The most commonly used report on the Report Console page will be the Master Training Plan Report. This report is used to track which learners have been registered for, are in progress with, or have completed their assigned Training Plans.

For example – key training compliance reports for the Department are run regularly for the FDOH Annual Mandatory Training Plan, and FDOH New Employee Training Plan.
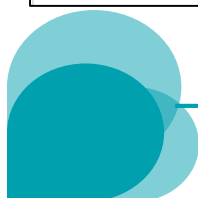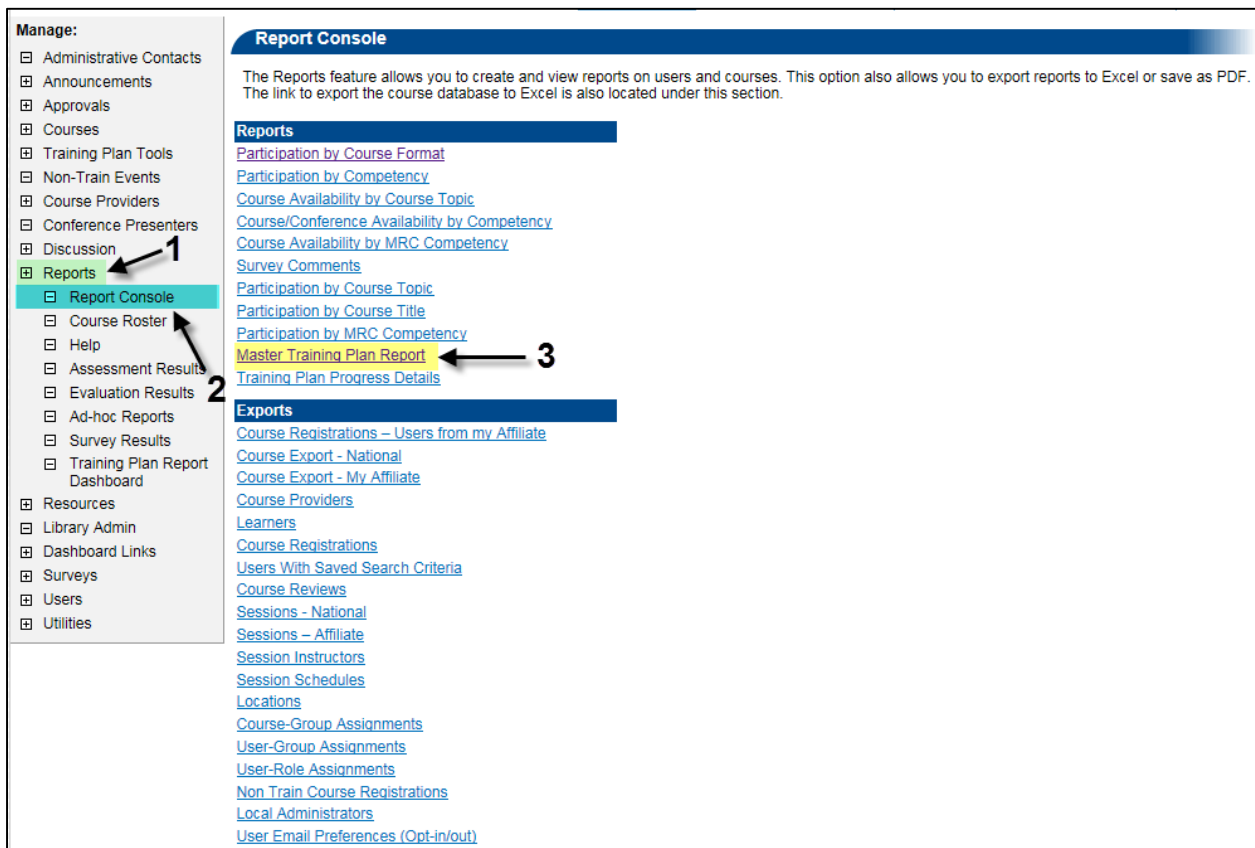
This document will help guide you on how to run a Master Training Plan report.

