

**What's Covered:** In the Harvard Training Portal, managers can run reports to view data on their team's required training for returning to work, including direct and indirect reports or their alternate team.

Employees are expected to complete one of the following:

- Lab COVID-19 Awareness Training or
- COVID-19 Safety Awareness Training

Employees are also required to receive a baseline viral test within two weeks of returning to work.

- COVID Baseline Testing

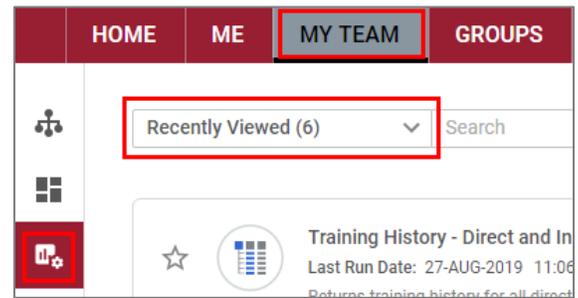
Please refer to the job aid ['How to Run, Save and Schedule Reports'](#) for details on the mechanics of running reports in the Harvard Training Portal.

## Accessing the Reports

To run the reports, click on the links below next to Report Name. You can also access the reports at any time via the main menu.

Click **MY TEAM** >  to access Manager reports. Analytics defaults to Recently Viewed, unless you select an alternate view from the drop-down menu. We recommend making All the default.

Once All is selected, in the Search type **COVID** to bring up the reports, click on one to run the report.



**Report Name:** [My Team's COVID-19 Course Activity Report](#)

**What it shows:** Use this report to view activity for direct and indirect reports in the two COVID-19 courses, COVID-19 Safety Awareness Training and Lab COVID-19 Awareness Training, and their status for the COVID Baseline Testing.

**How to run:** The report automatically runs and shows course activity for direct and indirect reports, to refine expand the filters once the report finishes running, Click RUN to run the report with the new filters.

**Filters**

Click here to show the filters below

The **And** operator has been applied to all filters

To only see Direct Reports change to "No"

To limit to one of the COVID-19 courses click the magnifying glass and de-select the course you do not want

Can optionally look at completions in a certain date range

Include Manager Hierarchy\*    Equal    Yes    X

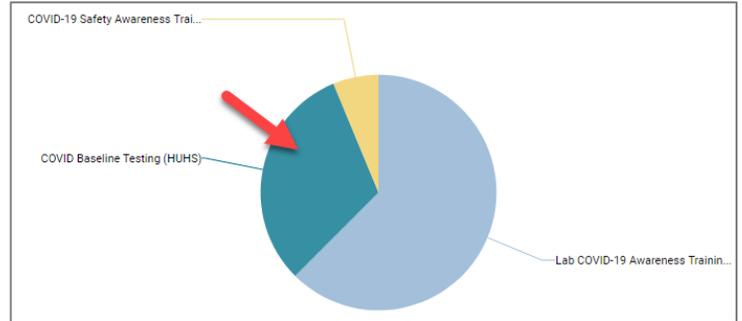
Course Title\*    In    COVID-19 ... (+)    Q

Completed Courses (Transcript) Date Marked Complete    Range    Specific date    Specific date

If desired, limit to direct reports, can also limit to only one of the two courses

The default chart is a pie chart with breakdown by course. To view one course, for example **COVID Baseline Testing**, click the pie chart segment and the report will filter to those who have registered (**In-Progress**) and those who have been tested (**Successful\***).

**If the employee is not listed, he/she has not registered to be tested.**



Scroll to the right in the results to Course Status column the employee's testing status.

Course Title	Course assigned by	Is Learning Mandatory	Course Status	Due D
COVID Baseline Testing (HUHS)	UHS COVID-ASSIGNMENT	No	In Progress	N/A
COVID Baseline Testing (HUHS)		No	Successful	N/A

*\*Successful status indicates the employee was tested, not the results of the viral test.*

# Reporting on Your Team or Alternate Team's COVID-19 Training

**Report Name:** [My Alternate Team's COVID-19 Course Activity Report](#)

**What it shows:** Use this report to view course completions for alternate team members in the two COVID-19 courses, COVID-19 Safety Awareness Training and Lab COVID-19 Awareness Training, and the COVID Baseline Testing course.

**How to run:** The report automatically runs and shows course completions for your alternate team, to refine expand the filters once the report finishes running, Click RUN to run the report with the new filters.

**Filters**

The And operator has been applied to all filters

Course Title\* In COVID-19 ... (+-)

Completed Courses (Transcript) Status\* In Completed

Completed Courses (Transcript) Date Marked Complete Range Specific date Specific date

Click here to show the filters below

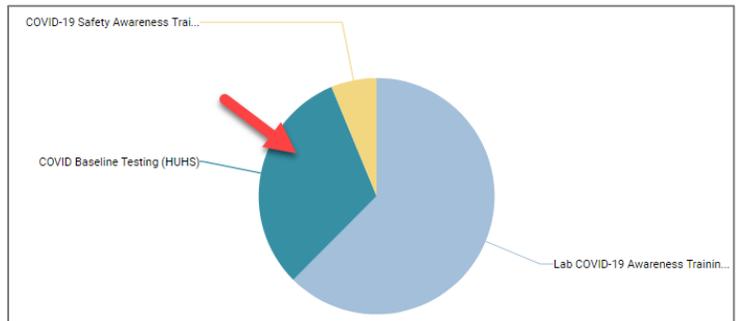
To limit to one of the COVID-19 courses click the magnifying glass and de-select the course you do not want

Add other statuses, such as In-Progress

Can optionally look at completions in a certain date range

If desired, limit to only one of the two courses. Can also include other statuses such as In-Progress.

The default chart is a pie chart with breakdown by course. To view one course, for example **COVID Baseline Testing**, click the pie chart segment and the report will filter to those who have been tested (**Successful**).



**If the employee is not listed, he/she has not registered to be tested.**

Scroll to the right in the results to Course Status column the employee's testing status.

Course Title	Course assigned by	Is Learning Mandatory	Course Status	Due D
COVID Baseline Testing (HUHS)	UHS COVID-ASSIGNMENT	No	In Progress	N/A
COVID Baseline Testing (HUHS)		No	Successful	N/A

*\*Successful status indicates the employee was tested, not the results of the viral test.*

## Downloading Reports

Any report result can be downloaded using the Download button   in the top right corner of the report results window. Select your preferred output format -- Excel, PDF, or CSV. Exporting to Excel or CSV will allow you to further refine, filter, and manipulate the results in Excel but will not include a chart. Exporting to PDF will include the chart but will not allow further data formatting.

You can also select the 'Data Only' checkbox if you wish to download only the report data, without header information about what filter values were selected.