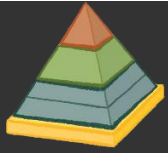# Employee Training Report Documentation

Pyramid Model Implementation Data System

Employee Training Report

Active employees in time period: *The total number of active employees (see Intent section for definition of 'active').*

Training Name	# Employees Trained	Show Details
The name of the training.	*The number of employees that were active at some point between the selected start and end dates that took the training.*	*A button that allows you to see the 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 active employees that have done each training module. This is accomplished by displaying the number of active employees that have completed each training, the employee names, and the training dates. An active employee is defined as an employee that was hired before the selected end date and either has not been fired or was fired after the selected start date.

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.