

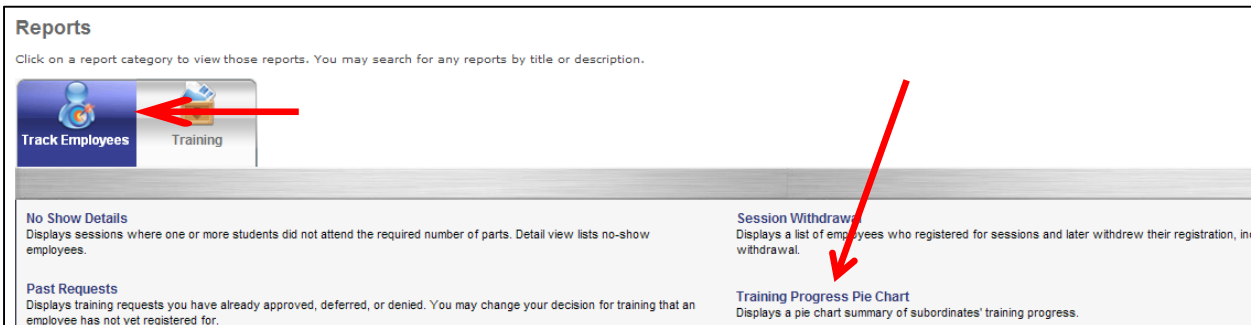
# Generating a Standard Report in the LMS for Supervisors

Login to the LMS through Beacon/SAP.

Click on **REPORTS** and select **STANDARD REPORTS**



Select the **TRACK EMPLOYEES** tab. Select the type of report. Most will use the **TRAINING PROGRESS PIE CHART**.



Select the Date and Training title (by clicking the little pop-out box beside the trashcan in TRAINING TITLE).

To see both direct and indirect reports, make **SURE** that the **INCLUDE INDIRECT SUBORDINATES** box is checked.

If you have employees who may have let their NCID deactivate, you will also need to make sure that the **INCLUDE INACTIVE USERS** box is checked.

Then click **SEARCH**. This will generate a report that includes not only that supervisor's direct reports but anyone that is supervised by that direct report. **NOTE: This type of report WILL NOT include your entire facility or region.**

Note: For generating reports on the PREA HIRING AND PROMOTIONS PROHIBITION, you **MUST** select the **CURRICULUM** since this assignment in the LMS is comprised of 2 pieces—the policy acknowledgement and the questions.

<input type="checkbox"/>	Prea For New Hire	External Training
<input type="checkbox"/>	PREA Hiring And Promotion Prohibitions	Policy
<input checked="" type="checkbox"/>	PREA Hiring And Promotion Prohibitions	Curriculum