

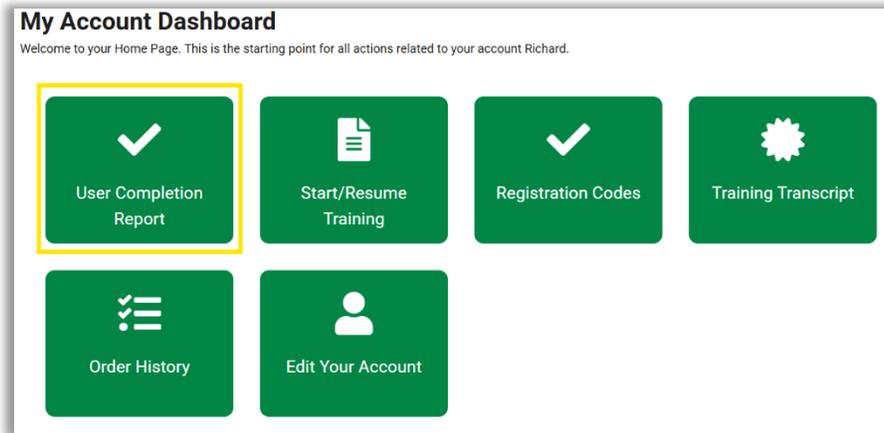
# User Completion Report



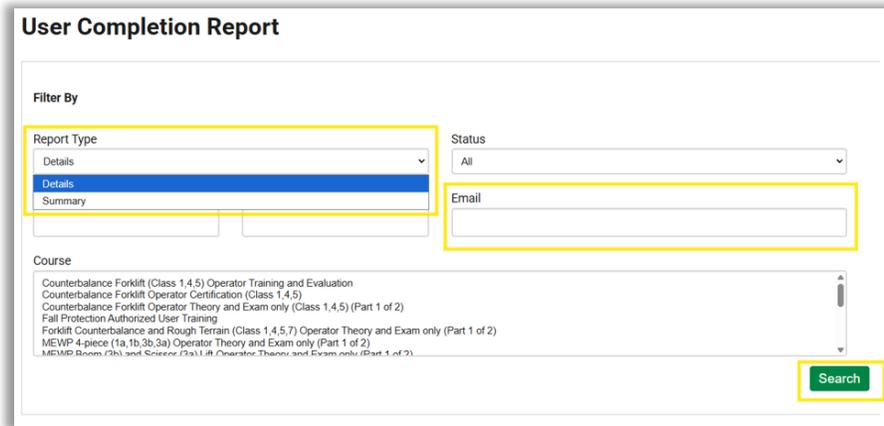
## Accessing and Viewing Training Progress and Completions

Corporate Managers can view progress and completions for employees who have been assigned training by them. Only employees associated with the Corporate Manager can be viewed.

From the 'My Account' view select the 'User Completion Report' icon



Select the Details or Summary report, enter the employee's First and Last name or email and select 'Search'.



Scroll down and the Details Report has this view. **Export to Excel** is an option if needed. Selecting **Details** will take you to the employees Transcript.

Export to Excel

Details

Course Name	Start Date	Completion Date	Expiration Date
Counterbalance Forklift (Class 1,4,5) Operator Training and Evaluation	11/03/2025	11/03/2025	11/03/2028
Counterbalance Forklift Operator Theory and Exam only (Class 1,4,5) (Part 1 of 2)	11/03/2025	11/03/2025	11/03/2028
MEWP Boom (3b) and Scissor (3a) Lift Operator Theory and Exam only (Part 1 of 2)	11/03/2025	11/03/2025	11/03/2028
MEWP Boom (3b) and Scissor (3a) Operator Training and Evaluation	11/04/2025	11/03/2025	11/03/2028

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## Accessing and Viewing Training Progress and Completions

Select **click here** to view and download the employees Certification of Completion (CoC).

Course: Counterbalance Forklift (Class 1,4,5) Operator Training and Evaluation			
Course Item	Status	Score	Access Expiration
Forklift Counterbalance (Class 1,4,5) Hands-on Evaluation	Completed	0	NA
The user has completed this course. <a href="#">Click here to view the certificate of completion.</a>			

And Summary provides this view below. **Note:** All courses listed must be selected by selecting the 1<sup>st</sup> course, hold shift on the keyboard and selecting the last course in the list. **Export to Excel** is an option if needed.

			<a href="#">Export to Excel</a>										
Legend:			No Access	Not Started	Started	Completed	Expired Completion	Expired					
First Name	Last Name	Email	Counterbalance Forklift (...)	Counterbalance Forklift O...	Forklift Counterbalance a...	MEWP 3-piece (1a,3b,3a) O...	MEWP 3-piece (1b,3b,3a) O...	MEWP 4-piece (1a, 1b, 3b,...)	MEWP 4-piece (1a,1b,3b,3a...	MEWP Boom (3b) and Scisso...	MEWP Boom (3b) and Scisso...	MEWP Scissor Lift (3a) Op...	MEWP Scissor Lift (3a) Op...
[Redacted]	[Redacted]	[Redacted]		Not Started						Not Started	Not Started		
[Redacted]	[Redacted]	[Redacted]	Completed	Completed						Completed	Completed		
[Redacted]	[Redacted]	[Redacted]	Completed	Completed						Completed	Completed		
[Redacted]	[Redacted]	[Redacted]	Completed	Completed						Completed	Completed		
[Redacted]	[Redacted]	[Redacted]	Completed	Completed						Started			
[Redacted]	[Redacted]	[Redacted]										Completed	Completed
[Redacted]	[Redacted]	[Redacted]	Completed	Completed						Completed	Completed		
[Redacted]	[Redacted]	[Redacted]	Completed	Completed						Completed	Completed		
[Redacted]	[Redacted]	[Redacted]	Completed	Completed						Completed	Completed		
[Redacted]	[Redacted]	[Redacted]	Not Started	Completed								Completed	Not Started