


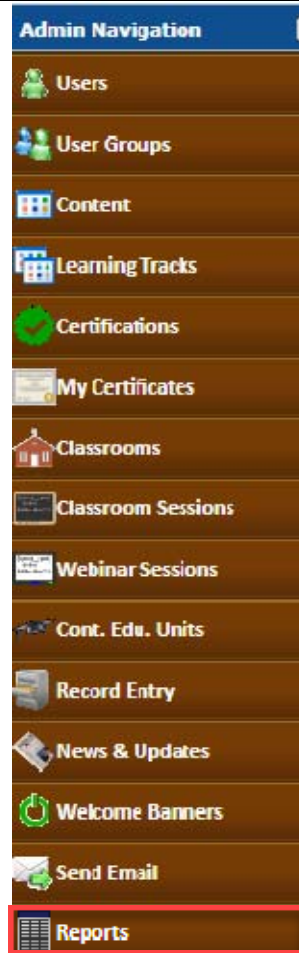
Standard Operating Procedure


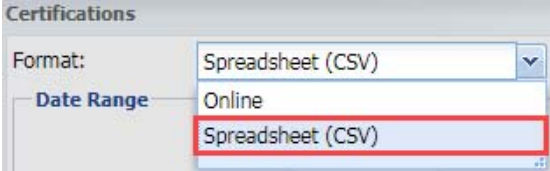
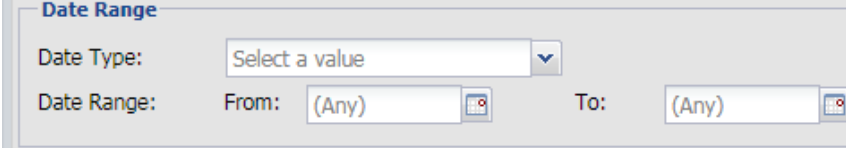
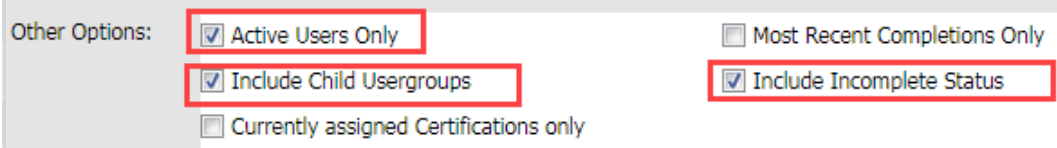
| Process: | Certification Reporting | | |
|----------|---|--------------------|--|
| Owner: | Arizona Learning Center azlearningcenter@azdoa.gov | | Date: 2/13/2019 |
| | | | Revision: 1.0 |
| Notes | Action | Action Detail | Screenshot |
| | 1 | Log in to TraCorp. | Enter your UGA username and password and click Log In. |
| | | |  <p>The screenshot shows the login interface for TraCorp. At the top, there is a blue banner with the Arizona state flag and the text "Learning Platform for Arizona State Agencies". Below this, the main heading reads "Welcome to TraCorp!!!". A sub-heading states: "The new Learning Management System (LMS) of record for the State of Arizona. Your assigned and required training will now be available to you through TraCorp effective April 17th, 2017." There is a section for "First Time User Instructions:" with a link "HERE" for supervisors and managers. On the right side, there is a "Log In" section with a text input field for the username, a password input field, and a "Log In" button. A link for "Forgot Password?" is also visible.</p> |

2

Locate Reports button

From the Admin navigation, click on Reports



| | | | |
|---|----------------------|---|--|
| 3 | Select report | Click on Certifications |  <p>A vertical list of report options: Saved Reports, Export User Data, Summary Report, Student Activity Report, Student Transcript, New Hire Report, User Group Records, Content Records, Learning Track Records, Learning Track Monthly Summary, Learning Track By User Group, Certifications (highlighted with a red box), and Online Test Responses.</p> |
| 4 | Format | Select Spreadsheet (CSV) from the dropdown |  <p>The 'Format' dropdown menu is open, showing 'Spreadsheet (CSV)' selected and highlighted with a red box. Other options include 'Online'.</p> |
| 5 | Date Range | Do not enter a date range |  <p>The 'Date Range' section shows 'Date Type' set to 'Select a value' and 'Date Range' set to 'From: (Any) To: (Any)'. The 'Date Range' label is highlighted in blue.</p> |
| 6 | Other Options | Select the following options: <ul style="list-style-type: none"> • Active Users • Include Child Usergroups • Include Incomplete Status |  <p>The 'Other Options' section shows three checked options: Active Users Only, Include Child Usergroups, and Include Incomplete Status (all highlighted with red boxes). Other options include 'Most Recent Completions Only' and 'Currently assigned Certifications only'.</p> |

Select Fields

Note: These fields are selected by default:

