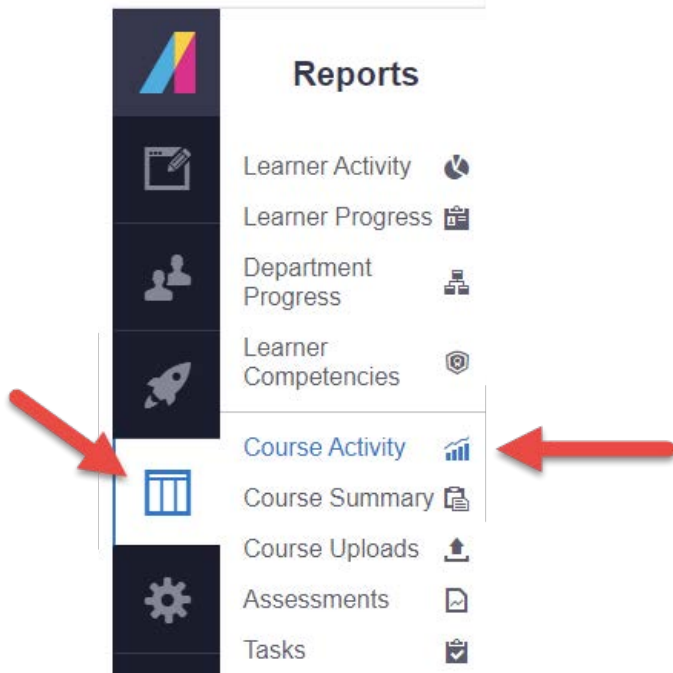


# Run a Report to view user's training history

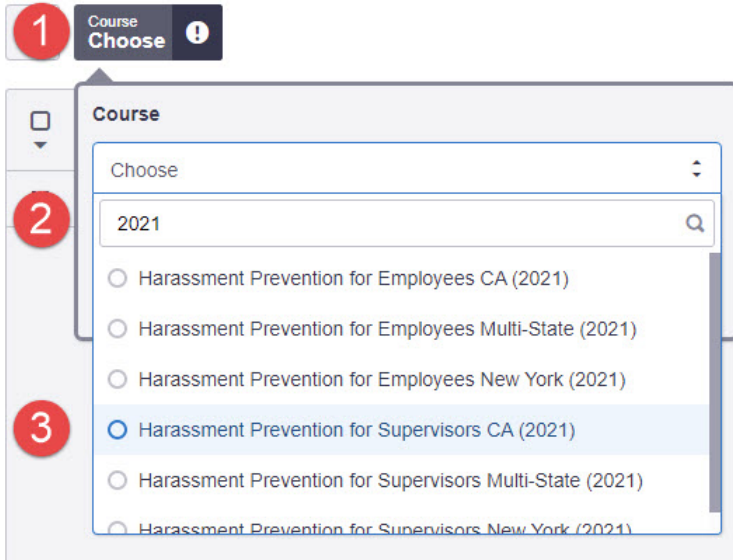


- Click the report icon
- Then click **Course Activity**

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## Course Activity



- Then click **Choose** 1
- Type the year the course was assigned.
- This lists all the courses for the year you typed. 2
- Select the course you want the report for 3

Then you can click any of the items in the first row to filter (funnel), sort (wording), or click on the icon to the far left to add more columns of information

☰	First Name ▾	Last Name ▾	Department ▾	Date Co... ▾	Attained ... ▾	Certificat... ▾	Status ▾	Score ▾	Email Ad... ▾
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