

# CORE Critical Training Reports

## CONTENTS

*Navigate to a specific section by clicking a link below*

- I. [Employee Critical Training Reports \(HRS1578\)](#)**
  - A. [Access the Employee Critical Training Report \(HRS1578\)](#)
  - B. [Generate an Employee Critical Training Report \(HRS1578\)](#)
  - C. [Export \(Download\) an Employee Critical Training Report \(HRS1578\)](#)
- II. [Student Employee Critical Training Reports \(STU0517\)](#)**
  - A. [Access the Student Employee Critical Training Report \(STU0517\)](#)
  - B. [Generate a Student Employee Critical Training Report \(STU0517\)](#)
  - C. [Export \(Download\) a Student Employee Critical Training Report \(STU0517\)](#)
- III. [Trouble-Shooting & General Questions](#)**
  - A. [Accessing Reports](#)
    - 1. [I Can't Access a Report](#)
      - a. [Request Access to the Employee Critical Training Report \(HRS1578\)](#)
      - b. [Request Access to the Student Employee Critical Training Report \(STU0517\)](#)
  - B. [Generating Reports](#)
    - 1. [My Report is Taking a Long Time to Generate](#)
  - C. [CORE Security](#)
    - 1. [Who Can Access These Reports?](#)
    - 2. [What's My Security Clearance?](#)
  - D. [Learn More...](#)
    - 1. [...About The Critical Training Program](#)
    - 2. [...About CORE](#)



CORE CRITICAL TRAINING REPORTS

EMPLOYEE CRITICAL TRAINING REPORTS (HRS1578)

*Navigate to a specific section by clicking a link below:*

- A. [Access the Employee Critical Training Report \(HRS1578\)](#)
- B. [Generate an Employee Critical Training Report \(HRS1578\)](#)
- C. [Export \(Download\) an Employee Critical Training Report \(HRS1578\)](#)

**CORE CRITICAL TRAINING REPORTS****ACCESS THE EMPLOYEE CRITICAL TRAINING REPORT (HRS1578)**

- 1) Access the HRS1578 report by logging into CORE: <https://core.oregonstate.edu/>
- 2) Type HRS1578 into the search bar and then click search:










The screenshot shows the top navigation bar of the CORE system. On the left, it says "Institutional Analytics and Reporting" and "CORE". In the center, there is a search bar containing the text "HRS1578" and a "Search" button. To the right of the search bar are links for "#Reports", "#Dashboards", "Help", and "More...". Below the search bar, a dropdown menu is visible with the text "Search for HRS1578% (starts with)".

- a. Select the HRS1578 Report from the list of search results

## CORE CRITICAL TRAINING REPORTS

## GENERATE AN EMPLOYEE CRITICAL TRAINING REPORT (HRS1578)

1) Training Assigned Start Date	<input type="text" value="1/1/2018"/>		2) Training Assigned End Date	<input type="text" value="5/10/2021"/>		<input type="button" value="View Report"/>
3) Timesheet Org Unit	<input type="text"/>		4) Employee Timesheet Org	<input type="text"/>		
5) Supervisor ID (or % for All)	<input type="text" value="%"/>		6) Show Incomplete Modules Only	<input type="text" value="No"/>		

7) 

- 1) Training Assigned Start Date** - Enter a start date for your query (or click on the calendar to select a date) or leave it at 1/1/2018 to view all historical Critical Training records.
- 2) Training Assigned End Date** – Enter an end date for your query (or click on the calendar to select a date), or leave it at today’s date to view the most updated data\*  
**\* Note:** Employees have 60 days to complete the trainings from when they are assigned. The Training Assigned End Date can be used to filter out courses that have been assigned within the last 60 days (that would not yet be overdue).
- 3) Timesheet Org Unit** – From the drop-down list, select your\* Timesheet Org Unit.  
**\* Note:** Selecting a large number of Orgs may bring back too much data to process, so requesting smaller sets of data is recommended.
- 4) Employee Timesheet Org** – after completing step 3, the drop-down list will update with the available Employee Timesheet Orgs. Select one or multiple\* Employee Timesheet Orgs.  
**\* Note:** Selecting a large number of Orgs may bring back too much data to process, so requesting smaller sets of data is recommended.
- 5) Supervisor ID (or % for All)** – enter your supervisor ID *or* leave the percent (%) to view all employee records for the Timesheet Org Unit(s) and Employee Timesheet Org(s) you have selected.
- 6) Show Incomplete Modules Only** – toggle to “Yes” to view only employees with incomplete trainings; or leave on “No” to view all employees’ training records.  
**\* Note:** Previously completed courses, along with any re-certification assignments, will be shown you select “No.”
- 7) View Report** – depending on the amount of data you have requested, the report may take a few minutes to generate (expected run time: 32.8 seconds).

