

Reports: Staff: Site Staff Training Report



This report is used to track training for site staff. It has a custom date range picker and displays columns with staff name, role, a description of the training and the date of training. The information in this report is linked to information entered into the training details on the staff page.

To run the report, make your selection for the date range and click the green “Run Report” button. A hyperlink will appear called “Download Report”. Click the hyperlink to download or view the report.

Name	Role	Description	Date
childcarecook	Kitchen Staff	CACFP Required Topics and Civil Rights	08/01/2018
childcarestaff	Staff	Training Incomplete	NA