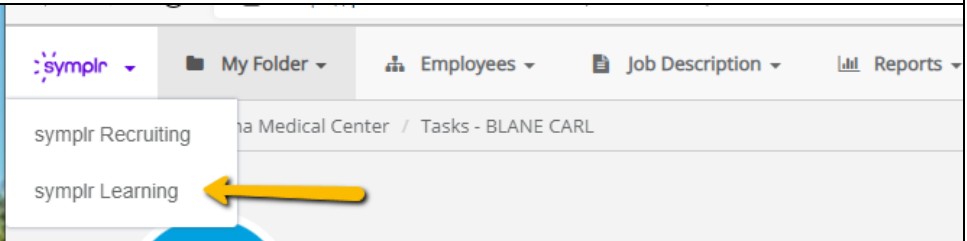
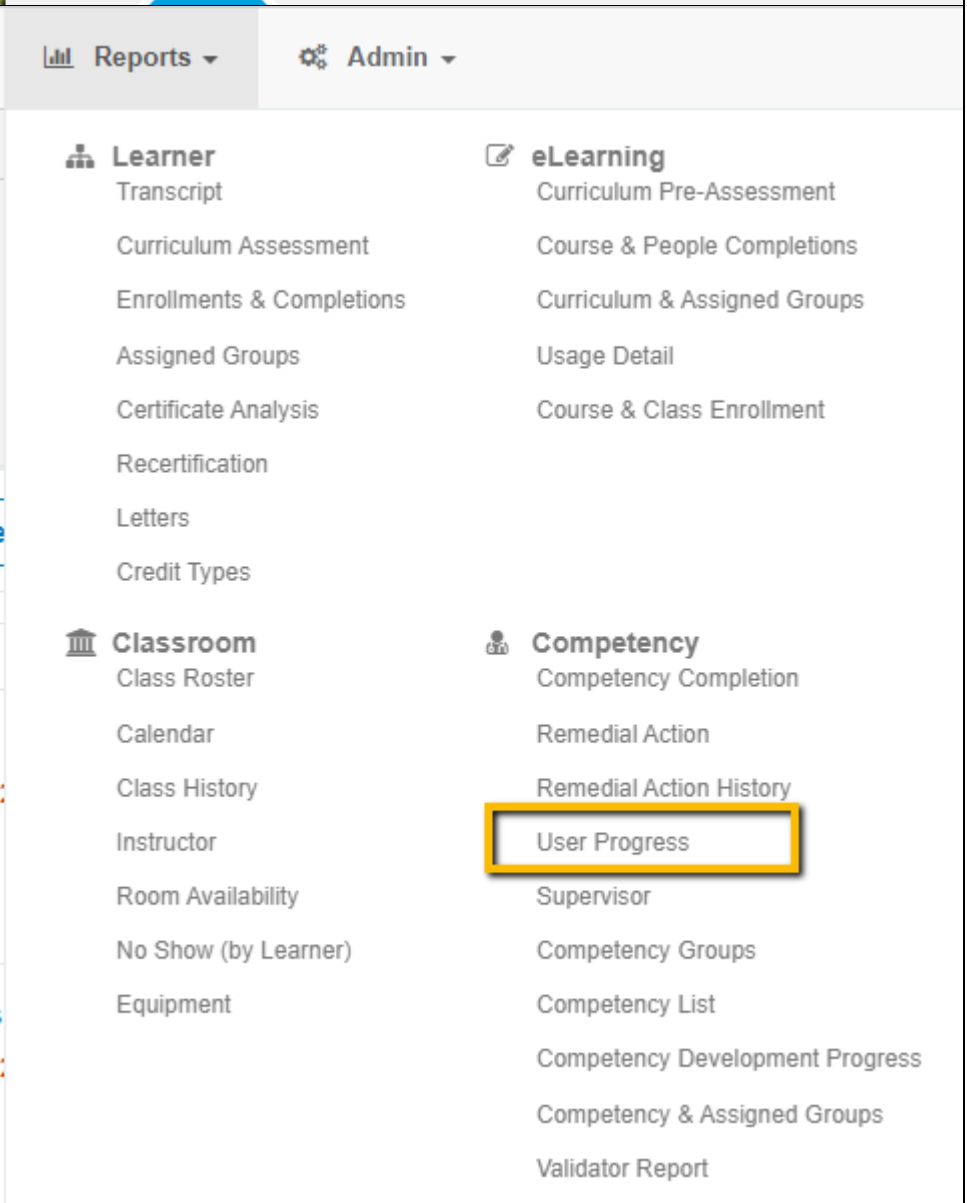