To run the Master Training Plan Report, use the following steps:

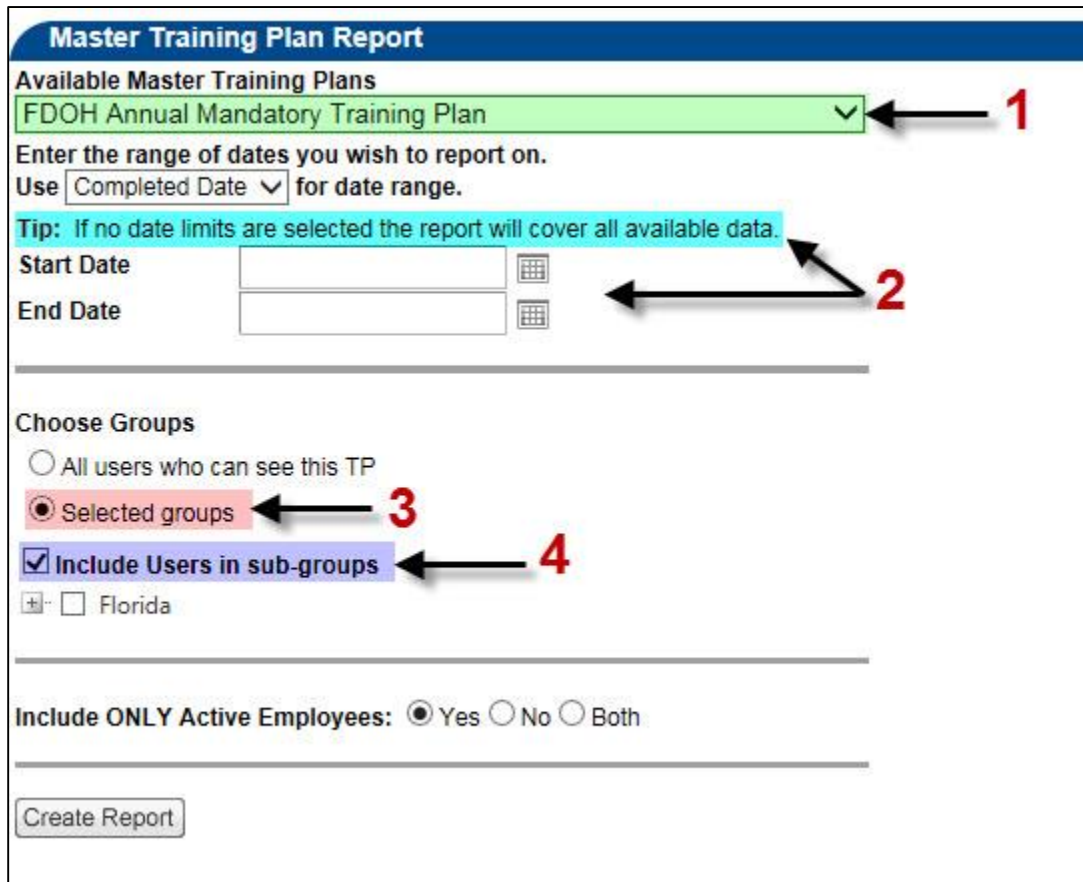**Step 1:** From your TRAIN Florida homepage, click **Administration** in the top navigation bar.

Step 2: Next, in the left navigation bar, click **Reports (1)** then **Reports Console (2)**.

Step 3: Click **Master Training Plan Report (3)**. This will open either a new window or a new tab in the existing window.

Step 4: From the dropdown box under **Available Master Training Plans**, choose the Training Plan you wish to report on **(1)**.

**NOTE:** You may use the Completed Date for the Date Range but it is not required **(2)**.

Step 5: Next, the **Choose Groups** section. If you have the Report Manager permission at the State level we recommend choosing **Selected Groups (3)**, to narrow your search criteria to your local level.

NOTE: Make sure to leave the **Users in Sub-Groups** box checked **(4)**.

