

How to Check for Outstanding Mandatory Training for My Staff?

- Click on the **Reports** tab
- 3 Reports are available for you to choose from

Reports

- 🕒 [Completed Course List by Staff \(for Supervisors\)](#)
- 🕒 [Programs Completion Status by Team \(For Supervisors\)](#)
- 🕒 [Search Course Outstanding by Staff \(For Supervisors\)](#)

- Click on the **Search Course Outstanding by Staff (For Supervisors) hyperlink**
 - All of your staff and their mandatory training will be listed here. The third column indicates their completion status, either “Complete via rpl”, or “Not yet started”
- Clicking on the column header of will sort by that field.

User's Fullname	Course Name ^	Completion Status	The completion date	Date Enrolled	Time to complete (since start date)
Jessica Thompson	Accessibility for Ontarians with Disabilities Act (AODA)	Complete via rpl	31 Jul 2017	1 Nov 2016	272 days
Mike Jones	Accessibility for Ontarians with Disabilities Act (AODA)	Complete via rpl	8 Aug 2017	1 Nov 2016	280 days
Samantha Jane Smith	Accessibility for Ontarians with Disabilities Act (AODA)	Not yet started		22 Mar 2019	
Sylvia Brown	Accessibility for Ontarians with Disabilities Act (AODA)	Not yet started		22 Mar 2019	
Samantha Jane Smith	Anti-Oppressive Practice for Supervisors/Managers (OACAS)	Not yet started		20 Mar 2019	
Jessica Thompson	Anti-Oppressive Practice in Child Welfare (OACAS)	Complete via rpl	2 Dec 2010	2 Dec 2010	
Mike Jones	Anti-Oppressive Practice in Child Welfare (OACAS)	Complete via rpl	30 Sep 2010	30 Sep 2010	