

## Other Reports

<b>I want to:</b>	<b>Report Name</b>	<b>Description</b>	<b>Location</b>
<b>List of Available SPs by date</b>	<b>Available SP list</b>	Lists the SPs' time of availability by date and indicates whether they are assigned to a case. Data is collected when the SPs confirm their availability for a scheduled session.	Other Reports > Available SP list
<b>Utilization of facility, sessions, departments</b>	<b>Center Utilization Report</b>	Comprehensive report to include session date, name of session, case/scenario used, department and instructors associated with session, assigned evaluators support staff, assigned support staff, classifications of case/scenarios, rooms scheduled, total number of learners and broken down into Learner Groups, Session duration, setup time, teardown time, video hours, cost of capital, supplies and drugs assigned to sessions, requestor.	Other Reports > Center Utilization Report
<b>Course registration and Course completion status by learner</b>	<b>Course</b>	Lists the registration status and the completion status of learners enrolled in a Course. Courses are created in the Sessions & Courses task group.	Other Reports > Course  Course Status (Registration/Completion)
<b>Incidents reported in Session Activity pages</b>	<b>Incident Report</b>	List any incidents reported in a Session Activity page. Lists the type of incident, and the number of incidents, date, time who was involved as who reported the incident.	Other Reports > Incident Report
<b>Status level of Inventory items</b>	<b>Inventory Status</b>	Report identifying the supplies and drugs in stock, available quantity, threshold to reorder, status as of current day and item	Other Reports > Inventory Status

		balance. Color coded: Red means out of stock and yellow indicates less than the reorder amount and close to depletion. Capital equipment is listed as available or unavailable.	
<p><b>Usage of Inventory</b> items and/or</p> <p>Room usage by session</p>	<p><b>Inventory Utilization Report</b></p>	<p>Room usage will list the room name, the hours used, and the total number of times used.</p> <p>Filter the report by equipment type (room, capital, supplies, drugs), Created by (who created the session) or by a Case/scenario within the date range specified in the left column.</p>	<p>Other Reports &gt; Inventory Utilization Report</p>
<p>List of Kiosk <b>Check-in and Check-out</b> by all users</p>	<p><b>Kiosk</b></p>	<p>If center owns an EMS Kiosk, the list of users and visitors who have checked in and out of your center is displayed.</p>	<p>Other Reports &gt; Kiosk</p>
<p><b>Center Calendar</b> print out</p>	<p><b>Center Calendar</b></p>	<p>Shows scheduled sessions on the Center Calendar. Filter by day, week, work week, or month.</p>	<p>Other Reports &gt; Center Calendar</p>
<p>Learners who have <b>not been assigned</b> to a session</p>	<p><b>Learners Not Assigned to Exam</b></p>	<p>Lists all learners who are not assigned to a particular session or all sessions within the date range defined in the left column.</p> <p>Filter options are: by Session name, by Grad Year, Learner Group. Arrange report by Learner Names, Learner IDs, Grad Year, or by Learner Group.</p>	<p>Other Reports &gt; Learners Not Assigned to Exam</p>

<p><b>See which learners have met with which SPs.</b> Sort by a learner name or by an SP name.</p>	<p><b>Learners seen by SP</b></p>	<p>Displays a list of learners who have met with SPs or sort by SP name to see which learners they have seen.</p> <p>Filter your search by date range in the left column, or by Session Name, Learner Name or SP name.</p>	<p>Other Reports &gt; Learners seen by SP</p>
<p>Printout of <b>Session Summary</b> for multiple sessions.</p>	<p><b>Session List</b></p>	<p>Printout of Session Summary information of sessions that apply toward an Accreditation, by Requestor Name (one who requested that session be scheduled in Session Requests task), or Session Summary. Includes session name, time, duration, case, room, accreditation, learners, SPs, specialists, evaluators, inventory and session notes.</p>	<p>Other Reports &gt; Session List</p>
<p>The <b>SP Log Report</b> provides a list of login and logout times for each SP, as well as the session name and duration.</p>	<p><b>SP Log</b></p>	<p>The report provides a list of login and logout times for each SP, as well as the session name and duration.</p>	<p>Other Reports &gt; SP Log</p>
<p>The SP Log Test (Session) Date Report provides details on an <b>SP's activity</b> if it is associated with a session.</p>	<p><b>SP Test Date</b></p>	<p>Printout of the SP Sign In Log/Payroll Record</p>	<p>Other Reports&gt; SP Test Date</p>