Selection block.**

The Business Area field is optional. If you want limit the courses in your search, to only those associated with a specific Business area, enter a value in this field. If you don't know the Business Area, use the search feature.

- 5. Select Course Type.**

"You must select at least one Progress Status" message will appear at the bottom of the screen.

- 6. Scroll down the screen to the Course Selection block.**
- 7. Select Web-Based Training from the drop down menu next to Course Type.**
- 8. Search for the Course Type using the Object ID field.**
- 9. Double click on the Course Type.**

You will return to the input screen and the field will be populated.

- 10. Scroll down to the Reporting Period block.**
- 11. Select Current Year**
- 12. Scroll down to the Progress Status block.**
- 13. Select Negative reporting.**

Helpful hints:

At least one Progress Status must be selected. If you select Completed, you can't select Pass or Fail because doing so would pull duplicate records.

Completed is the most inclusive progress status; including all learners that were followed-up (not taking into consideration a pass or fail grade). It can also include historical/OST/ACR records that were unrated depending on the other criteria selected.

- 14. Scroll down to the Booking Options block.**
- 15. Select Normal Bookings, Essential Bookings and Waitlist Bookings.**

Helpful hints:

If you select Normal bookings you'll probably also want to select Essential bookings, so the results provide the true number of total bookings.

- 16. Click "Execute"**

You will see the report results.

Please contact your agency training officer for assistance.