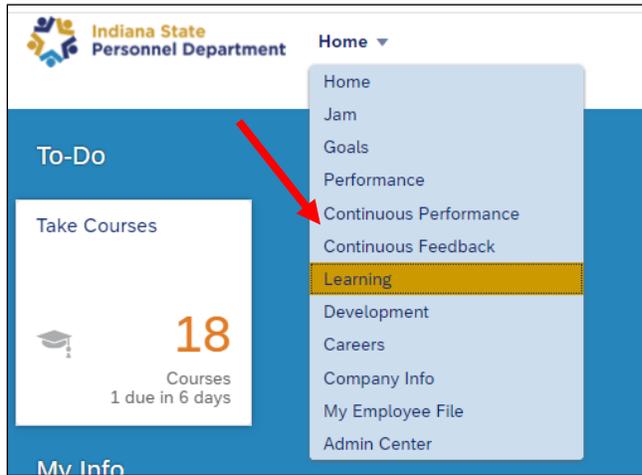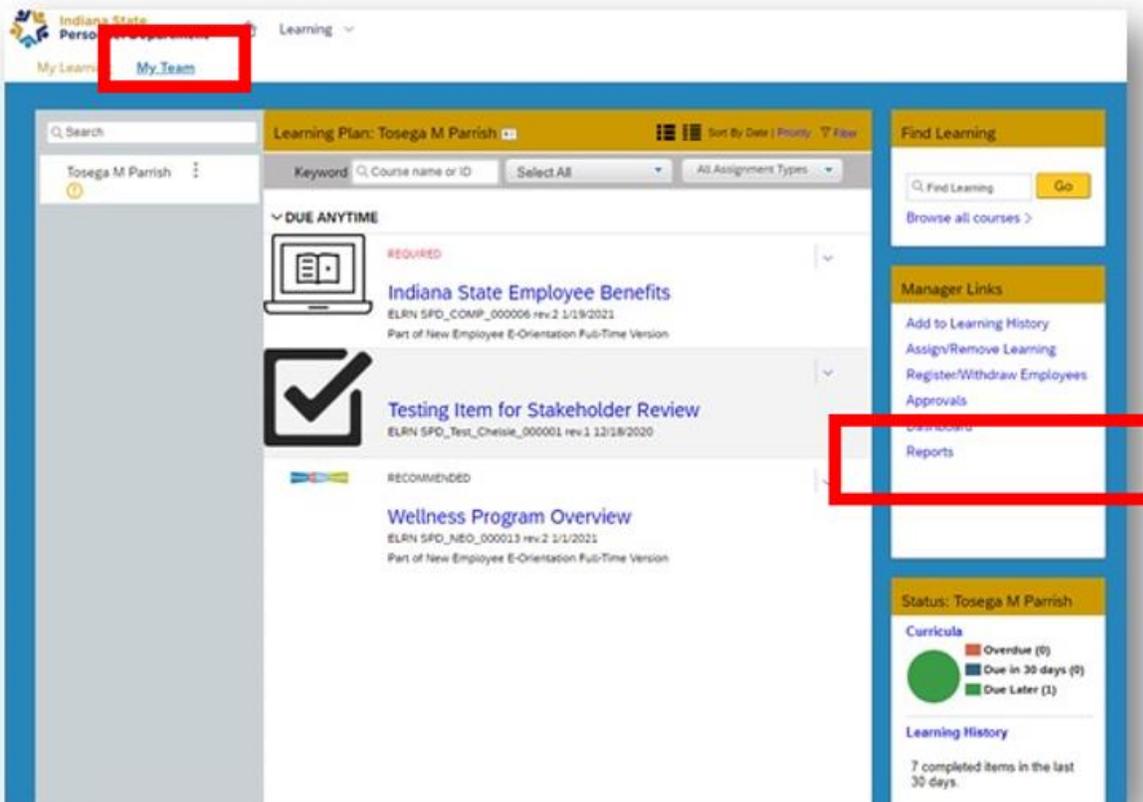To access Manager Reports, please log into SAP SuccessFactors (for help logging in, please see the SAP SuccessFactors Learning Management System User Login Guide).

