



### TRAIN Florida – Ad-Hoc Report Description Chart

[Questions?](#)

Name	Description/Purpose	Features	Visibility
<b>FDOH Course Registrations Total Count</b>	Provides count of total course registrations to report status of learner enrollments offered to the State of Florida.	Displays the total amount of FDOH course Registrations for the Florida Group.	<b>Shared</b> Florida, Administrator
<b>FDOH Incomplete</b>	Shows Local Administrators a list of Florida Department of Health employees who have <u>not</u> completed trainings by department and course sponsor.	Displays the learner's unique ID, first and last name, course ID and title, credit type, enrollment and completion date, and department name. When prompted, enter Department and enter Sponsor/Offerer.	<b>Shared</b> Administrator, Course Provider
<b>FDOH TRAIN Florida Course Registration</b>	Provides list of active learners registered in TRAIN Florida courses used for status reports.	Displays the learner's login name, first and last name, title, registration and department name. The primary group is restricted to Florida, Florida Department of Health, and Florida Department of Health Non-FTEs. Enter department Name (i.e. Orange CHD) to execute report.	<b>Shared</b> Florida, Administrator
<b>FDOH Info Security FY13-14 Completion Report</b>	Obtain a list of learners who completed the Information Security FY13-14 training for mandatory compliance.	Displays learner's unique ID, first and last name, course ID and title, credit type, completion date, and department name. Enter Office or CHD name to execute report.	<b>Shared</b> Administrator,
<b>FDOH TRAIN Florida Course Completion Status by Department</b>	Provides TRAIN Florida Administrators with a list of employees who completed a specific course within a specific date range at a Division/Office/CHD.	Displays the learner's unique ID, name, course ID and title, credit type, registration and completion date, and group names, and department. Enter the Course Title (i.e. FDOH Code of Ethics) and Department name (i.e. Dade CHD), and Date Range to execute the report.	<b>Shared</b> Administrator

[Link to FDOH TRAIN Florida Groups](#)





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<b>FDOH TRAIN Florida Course Completion by Bureau/Section</b>	Report allows Local Administrators to view their individual staff members in a Bureau or Section.	Displays the learner's unique ID, first and last name, course ID and title, credit type, registration and completion date, bureau/section, and group name. When prompt, enter the Course Title i.e. FDOH Code of Ethics; Bureau, and department (i.e. Lee CHD) to execute the report.	<b>Shared</b> Administrator
<b>FDOH TRAIN Florida Course Completion CMS Report</b>	Provides TRAIN Florida Administrators with a list of employees who completed a specific course within a specific date range located in the Division of Children's Medical Services.	Displays the learner's unique ID, first and last name, course ID and title, credit type, registration and completion date, and group name. When prompt, enter the Course Title, Department, Bureau/Section, and date parameters to execute the report. This report is for the Division of Children's Medical Services.	<b>Shared</b> Administrator
<b>FDOH TRAIN Florida Enrollment Report</b>	Provides TRAIN Florida Administrators with a list of employees who enrolled and completed courses by Division/Office/CHD.	Displays the learner's unique ID, name, course ID and title, credit type, enrollment and completion date, and group name. When prompt enter Department name to execute report.	<b>Shared</b> Administrator
<b>FDOH TRAIN Florida Mandatory Training Status Report</b>	Provides Administrators with learners who completed the DOH Mandatory Trainings statewide for compliance purposes	Displays the learner's total minimum trainings; Fields include: login name, full name, course title, and registration, and department. The primary group is restricted to Florida, Florida Department of Health, and Florida Department of Health Non-FTEs.	<b>Shared</b> Administrator

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<b>FDOH Local Contact List</b>	Provides the TRAIN Florida Administrators and Course Provider Roster with account information.	Report is grouped by Department, and displays Bureau/Section, Administrator's name, date created, last update date, and User ID.	<b>Shared</b> Administrator
<b>FDOH Learner Accounts</b>	Obtain a list of active learner accounts with inaccurate or incorrect data from the Details tab used for TRAIN Audit Maintenance to update information.	Displays the FDOH Learner accounts for CHDs, CMS, Division or Program Office. When prompt, enter in the Department Name, i.e. Levy CHD.	<b>Shared</b> Administrator
<b>FDOH Learner Accounts Non-FTEs</b>	Obtain a list of active Non-FTE accounts with inaccurate or incorrect data from the Details tab used for TRAIN Audit Maintenance to update information.	Displays the total count of FDOH Non-FTE accounts for CHDs, CMS, Division or Program Office Non-FTEs. When prompt, enter in the Department Name, i.e. Levy CHD.	<b>Shared</b> Administrator
<b>FDOH TRAIN Florida Transcript Report</b>	Provides Administrators with a list of complete and incomplete trainings for a single employee within an office or division.	Displays the learner's login name, name, credit type, enrollment and completion date, department, and county. Enter learner's login name to execute report.	<b>Shared:</b> Administrator
<b>FDOH Email Address</b>	This report provides the DOH Email Address List of employees in a department or office. When prompt, enter Department.	Displays user login name, last and first name, email, department. When prompt, enter Department Used for cleanup.	<b>Shared</b> Florida, Administrator

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