Reports

# Overview

## Scheduling vs Ad-hoc

All of the reports can be either run on demand on an ad-hoc basis, or scheduled to be generated at a specified time.

## Notes for Changes

All of the reports here are still able to be modified, or copied and modified into something new. In general we can group changes into two big categories based on what needs to be changed:

* Add/change filter or value – easy and quick.
* Change grouping or structure of report – hard and slow.

This is obviously a generalization, but it works as a good guide. If we need to make most common/simple changes like adding a forgotten value, such a change can likely be done pretty quickly and easily.

Note that there are system limits on the number of variables or filters that can be included on one report.

## Variable or Column Names

The variable labels default to whatever value that field is labeled in Saba. These can be changed, but the change is universal for all reports. Any change will apply to every report that exists in the system.

## Certifications vs Courses

The largest change to reporting is that now training requirements are applied by a certification in Saba. A certification is just a list (one or more) of courses that someone must complete; the assignment can be done by the requirements of an employee’s job, by a rule, or by someone’s manager/administrator. Reporting changes as well – the certification does all the logic of determining if someone has completed the requirements properly, so our reporting no longer needs to worry about course completions, we can focus only on the status of the certification itself. This makes the reporting simpler, more powerful, and more interchangeable – though it does introduce a change.

## Important Notes

* Where similarly intended reports have been consolidated, I made a best guess on which values to include when the different reports conflicted. This may introduce some “extra” stuff that can be ignored if you’re used to the more sparse report. If something needs to be added, please just note it.

# Reports List

## +R100 - Active Department Employee Listing Report

**Replacement Type:** Recreation

**New Report:** UAT - Active Employee Listing

**Notes:**

**Concerns:** Check organizational fields to ensure what is there meets requirements.

## +R101 - QUICK LOOK UP for Course Completion Report Rev 2

**Replacement Type:** Recreation

**New Report:** UAT - Transcript Completions in Date Range with Cost

**Notes:** The report here specifies course completions. If the desire is to see current training assignment status with expiration, due dates, etc… those requirements are now embedded into a certification in Saba, so the reporting used should be the below certification reports. This report shows course completions, which not have that expiry info anymore.

## +R102 - QUICK LOOK UP - Check compliance against an assignment

**Replacement Type:** Repurposing

**New Report:**

* UAT - Certification Status - Large “OR” Filter
* UAT - Certification Status - Large “AND” Filter

**See Also:** R103

**Notes:** Run report with either the role or the list of certs set in filters. An “assignment” would become a certification rather than a course, so some things will be different. For complex assignment logic (e.g. something can be assigned by a job or a manager, the “or” version of the report should accommodate that.)

## +R103 - What training is assigned to my employees?

**Replacement Type:** Recreation

**New Report:**

* UAT - Certification Status - Large “OR” Filter
* UAT - Certification Status - Large “AND” Filter

**Notes:**

* Here we can look at a slice of training requirements and statuses with one generic report, and change what we are looking at by modifying the filters – e.g. by department, by manager, by certification, by job role requirements, etc.…
* These reports have hit their limit for number of variables included. One would need to be removed to add others.

## +R104 - What assigned training is incomplete?

**Replacement Type:** Repurposing

**New Report:** UAT - Certification Status - Large Filter

**See Also:** R103

**Notes:** Run report with cert status in any of the non-compliant statuses.

## +R105 - What Company-wide training is incomplete?

**Replacement Type:** Repurposing

**New Report:** UAT - Certification Status - Large Filter

**See Also:** R103

**Notes:** Run report with cert status in any of the non-compliant statuses, do not filter the people.

## +R106 - What job specific training is incomplete?

**Replacement Type:** Repurposing

**New Report:** UAT - Certification Status - Large Filter

**See Also:** R103

**Notes:** Run report with either the role or the list of certs set in filters.

## +R107 - What Manager training is incomplete?

**Replacement Type:** Repurposing

**New Report:** UAT - Certification Status - Large Filter

**See Also:** R103

**Notes:** Run report with manager set for filtering people.

## R108 - What assigned training needs to be recertified this fiscal year?

QA - Certifications Expiring in Range

**QUESTION:** What exactly needs to be known for this one?

## +R109 - HR-1005 Mandatory Harassment and Violence Prevention

**Replacement Type:** Repurposing

**New Report:**

* UAT - Certification Status - Large “OR” Filter
* UAT - Certification Status - Large “AND” Filter