## CORE CRITICAL TRAINING REPORTS

**EXPORT (DOWNLOAD) AN EMPLOYEE CRITICAL TRAINING REPORT (HRS1578)**

Once a report is generated, use the toolbar to export (download) the report:



## Bridge Trainings Completion

- 1) **Print** – download a .pdf file of the data (multiple pages)
- 2) **Export to Excel** – download a .xls file of the data (contains formatting and multiple tabbed sheets)
- 3) **Export to PDF** – download a .pdf file of the data (multiple pages)
- 4) **Export to CSV** – download a .csv file of the data (no formatting, single sheet)



CORE CRITICAL TRAINING REPORTS

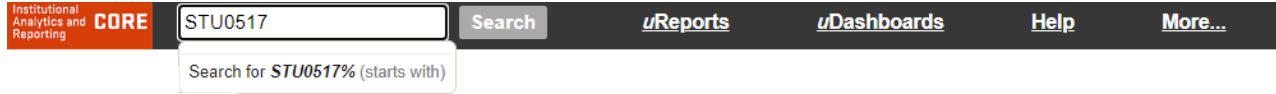
STUDENT EMPLOYEE CRITICAL TRAINING REPORTS (STU0517)

*Navigate to a specific section by clicking a link below:*

- A. [Access the Student Employee Critical Training Report \(STU0517\)](#)
- B. [Generate a Student Employee Critical Training Report \(STU0517\)](#)
- C. [Export \(Download\) an Employee Critical Training Report \(STU0517\)](#)

**CORE CRITICAL TRAINING REPORTS****ACCESS THE STUDENT EMPLOYEE CRITICAL TRAINING REPORT (STU0517)**

- 1) Access the STU0517 report by logging into CORE: <https://core.oregonstate.edu/>
- 2) Type STU0517 into the search bar and then click search:










The screenshot shows the CORE search interface. On the left, there is a logo for 'Institutional Analytics and Reporting' and the word 'CORE'. To the right is a search input field containing the text 'STU0517'. A 'Search' button is located to the right of the input field. Further right are navigation links: 'uReports', 'uDashboards', 'Help', and 'More...'. Below the search input field, a dropdown menu is visible with the text 'Search for STU0517% (starts with)'.

- a. Select the STU0517 Report from the list of search results

## CORE CRITICAL TRAINING REPORTS

## GENERATE A STUDENT EMPLOYEE CRITICAL TRAINING REPORT (STU0517)

1) Training Assigned Start Date	<input type="text" value="1/1/2018"/>		2) Training Assigned End Date	<input type="text" value="5/11/2021"/>		<a href="#">View Report</a>
3) Timesheet Org Unit	<input type="text"/>		4) Employee Timesheet Org	<input type="text"/>		
5) Supervisor ID (or % for All)	<input type="text" value="%"/>		6) Employee Student Type:	<input type="text"/>		
6) Show Incomplete Modules Only	<input type="text" value="No"/>					

7)

- 1) **Training Assigned Start Date** - Enter a start date for your query (or click on the calendar to select a date) or leave it at 1/1/2018 to view all historical Critical Training records.
- 2) **Training Assigned End Date** – Enter an end date for your query (or click on the calendar to select a date), or leave it at today’s date to view the most updated data\*  
**\* Note:** Employees have 60 days to complete the trainings from when they are assigned. The Training Assigned End Date can be used to filter out courses that have been assigned within the last 60 days (that would not yet be overdue).
- 3) **Timesheet Org Unit** – From the drop-down list, select your\* Timesheet Org Unit.  
**\* Note:** Selecting a large number of Orgs may bring back too much data to process, so requesting smaller sets of data is recommended.
- 4) **Employee Timesheet Org** – after completing step 3, the drop-down list will update with the available Employee Timesheet Orgs. Select one or multiple\* Employee Timesheet Orgs.  
**\* Note:** Selecting a large number of Orgs may bring back too much data to process, so requesting smaller sets of data is recommended.
- 5) **Supervisor ID (or % for All)** – enter your supervisor ID *or* leave the percent (%) to view all employee records for the Timesheet Org Unit(s) and Employee Timesheet Org(s) you have selected.
- 6) **Show Incomplete Modules Only** – toggle to “Yes” to view only employees with incomplete trainings; or leave on “No” to view all employees’ training records.  
**\* Note:** Previously completed courses, along with any re-certification assignments, will be shown you select “No.”
- 7) **View Report** – depending on the amount of data you have requested, the report may take a few minutes to generate (expected run time: 32.8 seconds).



