# Qualifield Staff for Courses

# Content index

[Main screen](#_Pantalla_principal)

[Description](#_Descripción)

[Filtering](#_Filtrado)

[Results](#_Resultados)

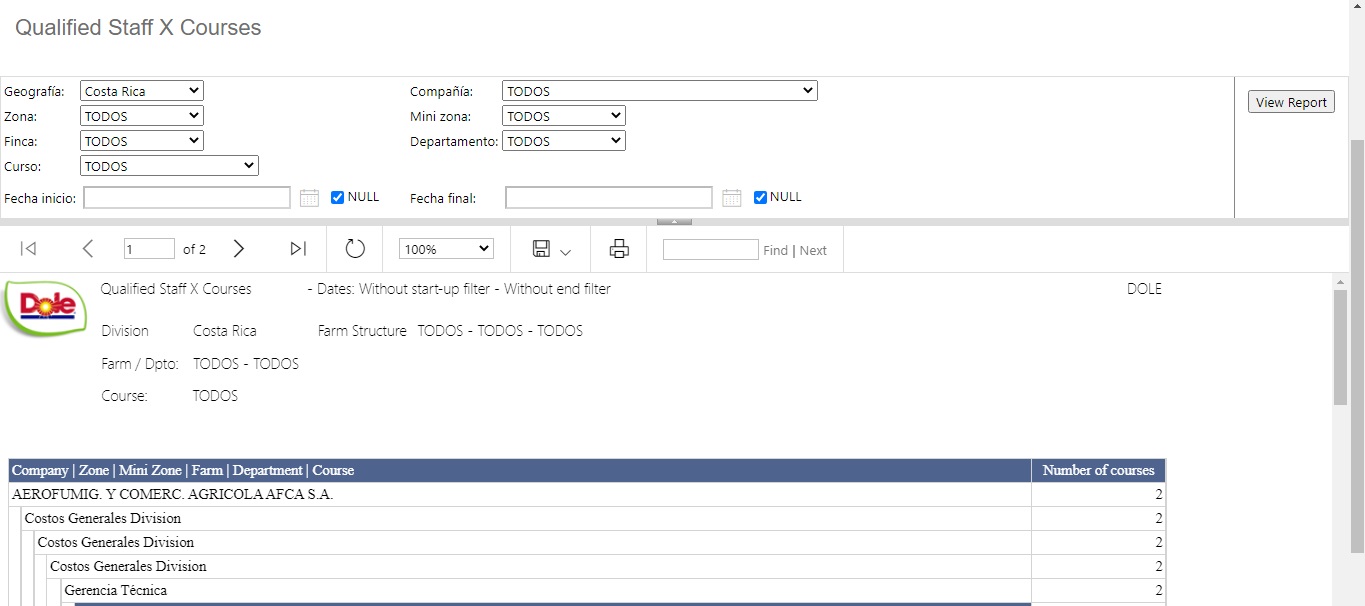
## Main screen

### Description

The report shows the general information of the trained personnel by existing courses in the application.

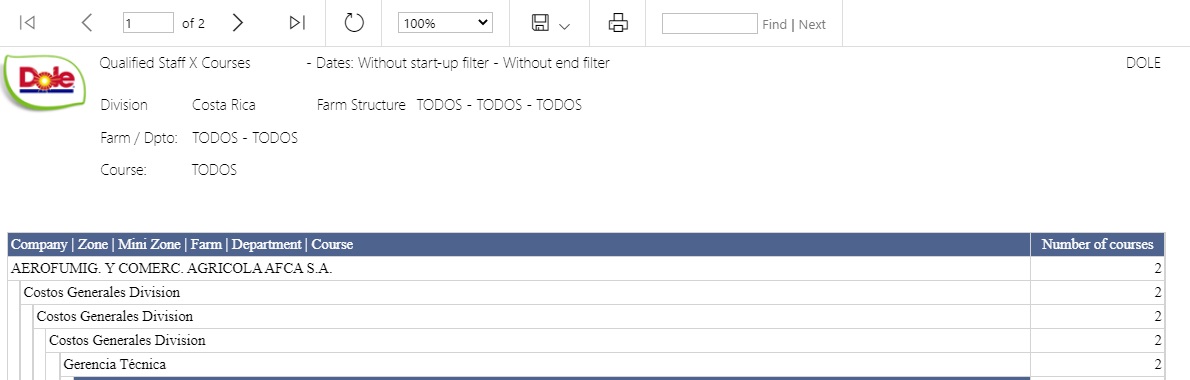
### Filtering

[Back to top](#_top)

**



The filters displayed on the main report page can be filtered using the available fields at the top of the window: Geographic Code, Company, Zone, Mini Zone, Farm, Department, Course, Start Date and End Date. Including one or more filters and clicking on the View Report button will list the training courses that meet all the specified search criteria.



### Results

[Back to top](#_top)

The number of records retrieved, as well as the number of pages into which they are divided, will be displayed in the top bar of the report, where you can select the desired page to explore them. Additionally, the report can be exported in several formats, for example: Word, PDF, Excel, among others. The print operation is enabled in the report output.