# JOB AID  Using the Reports Tab in Saba

## 1

From the menu in Saba, click on **Reports**.

*Not everyone has the Reports tab in Saba. See descriptions in Step 2 for who has access to these reports.*

- 👥 Groups
- ✏️ **Reports**
- 👤⚙️ Admin

## 2

Select your role to view course status for your employees:

**a** **Manager**
Manager titles and above

**b** **Alternate Manager**
If you have people that report to you in PeopleSoft

**c** **Organization Manager**
If you have employees who are in multiple HRDEPTID's

**a** **Managers:** See **Step 3** for next steps.

**b** **Alternate Managers:** See **Step 4** for next steps.

**c** **Organization Managers:** See **Step 5** for next steps.

## 3  MANAGERS

a. You will see a report like the one below.

b. For more information about the report, see the instructions on the left.

### My Team Course Completion Status
Flat List | Report Date: 05/29/2020 4:56 PM

Filters

Team Course Completion Status ⌄

Select an appropriate chart section to filter the report data accordingly

‹ ›

| Person Full Name | Course Activity Status | | | |
| --- | --- | --- | --- | --- |
| | Not Evaluated | Successful | Suspended | Total |
| | 3 | 31 | 34 | 68 |
| | 1 | 31 | 6 | 38 |
| | 2 | 20 | 11 | 33 |
| | | 14 | 18 | 32 |
| | 3 | 25 | 2 | 30 |
| | 2 | 22 | 4 | 28 |
| | 1 | 17 | 9 | 27 |
| | 3 | 15 | 8 | 26 |
| | 1 | 13 | 10 | 24 |
| | | 13 | 7 | 20 |
| Total | 16 | 201 | 109 | 326 |

▼ Total Number o...

| Person Full Name | Person Username | Course Title | Class ID | Course Activity Status |
| --- | --- | --- | --- | --- |
| | | | | |

**Course Completion Status Report Instructions**
To view a list of incomplete courses:

1. Find the employee's name on the list below
2. Use the arrow "< >" tabs on either side to view additional pages of employee names
3. Click the number in the "Not Evaluated" column
4. The list of courses yet to be completed by the employee will populate in the field below
5. Use the scroll bar and/or arrow tabs to see any additional lines or pages of the reports

To view a list of completed courses, click the number in the "Successful" column next to the employee's name. A list of completed courses will populate below.

**Detailed Reports**
To view and download a full report of your team's completion status, click here: My Team Completion Dashboard This will open a new window where you will have the option to download the full report to an excel file.

To view the specific courses your employees have yet to complete, click here: Course Not Completed Report (Opens in a new window)

- The status of each course for each employee will be listed in the "Completed Course Status" column

To view a list of courses completed by each employee, click here: Course Completed Report (Opens in a new window)

## 4    ALTERNATE MANAGERS

a. Person Organization Name: Select the **organization(s)** you would like to report on.

b. Person Status: Open dropdown menu and select **Active, Leave, Paid Leave**.

c. Is Terminated: Leave as **No**.

d. Optional: Search for **Course ID** and/or enter in **Completed Courses on Date**.

e. Click **Run**.



## 4    ORGANIZATION MANAGERS

a. Is Organization Manager: Leave as **Yes.**

b. Organization Manager Organization Name: Select the **organization(s)** you would like to report on.

c. Is Terminated: Leave as **No**.

d. Course Activity Status: **Leave as is**.

e. Optional: Search for **Course ID**, **Course Title,** and/or **Completed Course Date Marked Complete**.

f. Click **Run**.

**5** **TROUBLESHOOTING**

**Error on Manager Report**

If you see the message below and are a manager, submit an AskHR ticket to the CED Tech Team.

> ⊗ You do not have access to the the requested page or it does not exist ✕

**Error on Org Manager Report**

If you see the message below and are a manager, select the departments on the Alternative Manager Report.

> ⊗ You do not have access to the the requested page or it does not exist ✕

> **If you are not a Manager or an Organization Manager in Saba, but still have another Admin role, you can access reports via the Analytics page (Admin Home > Analytics Admin).**
> **Use the** *"Course Not Completed by Department - User Report"*

*If you need assistance, please submit a request via AskHR:* [https://mymuhealth.org/askhr](https://mymuhealth.org/askhr)

*Select CED > Support > Other Issue*