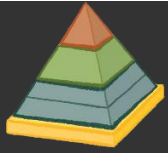# Completed Trainings Report Documentation

Pyramid Model Implementation Data System

Completed Trainings Report

Trainings in time period: *The total number of trainings completed during the reporting window.*

Training Name	# Trainings Completed	Show Details
The name of the training.	*The number of times this training was completed during the reporting window.*	*Names of employees who completed this training (Only shown in details).*
Details Section:	**Employee Name**	**Training Date**
	The name of each active employee that has this training.	*The date that each employee was trained.*

Criteria: *The criteria used while generating this report.*

Page 1 of 1

Generated: *The date and time that the report was generated.*

Intent: This report is designed to help track the number of trainings that were completed during a specified time period. This is accomplished by displaying each type of training, the number of times the training was completed during the time period, the names of the employees who completed the training, and the training dates.

Criteria:

Criteria Name	Optional?	Description
Start Date	No	This date forms the beginning of the reporting window.

End Date	No	This date forms the end date of the reporting window.
Program(s)	No	Used to specify what programs' employees should be included in the report results.