

# How to Run a Report in Relias

1. Log in to Relias: <https://dental.washington.edu/compliance/compliance-training/>

## Compliance Training

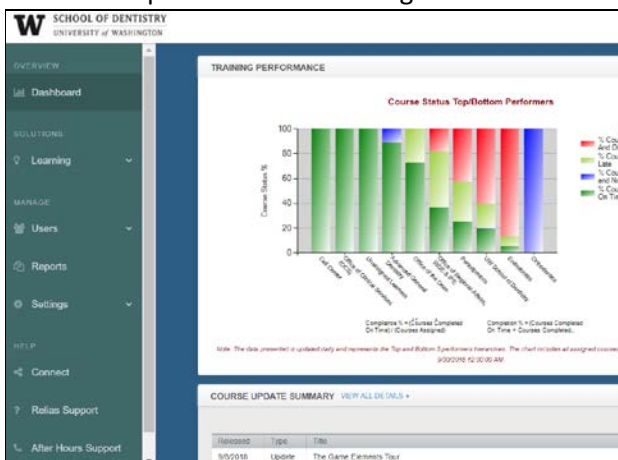
General compliance training is required for all School of Dentistry workforce members.

[Login with UW NetID](#)

Don't have a UW NetID? Login with your Relias account [here](#).

[Log In with Single Sign-on](#)

2. Click on “Reports” in the left navigation bar



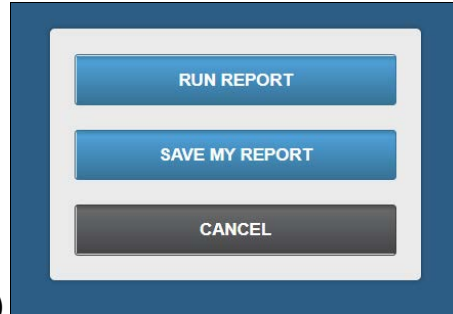
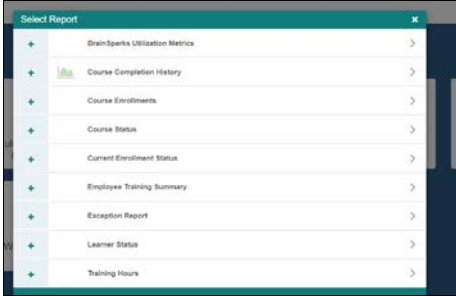
3. Select “Module Enrollments and Completions”

### Create Report Saved Reports

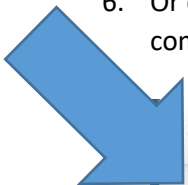
- Module Enrollments and Completions
- Training Plan
- Module Analytics
- Live Events
- Workforce Tools
- Additional Reports

4. Select “Course Completion History”

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5. Either click on "Run Report" (Recommended)
6. Or establish some filters, such as "All" in course status (to include incompletes as well as completions):



7. View your data



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8. Export your data

9. Do not panic at data output in Excel:

10. Delete or hide those extra columns and use Data/Filter to hone in:

	E	F	G	H	
ResultsCourse		ResultsCourseStat	ResultsComplete	ResultsRequiredByDate	Res
Code of Conduct Faculty UWSOD		Not Started		8/22/2018	hitc
Fire Extinguisher Training UWSOD		Not Started		8/24/2018	hitc
Welcome to Relias		Not Started		8/4/2018	hitc
Workplace Violence Prevention UWSOD		Not Started		8/25/2018	hitc
Asbestos General Awareness UWSOD		Not Started		8/19/2018	ken
Centers for Medicare and Medicaid Training UWSOD		Not Started		9/9/2018	ken
Code of Conduct Faculty UWSOD		Not Started		8/22/2018	ken