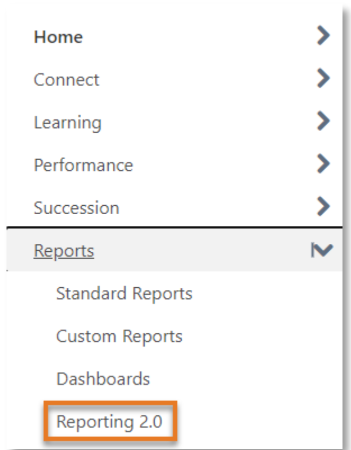
Reporting 2.0

Depending on your role or position, you might have access to certain custom reports. Reporting 2.0 is where you will access custom reports that have been shared with you.

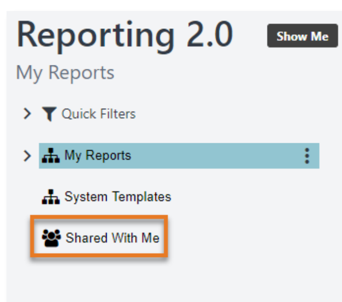
The reports in Reporting 2.0 have been created for you to meet a specific ongoing need to address compliance, such as tracking trainings or performance assessments. Within each report you will be able to see the status of people in your department, for example, if they have registered, started or completed a training.

Navigating to Reporting 2.0

To access **Reporting 2.0**, click on the Show Navigation Menu icon (☰) in the upper right corner of the screen to reveal the Navigation Menu. Select **Reports** to open a submenu and click on **Reporting 2.0**.



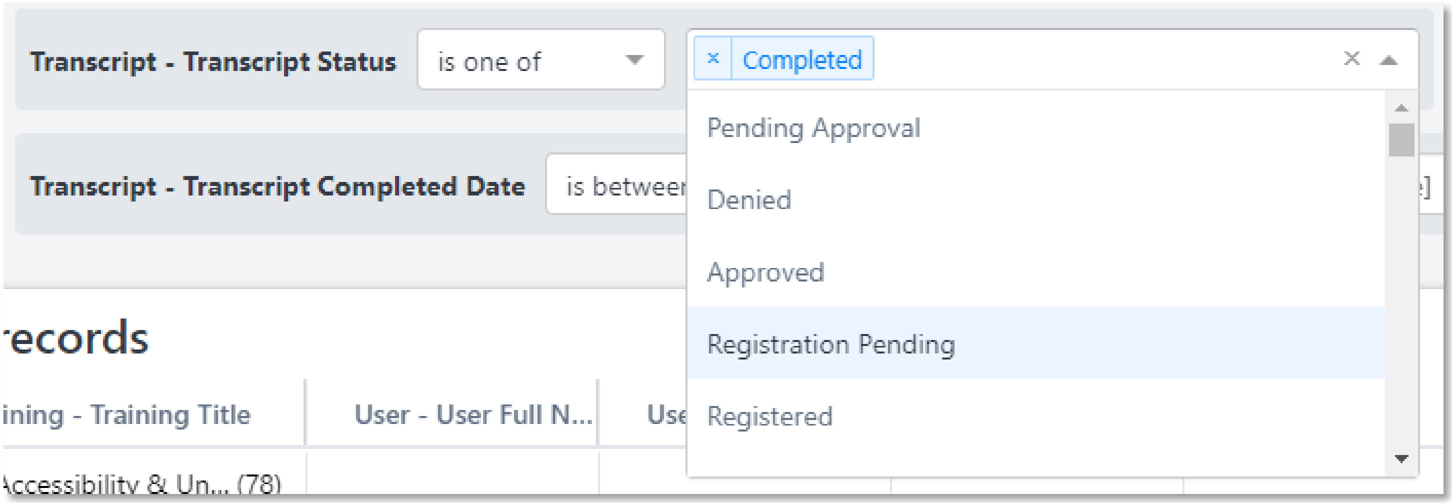
From the **Reporting 2.0** page, click on **Shared with Me**.



This is where you can access custom reports that are shared with you. Click on the title of the desired report to view the results.

Editable Fields within Shared Reports

Some reports will have editable filters. If you have access to edit the filters, click in the field you would like to edit to change the parameters of the report.



The options you have will change depending on which filter you are editing.