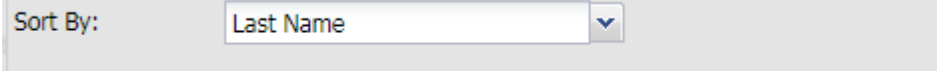
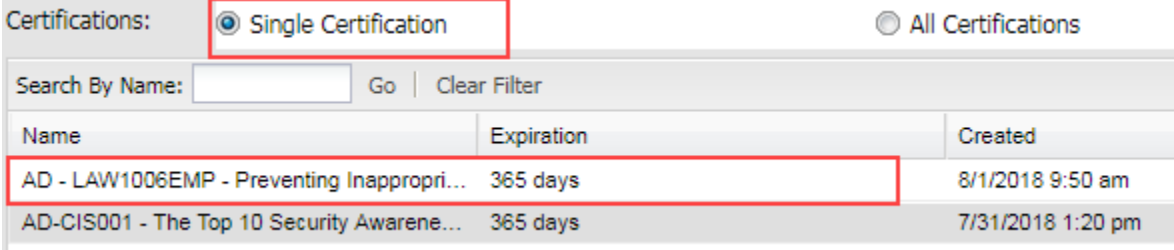
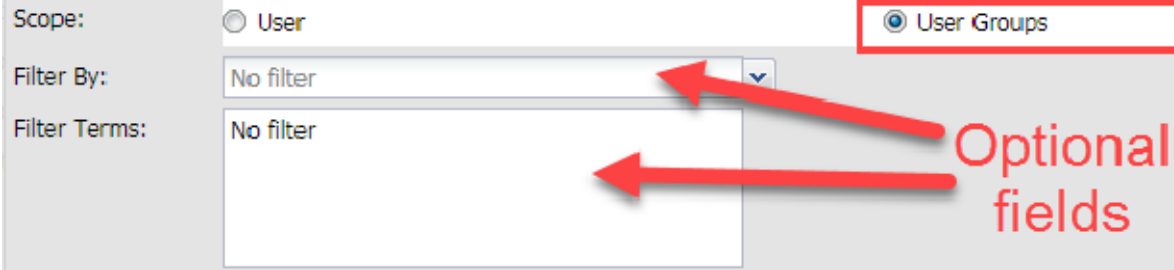
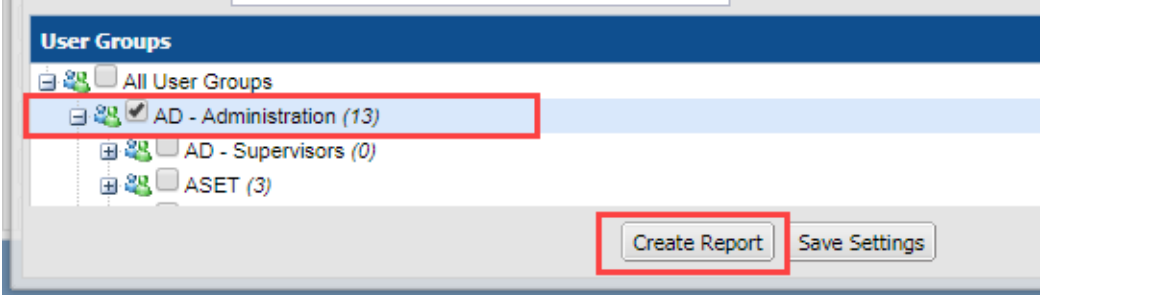
- Username
- First Name
- Last Name
- Certification
- Date Completed
- Certification Status
- Expiration Date

It's recommended you select these additional fields:

- Email
- Assigned Date
- Due Date
- Process Level
- Term date
- Employment designation
- Employee Status

Hold the Ctrl key when selecting additional fields.

- Username
- First Name
- Last Name
- Email
- Certification
- Date Completed
- Certification Status
- Expiration Date
- Assigned Date
- Due Date
- Agency
- Division
- Process Level
- Function (Job Class)
- Hire Date
- Job Code
- Job Code Description
- Supervisor Code
- Department
- Supervisor Link
- Term Date
- At Will Status
- At Will Status Description
- Position
- Position Description
- Adjusted Hire Date
- Supervisor First Name
- Supervisor Last Name
- Supervisor Email Address
- Agency Description
- Process Level Description
- Department Description
- Agency Hire Date
- Employment Designation
- Badge Number
- Badge Code
- Employee Status
- Home Address
- Home Phone Number
- Mobile Number
- City
- State
- Postal Code

| | | | |
|--|-------------------------------------|--|--|
| | <p>Sort by</p> | <p>Select a registration field to sort by (Dropdown contains the fields displayed in the previous step)</p> <p>Note: This is an optional step.</p> |  |
| | <p>Select Certifications</p> | <p>The default selection is Single Certification. Do not change the selection.</p> <p>Select a certification from the list.</p> |  |
| | <p>Scope</p> | <p>Select User Group for the Scope.</p> <p>Filter By and Filter Terms are optional.</p> |  |
| | <p>Usergroup(s)</p> | <p>Select the Usergroup(s) from the list of groups.</p> <p>Click on Create Report</p> |  |