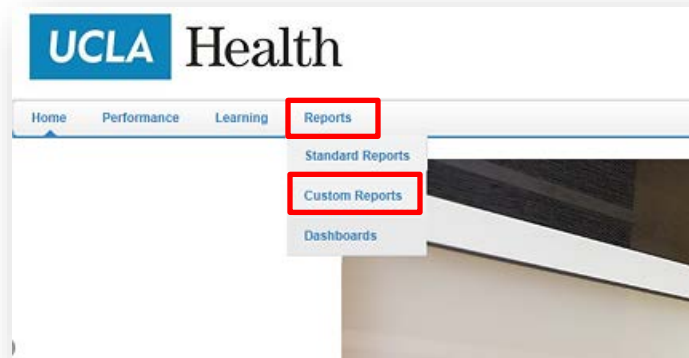


Cornerstone Training Guide Custom Reports

Introduction

In this scenario, learners will access custom reports.

1. On the Cornerstone Tool Bar, hover your cursor over **Reports** and from the dropdown menu click on **Custom Reports**.



2. Locate the **Nursing Manager Report**.









Custom Report Show Me

All Reports ▼ Ran Anytime ▼ Search New ▼

Title	Type	Creator	Folder	Last Run	Actions
CENTER CNE PILOT (copy)	Transcript Report	Marangoni, Sandra	All Folders	11/09/2018	▼
HR Compliance Report	Transcript Report	Marangoni, Sandra	Transcript Report	09/07/2018	▼
Nursing 2	Transcript Report	Marangoni, Sandra	Transcript Report	10/15/2018	▼
Nursing Manager Report	Transcript Report	Marangoni, Sandra	Transcript Report	11/09/2018	▼
Nursing Manager Report PILOT (copy)	Transcript Report	Marangoni, Sandra	All Folders	11/21/2018	▼
Nursing Manager Report PILOT (final)	Transcript Report	FELDMAN, KATHLEEN	All Folders	11/09/2018	▼
Nursing Roster	Transcript Report	Admin, ServiceTech	Transcript Report	10/10/2018	▼

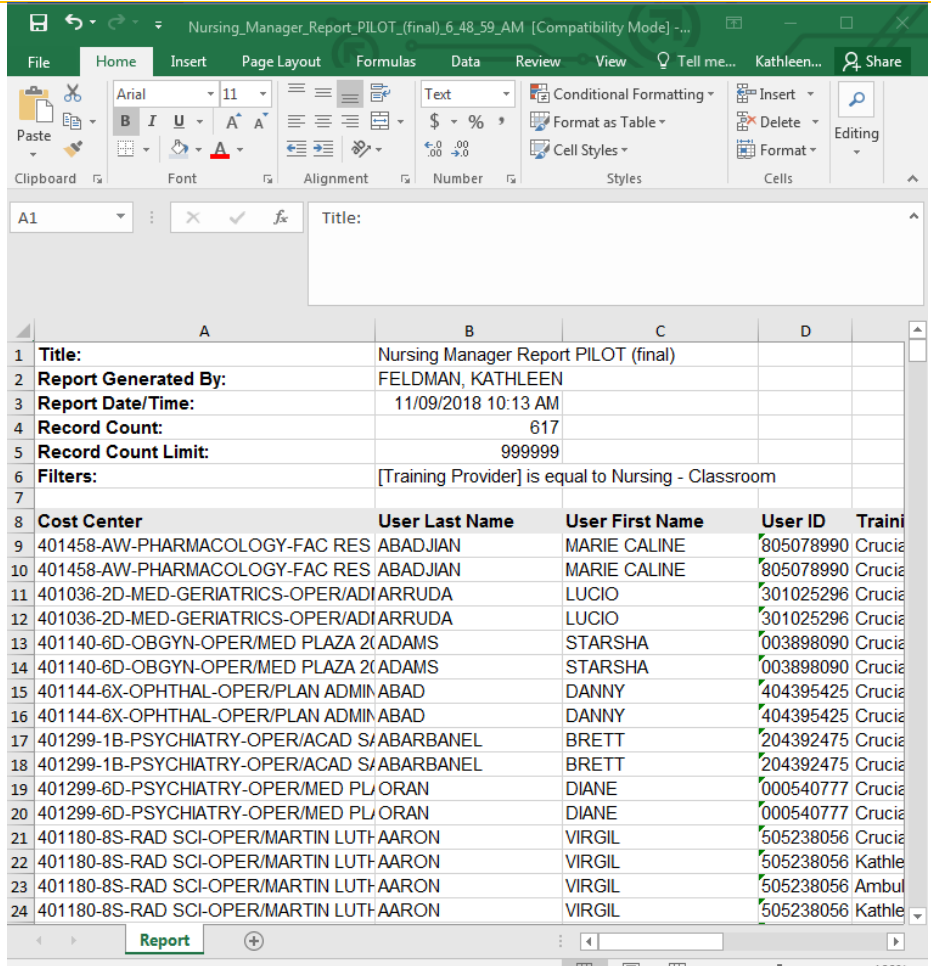
3. Click the **dropdown arrow** next to **Nursing Manager Report** and select **Excel**.

