

External Reports

The LearningHub external reports provides information on Learners and their education, including course format, course title, course length, result status, last name, first name, employee number, user status, LearningHub group, manager name, job code, job title, phone, union, e-mail, department site, company and business unit.

Business Managers (defined by PeopleSoft as Managers who have direct reports)

Two types of reports for Business Managers are available:

1. **Privacy and Confidentiality** staff have taken
2. **Multiple Course** staff have taken

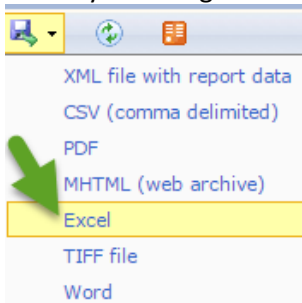
Each manager will be recognized by their Active Directory username, which will drive the selection of Courses that their staff have undertaken, and will only be able to access information on their direct reports.

1. Multiple Courses for Business Managers

Provides information on **one** or **all** courses staff have taken. If no staff have taken a course, it will not show up in the drop down menu.

<http://hris.phsa.ca/Reports/Pages/Folder.aspx?ItemPath=%2fPHSA%2fDW%2fLearning+Hub%2fBusiness+Managers&ViewMode=List>

1. Select **Manager Under the Report User** – Select the name of the manger to view all direct reports records
2. Select **Course Title** – Either one or multiple courses can be selected
3. When the results have loaded, export the data to Excel by selecting Excel



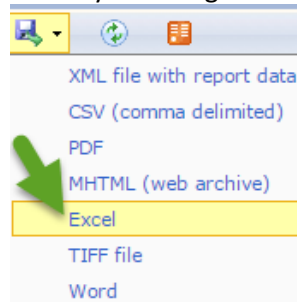
4. Use the filter option to sort through the data

2. Privacy and Confidentiality Completion

Provides information on Privacy and Confidentiality Completions

<http://hris.phsa.ca/Reports/Pages/Report.aspx?ItemPath=%2fPHSA%2fDW%2fLearning+Hub%2fBusiness+Managers%2fPrivacy+and+Confidentiality+Completions>

1. Select **Manager Under the Report User** – Select the name of the manger to view all direct reports records
2. Click **View Report**
3. When the results have loaded, export the data to Excel by selecting Excel



4. Use the filter option to sort through the data