<table>
<thead>
<tr>
<th>Action</th>
<th>Action Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Log in to TraCorp.</td>
<td>Enter your UGA username and password and click Log In.</td>
</tr>
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<td>Locate Reports button</td>
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<td>3</td>
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<td>5</td>
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</tbody>
</table>
|   | 6 | Other Options  | Select the following options:  
|   |   |                 |   - Active Users  
|   |   |                 |   - Include Child Usergroups  
|   |   |                 |   - Include Incomplete Status |

**Select Report:**
- Click on Certifications

**Format:**
- Select Spreadsheet (CSV) from the dropdown

**Date Range:**
- Do not enter a date range

**Other Options:**
- Select the following options:
  - Active Users
  - Include Child Usergroups
  - Include Incomplete Status
### 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.
**Sort by**
Select a registration field to sort by (Dropdown contains the fields displayed in the previous step)
Note: This is an optional step.

**Select Certifications**
The default selection is Single Certification. Do not change the selection.
Select a certification from the list.

**Scope**
Select User Group for the Scope.
Filter By and Filter Terms are optional.

**Usergroup(s)**
Select the Usergroup(s) from the list of groups.
Click on Create Report