

Simply Personnel Training Manager

Reports

Simply Training: Reports.

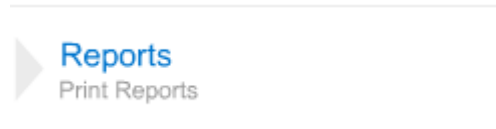
This document provides step-by-step guide for users to give an easy understanding on using the reports.

If at any time you need help or just need some questions answered please use our on-line helpdesk at www.simplypersonnel.co.uk where you will find comprehensive articles and an option to open a support ticket.

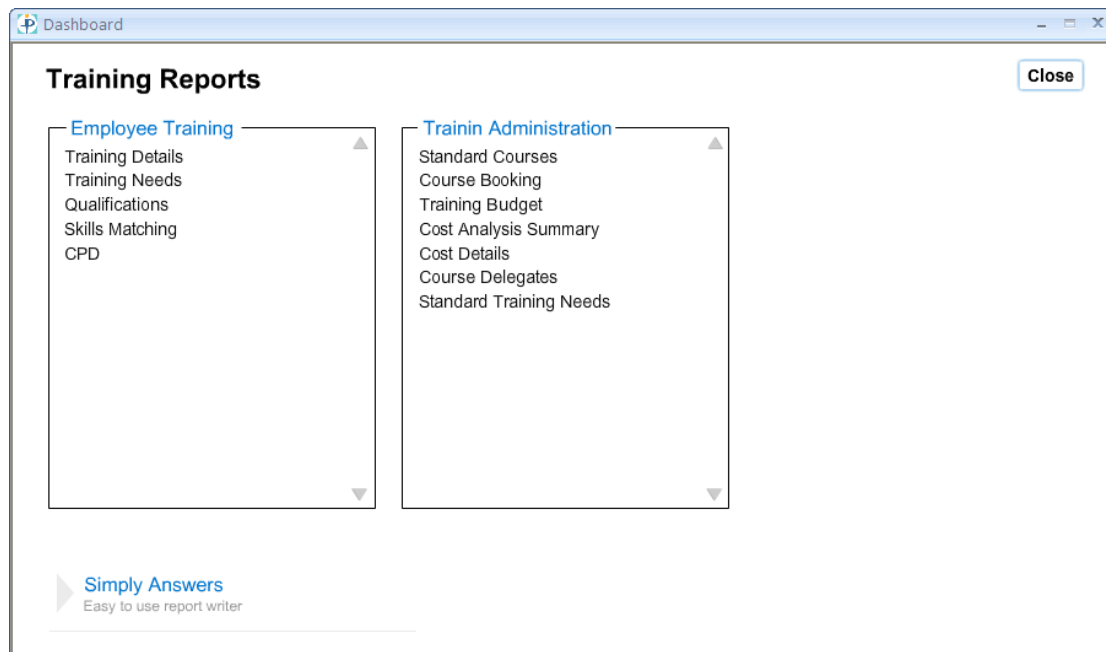
Thank you

The Simply Personnel Team.

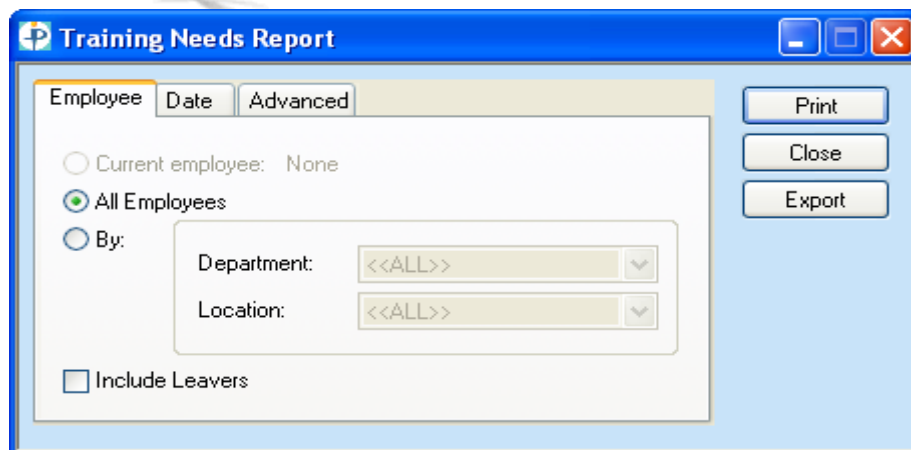
To access the report you will need to select Report from the main dashboard.



This will open up another dashboard with two boxes



Each box contains a number of reports that have a pre-written formula, select the one that you require and a further window will appear.



Each report that you choose will be slightly different with the options that you receive. They will all have the department and location selections.

You can export this report as a csv file to be used in excel or you can click on print and the report will appear.

You can then print this report off.