Step 6: Once you click **Selected Groups** – the group listings will open by showing only the top level, Florida.
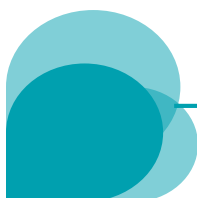
Step 7: Choose your **Group(s)** or **Sub-Group(s)** by clicking the **plus icon** (⊞) to open the group listings and placing a checkmark in the appropriate box(es). You may choose more than one group at a time while running this report.

> **NOTE:** The reports will pull data from the top level group chosen, and then by all sub-groups below it. To choose only a sub-group, <u>check only the sub-group's box</u>.

Choose Groups

- ○ All users who can see this TP
- ◉ Selected groups

☑ Include Users in sub-groups

⊟ ☐ Florida
- ⊞ ☐ Administrator
- ⊞ ☐ Agency for Persons with Disabilities
- ⊞ ☐ Course Provider
- ⊞ ☐ Florida - General
- ⊞ ☐ Florida A&M University
- ⊟ ☐ Florida Department of Health
  - ⊞ ☐ Alachua CHD
  - ⊞ ☐ Baker CHD
  - ⊟ ☐ Office of Chief of Staff
    - ⊞ ☐ Office of Communications
    - ⊞ ☐ Office of Legislative Planning
    - ⊞ ☑ Office of Performance and Quality Improvement
  - ⊞ ☐ Office of Compassionate Use
- ⊞ ☐ Florida Department of Health Non-FTE
- ⊞ ☐ Florida International University
- ⊞ ☐ Florida State University
- ⊞ ☐ The Arc of Florida

Include ONLY Active Employees: ◉ Yes ○ No ○ Both

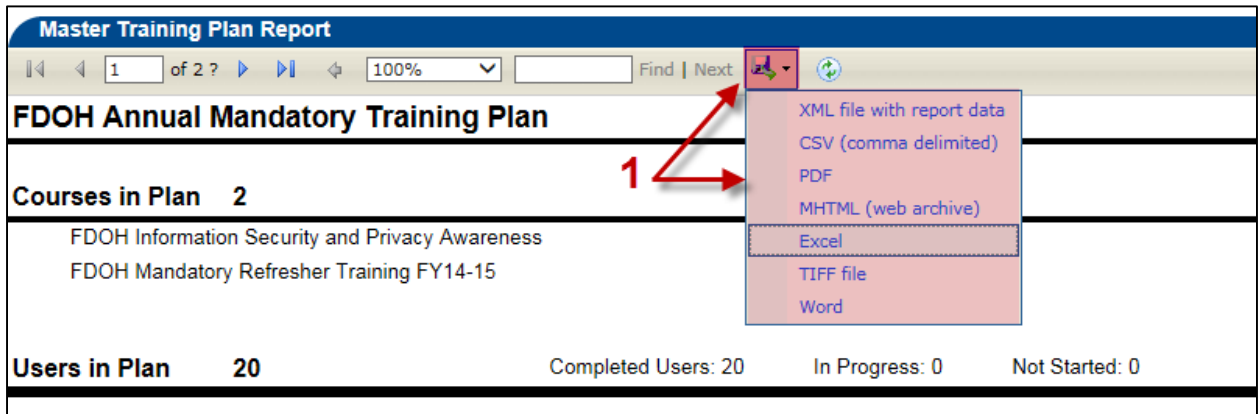---

Create Report ⬅ **1**

Step 8: Once you have selected your Group/Sub-Group(s), click the **Create Report** button **(1)**.
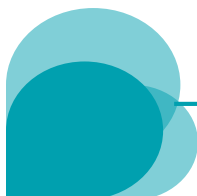
Step 9: The **Master Training Plan Report** will display the requested data for your chosen training plan and selected group(s).

You can save the report to your computer as an Excel spreadsheet, .pdf, or Word file by clicking the **Save icon (1)**.

If you have any questions or need assistance regarding the Master Training Plan report, please contact your organization's Site Administrators.

For the **DOH LMS Site Administrators** please call **850-245-4008** or email **DOHLMSSupport@flhealth.gov**.