You can access Your Team Reporting from your homepage:

1.   Navigate to the learning section of SuccessFactors by selecting **Learning** from the dropdown menu at the top of the page.
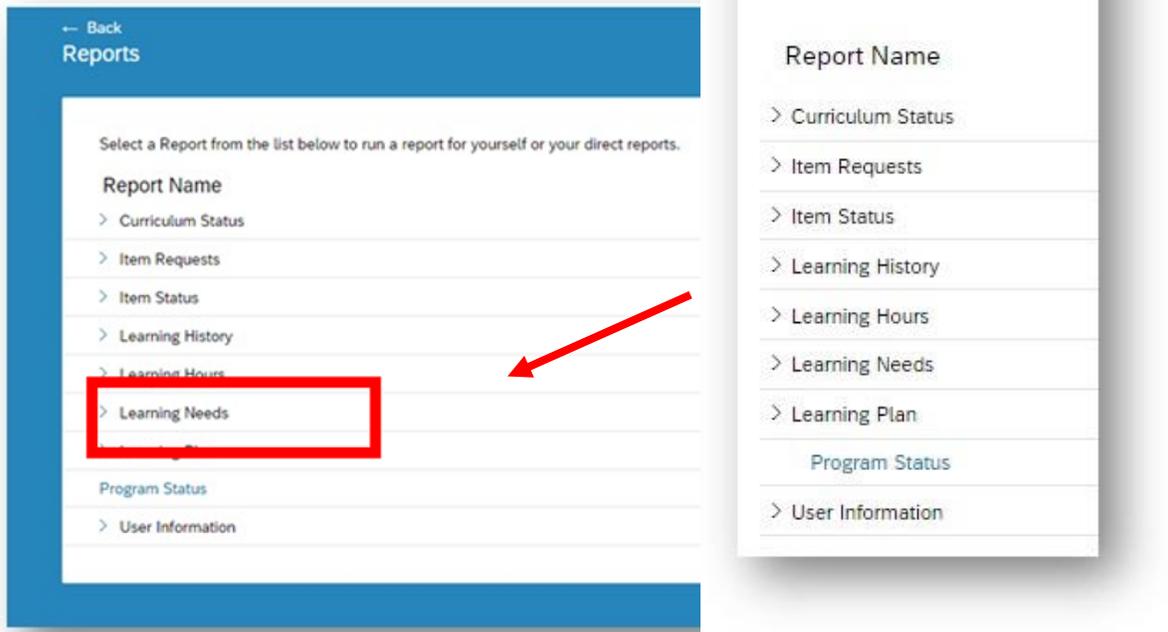
2.   Under your "My Team" section, select **Reports** inside the **Manager Links** tile.

For questions about the content of this document, please contact the INSPD Learning & Development division, spdtraining@spd.in.gov.

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3. From the **"Reports"** page, you may select the appropriate report. For a list of report descriptions Managers may run, please see table below.

Report Tile	Description
Item Status	The User Item Status report returns, for each user and item, the user's completion status for the items they participated in during the given date range. Learning Items are courses that may be taken online i.e., the 2022 OIG Ethics Training and Refresher Course or in-person training class or a combination of the two.
Curriculum Status	The user Curriculum Status report returns the curriculum assigned to each user and the curriculum status, and if applicable, the number of days remaining before required retraining to keep the curriculum current. A curricula groups together several learning items, i.e., Employee Self Service PeopleSoft 9.2 Curricula
Item Requests	The Item Request report returns, for users and items, the users who have requested items but not yet registered or waitlisted in a class of the item.
Learning History	The Learning History report returns users' learning history (learning items and curricula they have finished) with detail item events.
Learning Hours	The Learning Hours report returns the hours of learning that users have completed. Learning hours can have types, such as hours that count toward certification.
Learning Needs	The Learning Needs report returns the learning needs of users. Learning needs are learning items or curricula assigned to the user which are not yet completed
Learning Plan	The Learning Plan report returns the learning plan of users. Learning plans are users' personal docket of learning items and curricula.
Program Status	This report includes Programs that are in progress per user and Programs that have been completed by user. It includes completion status and completion date. Learning programs combine learning events to create a learning path: a set of learning experiences that learners progress through., i.e., L.E.A.D. by INSPD