## How to Run a Report on Competencies Completed for an Orienteer

Steps	Picture Demonstration
Enter Symplr- click on the Symplr icon and select "Symplr Learning" in the dropdown box.	 <p>The screenshot shows the Symplr logo in the top left corner. A dropdown menu is open, displaying two options: 'symplr Recruiting' and 'symplr Learning'. A yellow arrow points to the 'symplr Learning' option. The breadcrumb trail above the dropdown reads 'My Folder &gt; Employees &gt; Job Description &gt; Reports &gt; ... &gt; na Medical Center / Tasks - BLANE CARL'.</p>
Select the Reports tab at the top- find the Competency section of the dropdown and select "User Progress."	 <p>The screenshot shows the 'Reports' tab selected in the top navigation bar. Below it, a list of report categories is displayed:</p> <ul style="list-style-type: none"><li><b>Learner</b><ul style="list-style-type: none"><li>Transcript</li><li>Curriculum Assessment</li><li>Enrollments &amp; Completions</li><li>Assigned Groups</li><li>Certificate Analysis</li><li>Recertification</li><li>Letters</li><li>Credit Types</li></ul></li><li><b>Classroom</b><ul style="list-style-type: none"><li>Class Roster</li><li>Calendar</li><li>Class History</li><li>Instructor</li><li>Room Availability</li><li>No Show (by Learner)</li><li>Equipment</li></ul></li><li><b>eLearning</b><ul style="list-style-type: none"><li>Curriculum Pre-Assessment</li><li>Course &amp; People Completions</li><li>Curriculum &amp; Assigned Groups</li><li>Usage Detail</li><li>Course &amp; Class Enrollment</li></ul></li><li><b>Competency</b><ul style="list-style-type: none"><li>Competency Completion</li><li>Remedial Action</li><li>Remedial Action History</li><li><b>User Progress</b> (highlighted with a yellow box)</li><li>Supervisor</li><li>Competency Groups</li><li>Competency List</li><li>Competency Development Progress</li><li>Competency &amp; Assigned Groups</li><li>Validator Report</li></ul></li></ul>

## How to Run a Report on Competencies Completed for an Orientee

In the Popup window- you can narrow your search to when the orientee started orientation by placing dates or leave blank for all dates. Select the "Learner" option for the Group By section.

**symlr LEARNING** **User Progress**

**Due date range to be considered for report** **Group By**

All Dates  to

Competency  
 **Learner**

Scroll down this popup page to the "Available Competencies" section. You may narrow your search by the categories in the yellow box or you can select all the competencies to search by selecting the box in the red circle. Once you have chosen your competencies to view, click the "Add to List" button.

**Available Competencies**

Competency Group: All  
Competency: All  
Validator: All  
Standards & Directives: All

Validation Method: All  
Status: Active  
Locate: Competency Contains

**Filter**

Select the competencies you would like to add to the selected list:

Page 1 of 459

**Competency**

- POCT annual i-STAT
- Activities of Daily Living (ADLS) and Personal Comfort-MHA
- Cerner Scheduling-MCT Infusion Center
- Computer Functions-Director
- Conflict Management
- Continuity of Care-LPN-COVID Infusion Center
- Cortrak Feeding Tube Placement-Initial
- Counts-2021 Annual
- Critical Thinking (NSI)
- Data Entry-Training specialist

Page 1 of 459

**Add To List** **Remove From List**

Continue to scroll down the popup box to the "Available Learners" section. You can search the learner by the yellow arrow- type (last name, first name) and select "Filter" to show learner. You may also narrow your search with the sections in the yellow box.

**Available Learners**

Organization: All  
Department: All  
People Groups: All  
Job Titles: All

Hire Date: All Dates to

Locate: Last Name, First Name Contains

Status: Either Learner or Instructor

**Filter** **Clear**

Select the learners you would like to add to the selected list:

Page 1 of 378

You will add the selected learner or learners to the report by clicking "Add to List" button. Finally, you will select "Run Report." A Document will appear for you to open. You will be able to see the competency sections, the skill sets, the validator and when it was validated.

**Add To List** **Remove From List**

**Selected Learners**

The report will be run for the following learners:

**Customize** **Run Report**

Template: UP EAMC Word (default)  Default

Format: PDF (\*.pdf)

## How to Run a Report on Competencies Completed for an Orienteer