Note: The Last Run column displays the date the report was refreshed. You may need to click **Refresh** to populate an up-to-date report.

Title	Type	Creator	Folder	Last Run	Actions
CENTER CNE PILOT (copy)	Transcript Report	Marangoni, Sandra	All Folders	11/09/2018	▼
HR Compliance Report	Transcript Report	Marangoni, Sandra	Transcript Report	09/07/2018	▼
Nursing 2	Transcript Report	Marangoni, Sandra	Transcript Report	10/15/2018	▼
Nursing Manager Report	Transcript Report	Marangoni, Sandra	Transcript Report	11/09/2018	▼
Nursing Manager Report PILOT (copy)	Transcript Report	Marangoni, Sandra	All Folders	11/21/2018	▼
Nursing Manager Report PILOT (final)	Transcript Report	FELDMAN, KATHLEEN	All Folders	11/09/2018	▼
Nursing Roster	Transcript Report	Admin, ServiceTech	Transcript Report	10/10/2018	 Excel  Print  Text  History  Edit  Copy  Refresh  Delete

4. The **Nursing Manager Report** will download to an Excel file.

Note: Filter the report by **Cost Center** to view appropriate learners.



	A	B	C	D
1	Title:	Nursing Manager Report PILOT (final)		
2	Report Generated By:	FELDMAN, KATHLEEN		
3	Report Date/Time:	11/09/2018 10:13 AM		
4	Record Count:	617		
5	Record Count Limit:	999999		
6	Filters:	[Training Provider] is equal to Nursing - Classroom		
7				
8	Cost Center	User Last Name	User First Name	User ID
9	401458-AW-PHARMACOLOGY-FAC RES	ABADJIAN	MARIE CALINE	805078990
10	401458-AW-PHARMACOLOGY-FAC RES	ABADJIAN	MARIE CALINE	805078990
11	401036-2D-MED-GERIATRICS-OPER/ADIARRUDA	LUCIO	LUCIO	301025296
12	401036-2D-MED-GERIATRICS-OPER/ADIARRUDA	LUCIO	LUCIO	301025296
13	401140-6D-OBGYN-OPER/MED PLAZA 2(ADAMS	STARSHA	STARSHA	003898090
14	401140-6D-OBGYN-OPER/MED PLAZA 2(ADAMS	STARSHA	STARSHA	003898090
15	401144-6X-OPHTHAL-OPER/PLAN ADMINABAD	DANNY	DANNY	404395425
16	401144-6X-OPHTHAL-OPER/PLAN ADMINABAD	DANNY	DANNY	404395425
17	401299-1B-PSYCHIATRY-OPER/ACAD S/ABARBANEL	BRETT	BRETT	204392475
18	401299-1B-PSYCHIATRY-OPER/ACAD S/ABARBANEL	BRETT	BRETT	204392475
19	401299-6D-PSYCHIATRY-OPER/MED PL/ ORAN	DIANE	DIANE	000540777
20	401299-6D-PSYCHIATRY-OPER/MED PL/ ORAN	DIANE	DIANE	000540777
21	401180-8S-RAD SCI-OPER/MARTIN LUTH-AARON	VIRGIL	VIRGIL	505238056
22	401180-8S-RAD SCI-OPER/MARTIN LUTH-AARON	VIRGIL	VIRGIL	505238056
23	401180-8S-RAD SCI-OPER/MARTIN LUTH-AARON	VIRGIL	VIRGIL	505238056
24	401180-8S-RAD SCI-OPER/MARTIN LUTH-AARON	VIRGIL	VIRGIL	505238056