

How to Run a Training/Compliance/Influenza Report

Prior to running reports, you must be set up to have access to run reports for your department/work area. To get set up:

- At the OESO home page (www.safety.duke.edu), click on the “Training Reports Access Request” link (at the top of the page, under “Applications”).
 - Fill out all the requested fields
 - Please allow up to five business days for your request to be processed.

- 1. On the OESO home page (www.safety.duke.edu), click on the “Safety Training Reports” link (at the top of the page, under “Applications”).
- 2. Log-in using your Duke Net ID and password.
 - a. If you don’t know your Duke NetID and/or password, you can call 919.684.2200 (OIT Help Desk) or 919.684.2243 (DHTS Help Desk).
- 3. Under “Select Reports” (left side of screen, top), select a report from the drop-down box.
 - a. You can run more than one report at a time by clicking on each report available (this process of selection must be done one at a time). Choose one report, go back to the drop-down box, choose another report, and so on.
 - b. If you select a “Status Report”, a pop-up box will come up.
 - i. Select a specific requirement from the drop-down box.
 - ii. **Note:** You must make sure your pop-ups are not blocked for this to work. If your computer is set to block pop-up boxes, this box will not come up. If you don’t see the pop-up box, click on “Tools” at the top of your screen. You will see a line for “Pop Up Blocker”, and from there you will have the option to turn pop-up blockers off, or modify your pop-up blockers setting. Do whatever feels most comfortable for you.
 - iii. You can only select one status report at a time.
- 4. Under the “Select Reports” box, you will see a “Group By” box.
 - a. You can group your reports to be run by organization unit, by cost center, etc.
 - b. If you opt not to choose a grouping, your report will alphabetize the employee list, and the employees will NOT be separated by department.
- 5. Under the “Group By” box, you will see a “Select Filter” drop-down box. Choose a filter.
- 6. Click the button “Run Reports” (located under the “Select Filter” box).
- 7. You will see a pop-up box asking you if you want to open the report or save it somewhere.
- 8. If you do **not** have a filter set up (which you may not); or you don’t see a particular group in your filter, go to the box on the right side of the screen and choose an Org Unit, Pay Point or Cost Center from the drop down box and click “Quick Report”.
 - a. Do **not** put your unique Duke ID in to run a Quick Report. That is an internal command button.