

## How to Run a Training Report

Prior to running reports, you must be set up to have access to run reports for your department/work area. To get set up, please call OESO at 684-2794.

1. On the OESO home page ([www.safety.duke.edu](http://www.safety.duke.edu)), click on the "Management Reports" link (on left side of page).
2. Log-in using your Duke Net ID and password.
  - a. If you don't know your Duke NetID and/or password, you can call 684-2200 (OIT Help Desk) or 684-2243 (DHTS Help Desk).
3. Under "Select Reports" (left side of screen, top), select a report from the drop-down box.
  - a. You can run more than one report at a time by clicking on each report available (this process of selection must be done one at a time). Choose one report, go back to the drop-down box, choose another report, and so on.
  - b. If you select a "Status Report", a pop-up box will come up.
    - i. Select a specific requirement from the drop-down box.
    - ii. **Note:** You must make sure your pop-ups are not blocked. If your computer is set to block pop-up boxes, this box will not come up. If you don't see the pop-up box, click on "Tools" at the top of your screen. You will see a line for "Pop Up Blocker", and from there you will have the option to turn pop-up blockers off, or modify your pop-up blockers setting. Do whatever feels most comfortable for you.
    - iii. You can only select one status report at a time.
4. Under the "Select Reports" box, you will see a "Select Filter" drop-down box. Choose a filter.
5. Click the button "Run Reports" (located under the "Select Filter" box).
6. You will see a pop-up box asking you if you want to open the report or save it somewhere.
7. If you do not have a filter set up, go to the box on the right side of the screen and choose an Org Unit, Pay Point or Cost Center from the drop down box and click "Quick Report". You do **not** need to put your unique Duke ID in to run a Quick Report. The Unique ID box is used to access an individual's "report".