**See Also:** R103

**Notes:** Run report with the specified certification as the argument.

## +R110 - NMMS Matrix Report

**Replacement Type:** Repurposing

**New Report:** UAT - Certification Matrix

**See Also:** R112

## +R111 - Upcoming Registrations Report

**Replacement Type:** Recreation

**New Report:** UAT - Registrations Upcoming

**Notes:** Filters and data returned can be edited to allow for this report to capture almost any look at registrations.

## +R112 - CNL Matrix Report

**Replacement Type:** Change

**New Report:** UAT - Certification Matrix

**Notes:** The matrix type of functionality is limited in the Saba reporting system. We can generate a ‘matrix’ that has only 3 variables – one on each axis, and the intersection. This report replicates, as closely as possible, something that has similar function to the original. The filters can be used to slice the data down to a sub-segment of all data, allowing the report to be targeted, thus still useful. Full details are better accessed via another certification report such as

## -R113 - CNL - Controlled List Report

Not defined in document. (Listed as in development)

## R114 - Cost Allocation Activity Completion Report - Finance ('ILT' Activity only)

UAT - Transcript Completions in Date Range with Cost

## R115 - Cost Allocation eLearn/CBT Completion Report - Finance ('Course' Activity only)

UAT - Transcript Completions in Date Range with Cost

## -R116 – Does Not Exist

## -R117 - NPARB Report – CNL

Not defined in document.

## -R118 - NPARB Report – Whiteshell

Not defined in document.

## +R119 - Training Matrix by Department Report – Whiteshell

**Replacement Type:** Repurposing

**New Report:** UAT - Certification Matrix

**See Also:** R112

## +R120 - Manager Monthly No-Show Report

**Replacement Type:** Recreation

**New Report:** UAT - No Show

## +R121 - Manager Monthly No-All Completions in Time Period

**Replacement Type:** Repurposing

**New Report:** UAT - Transcript Completions in Date Range

**Notes:** All transcript completion dates will be captured. Use filters to restrict to desired audience.

## +R122 – 4 Week Look Ahead – Site Transition

**Replacement Type:** Repurposing

**New Report:** UAT - Registrations Upcoming

## +R123 – Training this Week

**Replacement Type:** Repurposing

**New Report:**

* For people registrations: UAT – Registrations Upcoming
* For classes running: UAT – Scheduled Offerings in Date Range

**See Also:** R122

## +R124 – 4 Week Look Ahead

**Replacement Type:** Recreation

**New Report:** UAT - Registrations Upcoming

**See Also:** R122

## +R125 - Data Verification Reports

**Replacement Type:**

**New Report:**

* UAT - Empty Person Info
* UAT - Open Old Scheduled Offering
* UAT - Scheduled Offerings with Missing Info

**Notes:** These reports are exception reports that capture all objects that have key data either missing, or where a class is still open after X days.

## +Basic Certification and Roles Reporting

**Replacement Type:** Repurposing

**New Report:**

* UAT - Certification Status - Large “OR” Filter
* UAT - Certification Status - Large “AND” Filter

**See Also:** R103

**Notes:** Run report with either the role or the list of certs set in filters.

## -CNL - Controlled List Report - Metrics are currently being evaluated

Not defined in document.

## \*Projection report that will give estimates on the number of people coming due by quarter

With date parameters - used for making business decisions on resourcing for instructor time, session stock, space needs etc. This report will be based on assignments. / ability to schedule to send to all manager before training budget estimates are due

QA - Certifications Expiring in Range

## +Standard Matrix Report that can be pulled by org and certification? I think

**Replacement Type:** Repurposing

**New Report:** UAT - Certification Matrix

**See Also:** R112

## -NPARB Report – CNL & OFFSITES – These will likely be modified assignment reports

## Course Completions

# Reports Used

Listing of reports created/modified for UAT: