

# USING THE SAFETY TRAINING REPORTING TOOL

## WHO SHOULD HAVE ACCESS TO THIS TOOL?

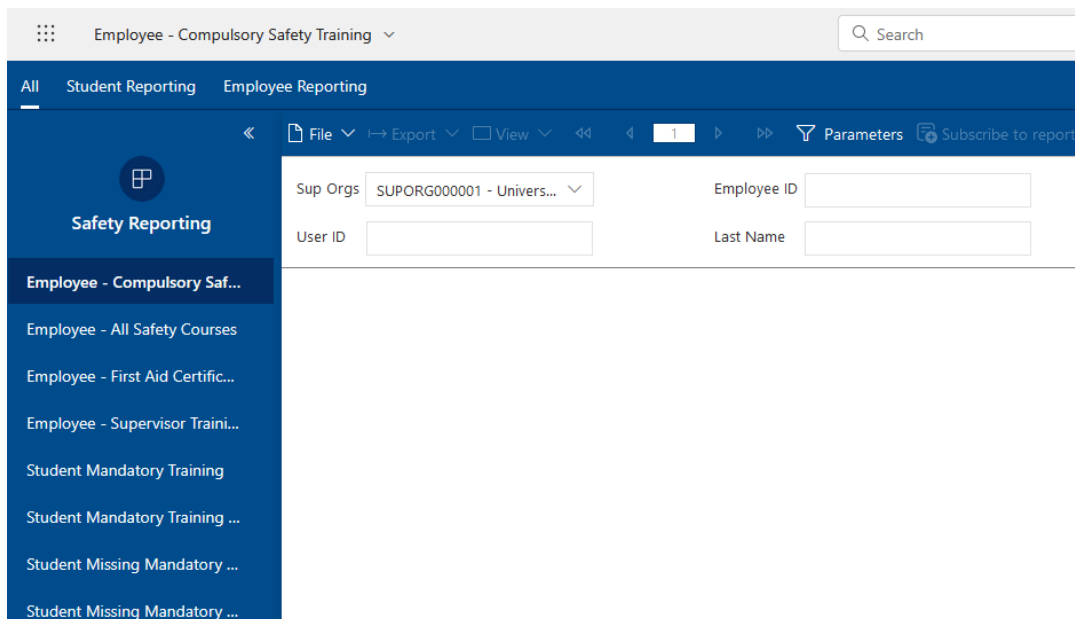
By default, all health and safety coordinators have access. Department Heads (e.g., Deans, Chairs, Directors) should contact the Safety Office if they require additional personnel to have access. Others that may require access could include:

- Departmental personnel who grant access to facilities (e.g., key permits and access codes)
- Department Heads
- Executive Officers
- Administration Officers

## USING THE REPORTING TOOL

Access the reporting tool [here](#).

1. Log in using your NEXUS userID and password.
2. The top left of the tool shows the records to which you have access. All employees have access to “Student Reporting”. If you have access to view your department’s records you will also see “Employee Reporting”.



**Figure 1: Select groups to search or use default search**

3. Choose from one of the options on the left side menu (see Figure 1):

- Employee - Compulsory Safety Courses
- Employee - All Safety Courses
- Employee - First Aid Certification and Expiries
- Employee - Supervisor Training Safety Courses
- Student Mandatory Training
- Student Mandatory Training by QUEST Course
- Student Missing Mandatory Training by QUEST Course
- Student Missing Mandatory Training by QUEST Course – Multivalue

Please note that you can search for either employee or student records. Employees will not show in the student report and students will not show in the employee report (unless the student is an active employee at the time).

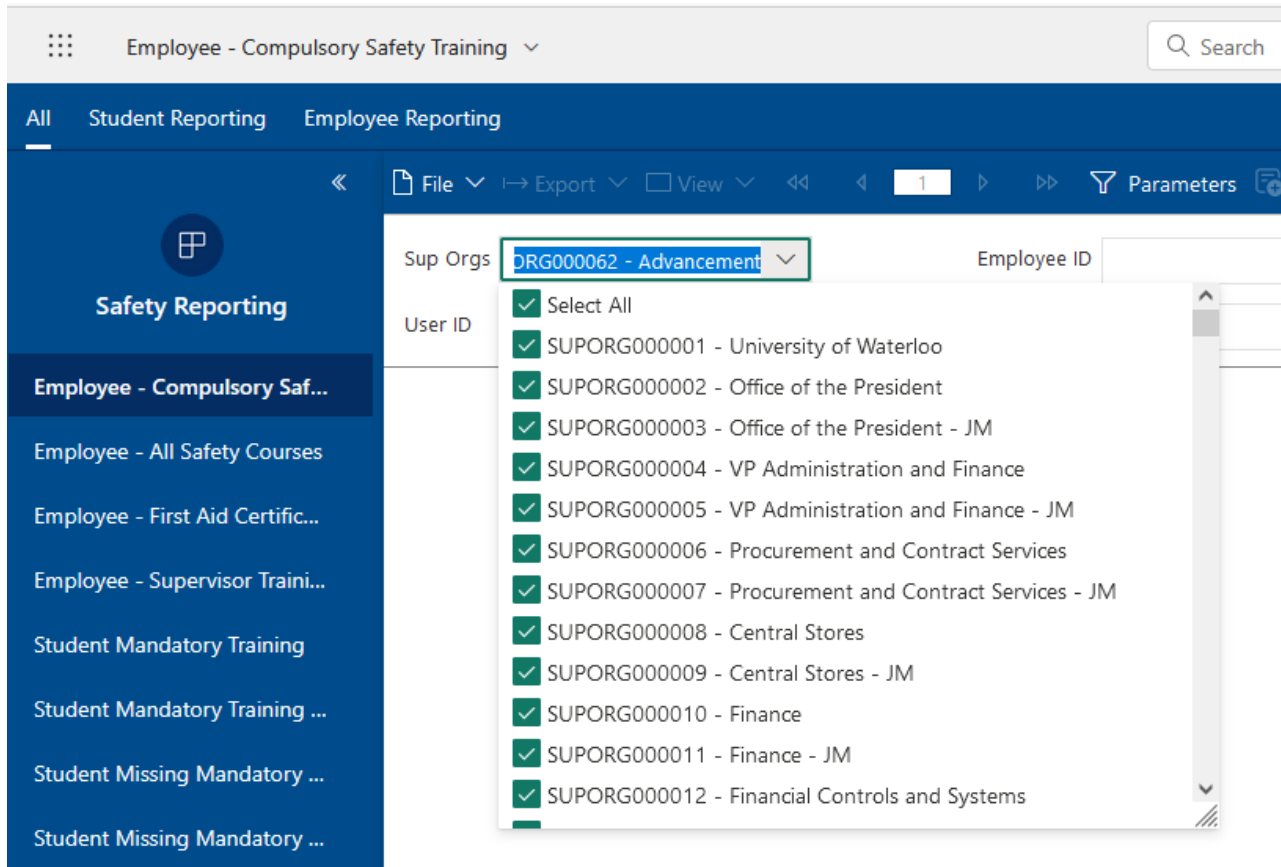
4. Choose which filters to apply. All reports have filter options to narrow search parameters. Depending on the report, you may have one or more of the following filters available:

- Sup Orgs (more information below)
- Employee Last Name
- Employee ID Number
- UW userID or Username
- Expiry Status
- Courses or Course Number


Leaving the filters blank returns all results for the selected department.

## SUP ORGS FILTER

This filter allows you to search all departments to which you have access. This is also where you can select the department(s) you wish to view. Clicking and dragging the bottom right corner will re-size the drop-down window.



**Figure 2: Selecting departments for a report**

5. Click View Report on the right side of the search options to generate the report. Please note that the View Report button will remain greyed out until text is entered into one of the search options
6. Click the Export drop down  icon and select the file format to download.