CRUNCHTIME! TALENTLINK

# Run a Report

Quick Start Guide

## Document Details

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## Overview

TalentLink has a variety of reports that make it easy to track employee training progress across multiple courses and locations at once. This guide will show you how to get started running reports.

## System Requirements

- CES Version 10.00.00 or higher

Be sure to grab the latest version of this document here:

https://links.crunchtime.com/TLQS-RunReports

OR by scanning the QR code to the left.

**Show Me How:** Wish someone could walk you through these steps? We've got you covered. For a hands-on guide, select the *Help* (?) icon, choose *Show Me How*, and look for the following:

- Run a Report

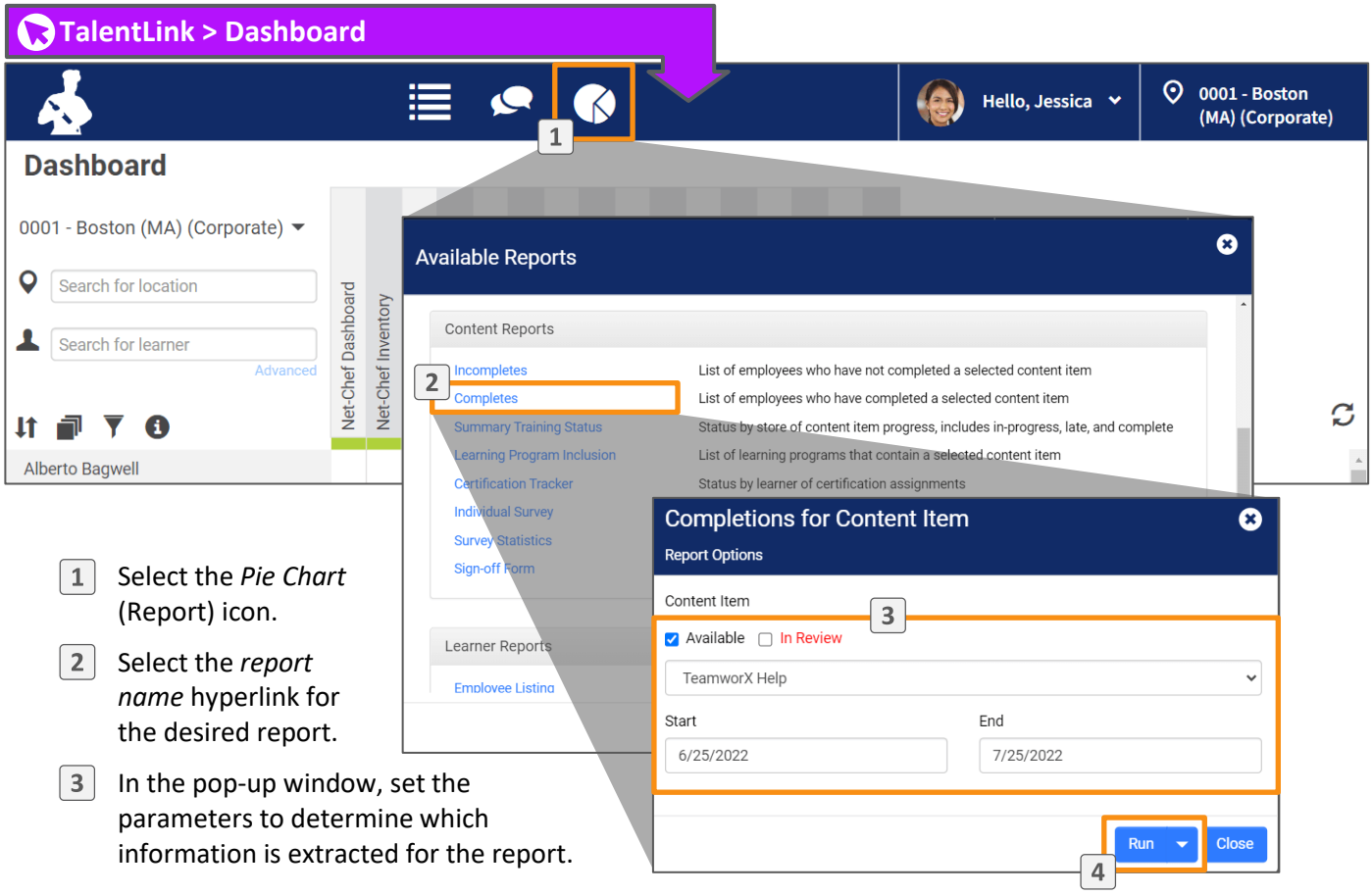
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# Run a Report

## Overview

TalentLink has a variety of reports enabling managers and system administrator to track employee training progress across multiple courses and locations at once. All reports in TalentLink are created using the same series of steps.

