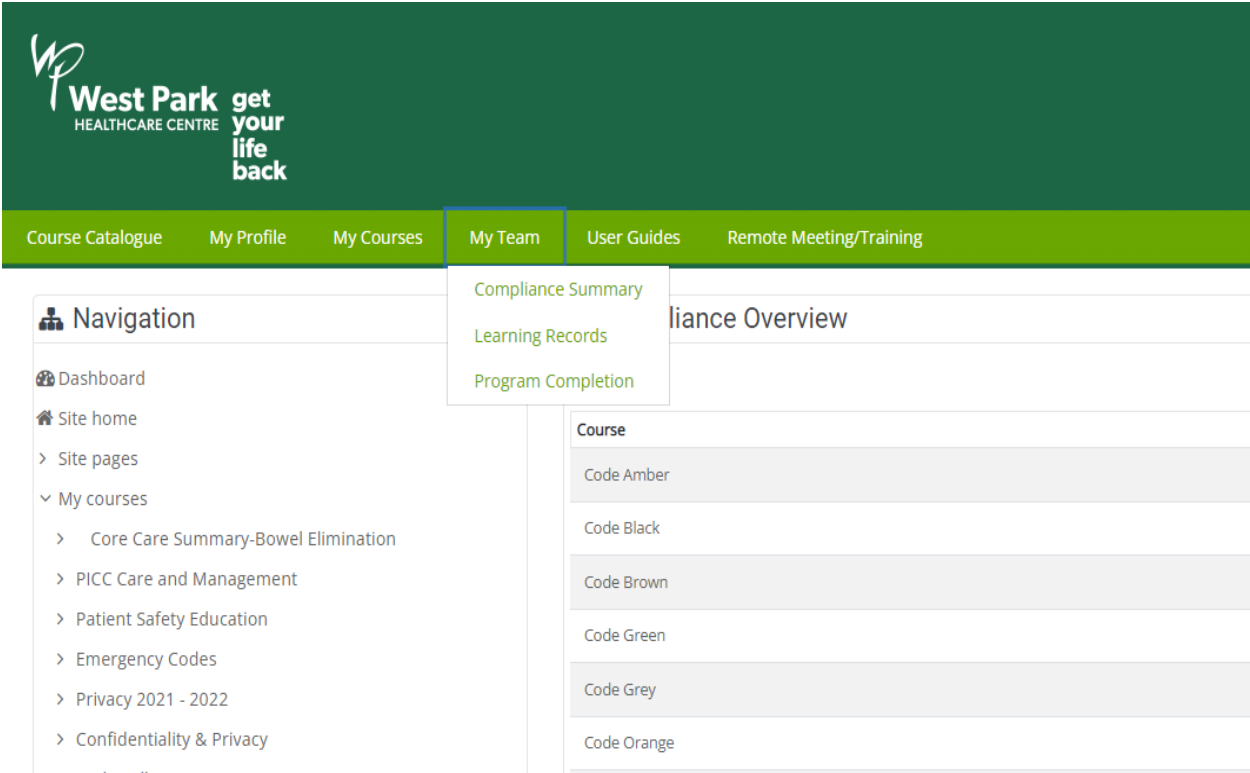Managers/supervisors have access to the "Program Completion", "Learning Records" and "Compliance Summary" reports found under "My Team"

Go to "My Team" Drop down menu: Compliance Summary
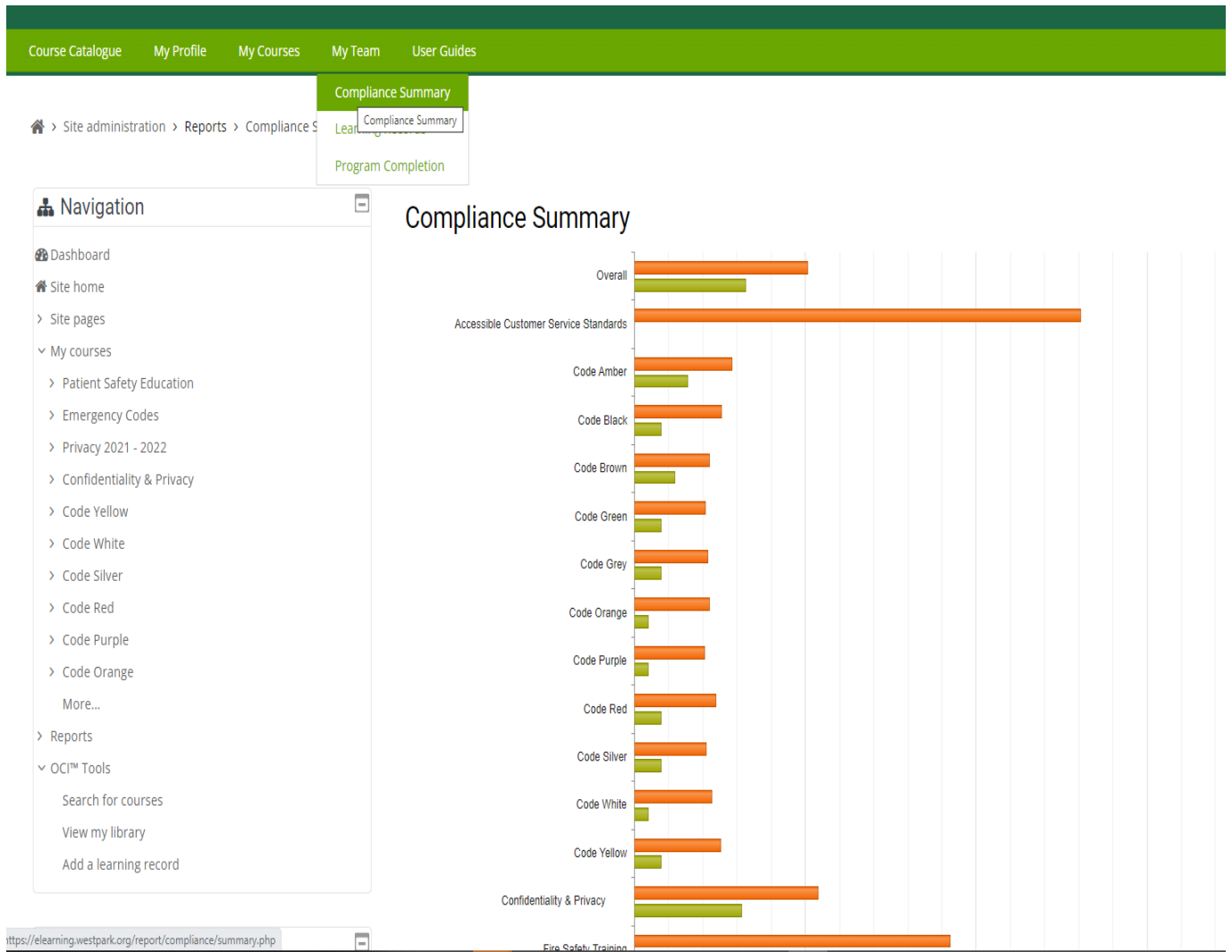
Learning Records

Program Completion

NOTE: Reports such as "Program Completion" and "Learning Records" are probably the best to run on a weekly basis.

1. **Compliance Summary :**

Go to My team -> Compliance Summary

The full compliant / non-compliant users can be found by clicking on any of the courses

2. Learning Records

Go to My team -> Learning Records

If you want to filter by a specific start and end time or a user or course name, you can do so

3. Program Completion

Go to My team -> Program Completion