REPORTS in Saba  
http://train.ora.msu.edu

You must have Reporter or People Administration privilege added to your account to run the following reports. See top-right of your screen for Reporter or People Admin dropdown.

Topics
The ad hoc reporting feature allows for creating and modifying reports in many ways including adding fields, filtering and sorting. Create your own or request new reports at train@ora.msu.edu.

- General Tips
- Email subscription
- Example - By Course
- Examples – Using Contains filter & Exporting to Excel
- Example - By Certification
- Example - By Person
- By Department - See Department Reports Guide.PDF & Look-up codes spreadsheet
- By Manager – While not by report, Managers can view their subordinates training in Saba. See Team Dashboard Guide.pdf. They can give others proxy view to their dashboard. Certain compliance personnel can also run reports by manager using a desktop application.

General Tips
- Run reports in Firefox or Chrome.
- To get a list of all available reports, click Search button.
- You can request new reports by emailing train@ora.msu.edu.
- You can have reports emailed to you automatically on a schedule.
- Familiarize yourself with Certifications – the wrapper around required compliance training.
- Contact the helpdesk for group training or special report assistance - train@ora.msu.edu.
- Most filter fields are optional. Entering info into the ad hoc look-up fields adds more filtering. More filters equals fewer results.
- Don’t forget to look under the Details tab if there is a summary/count tab.

- The default view only shows 10 records. If you don’t get as many results as expected, check to the far right side of the results screen for any additional pages.

Subscriptions
If you would rather have a report with specific fields emailed to you on a schedule, set-up a subscription or email train@ora.msu.edu with your request. Include fields you want, recipient/s email addresses, and the schedule you’d prefer.
Check a COURSE Completion Records

1. Click the Reports tab. Enter %ad hoc and click Search button.

2. Click Actions (far-right column) and then choose an option. Try Execute the first time.

3. All fields are optional unless red. Complete the fields that you want to search by. By default, this report filters out CITI Program courses.

Example: Use course title field to narrow search to 1 specific course. Results: A list of every time any person has taken that course.

Example: Leave the course field blank and enter a person’s name. Results: Get the full transcript of one person’s course completion history.
Ad Hoc COURSE Report continued – using Contains & Exporting to Excel file.

**Example: Use (Contains) field with partial title.**

Report Parameters - Ad Hoc COURSE Searches (course, last name, netID PII)

<table>
<thead>
<tr>
<th>Field</th>
<th>Example</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course - Offering</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course - (Contains)</td>
<td>asbestos</td>
<td>(Contains) gives you all courses with that word in the title.</td>
</tr>
<tr>
<td>Course - Title</td>
<td>asbestos</td>
<td></td>
</tr>
<tr>
<td>Person - First Name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Person - Last Name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Person - ASSIST ID</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Person - Internal - APID</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Person - Internal - ZIP</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Result: List of all course completions with that word in title.

This is a good report to Export to Excel spreadsheet for further sorting or filter.
Check CERTIFICATION Status (compliance)

General Information on Certifications:

- In Reports, a Certification “Status” can be:
  - **Assigned** or In-progress – Have not completed the initial training
  - **Acquired** – Has completed the initial and refresher training. All requirements are complete and current. Compliant.
  - **Overdue** – Has not yet completed the initially assigned training. Some certification programs do not use target days so they never move to Overdue status.
  - **Expired** – Has not completed refresher training within the required deadline.

- A certification/recertification period can be 1 year, 2 years, 4 years, etc. Some certification programs do not require refresher training and will never move into Expired status.

- A Certification that expires will automatically be re-assigned to the person.
  This shows up in the Full Profile as In-Progress.

<table>
<thead>
<tr>
<th>Internal Licenses and Certifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
</tr>
<tr>
<td>---</td>
</tr>
<tr>
<td>Chemical Hygiene &amp; Hazardous Waste</td>
</tr>
</tbody>
</table>

This shows up in Reports as both the Expired status and a new Assigned entry.

<table>
<thead>
<tr>
<th>Student Certification</th>
<th>Acquired On</th>
<th>Certification</th>
<th>Status</th>
<th>Name</th>
<th>Person</th>
<th>First Name</th>
<th>Student Certification</th>
<th>Assigned On</th>
<th>Student Certification</th>
<th>Recertification Starts On</th>
<th>Student Certification</th>
<th>Expiration</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>07/21/2015</td>
<td>Hazardous Waste</td>
<td>Expired</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>07/22/2019</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>07/11/2016</td>
<td>Chemical Hygiene &amp; Hazardous Waste</td>
<td>Expired</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>06/22/2016</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>07/20/2016</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Example: Get a list of EVERYONE holding a specific Certification.

If you enter a specific certification **without any of the person fields filled in.**

Results: A list of everyone holding that certification including those who are only Assigned, as well as those who are currently in Acquired status.

Example: Enter the Person name field/s.

The more you enter into the Person fields, the finer/fewer results you will get.

If you enter a person’s name or one of their identifiers (NetID, APID...) and leave the Certification field blank, you will get a list of all their certifications.

In this example, you might get the certification results for: Laurie Chen, Larry Chen, and Lu Chen. This can be helpful when you aren’t sure how a name is spelled.