## Run a Report




1. Select the *Pie Chart* (Report) icon.
2. Select the *report name* hyperlink for the desired report.
3. In the pop-up window, set the parameters to determine which information is extracted for the report.

**Note:** The parameters in Step 3 will vary depending on which report was selected in Step 2.

4. Select *Run* to create the report. To create the report in a new browser tab, select the *down arrow* (˅) and choose *Run in a new window*.

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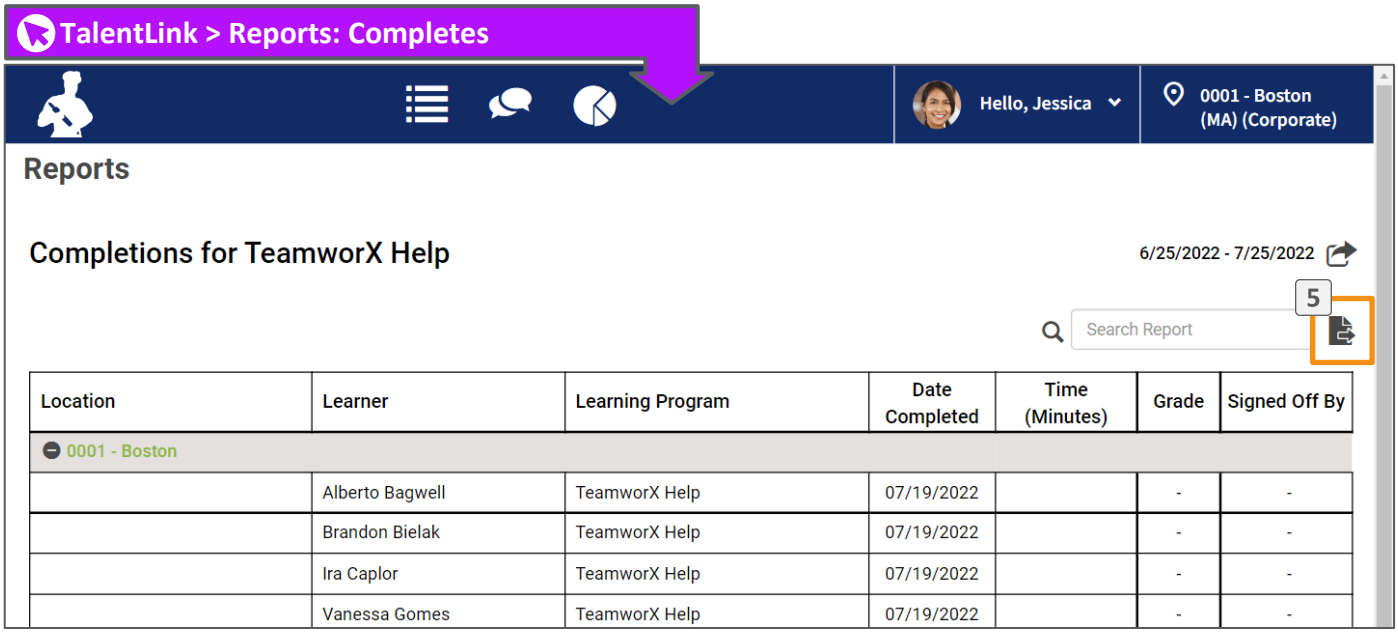
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CRUNCHTIME! TALENTLINK

# Run a Report

(Continued)

**Run a Report (continued)**




| Location | Learner | Learning Program | Date Completed | Time (Minutes) | Grade | Signed Off By |
|---|---|---|---|---|---|---|
| 0001 - Boston | | | | | | |
| | Alberto Bagwell | TeamworX Help | 07/19/2022 | | - | - |
| | Brandon Bielak | TeamworX Help | 07/19/2022 | | - | - |
| | Ira Caplor | TeamworX Help | 07/19/2022 | | - | - |
| | Vanessa Gomes | TeamworX Help | 07/19/2022 | | - | - |

5 (Optional) Select the *Export* icon to download a PDF or Excel copy of the report.

**Note:** Certain reports will automatically export to Excel to accommodate the large amount of data that is retrieved. After selecting *Run* in Step 4, the user will be notified that the report is being exported to Excel.

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