## CORE CRITICAL TRAINING REPORTS

## EXPORT (DOWNLOAD) A STUDENT EMPLOYEE CRITICAL TRAINING REPORT (STU0517)

Once a report is generated, use the toolbar to export (download) the report:



## Bridge Trainings Completion

- 1) **Print** – download a .pdf file of the data (multiple pages)
- 2) **Export to Excel** – download a .xls file of the data (contains formatting and multiple tabbed sheets)
- 3) **Export to PDF** – download a .pdf file of the data (multiple pages)
- 4) **Export to CSV** – download a .csv file of the data (no formatting, single sheet)

**CORE CRITICAL TRAINING REPORTS****TROUBLE-SHOOTING & GENERAL QUESTIONS**

*Navigate to a specific section by clicking a link below:*

- A. [Accessing Reports](#)
  - 1. [I Can't Access a Report](#)
    - a. [Request Access to the Employee Critical Training Report \(HRS1578\)](#)
    - b. [Request Access to the Student Employee Critical Training Report \(STU0517\)](#)
- B. [Generating Reports](#)
  - 1. [My Report is Taking a Long Time to Generate](#)
- C. [CORE Security](#)
  - 1. [Who Can Access These Reports?](#)
  - 2. [What's My Security Clearance?](#)
- D. [Learn More...](#)
  - 1. [...About The Critical Training Program](#)
  - 2. [...About CORE](#)

**CORE CRITICAL TRAINING REPORTS****ACCESSING REPORTS****I Can't Access a Report**

Security clearances are role-based permissions that are assigned according to your job position. Follow [these instructions](#) to view your security clearance in CORE. You can request access\* to a security level or reports that are not part of the default security classification for your position.

\* Note: there must be a legitimate business purpose to receive an override and the final decision on the request is at the discretion of the Critical Training Program, as the data steward for these reports.

**REQUEST ACCESS TO THE EMPLOYEE CRITICAL TRAINING REPORT (HRS1578)**

- 1) Click on the [Security Override Request Form](#) button on the [CORE homepage](#).
- 2) Answer the two questions on the first page and then click the right arrow to continue.
- 3) On the second page of the form, check “Human Resources (HR)”
- 4) For the prompt, “If known, what is the specific report(s) or access level(s) sought,” type **HRS1578**
- 5) Complete the remaining fields on the second page and then click the right arrow to continue.
- 6) Complete the third page. Click the right arrow to submit the form.

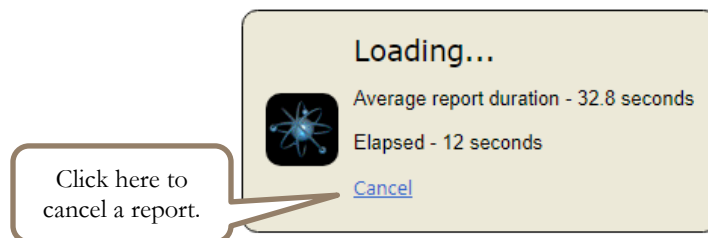
**REQUEST ACCESS TO THE STUDENT EMPLOYEE CRITICAL TRAINING REPORT (STU0517)**

- 1) Click on the [Security Override Request Form](#) button on the [CORE homepage](#).
- 2) Answer the two questions on the first page and then click the right arrow to continue.
- 3) On the second page of the form, check “Student (STU)”
- 4) For the prompt, “If known, what is the specific report(s) or access level(s) sought,” type **STU0517**
- 5) Complete the remaining fields on the second page and then click the right arrow to continue.
- 6) Complete the third page. Click the right arrow to submit the form.

**GENERATING REPORTS****My Report Is Taking A Long Time To Generate**

Selecting a large number of Orgs may bring back too much data to process.

- 1) Select “Cancel” from the loading screen:



- 2) Update the Timesheet Org Unit and/or Employee Timesheet Org fields.

**\* Note:** If you update the Timesheet Org Unit you will need to re-select the relevant Employee Timesheet Org fields

**CORE CRITICAL TRAINING REPORTS****CORE SECURITY****Who Can Access These Reports?**

Access to specific CORE reports is granted based on role-based security clearances. Only those with relevant role-based security clearances will have access to these reports.

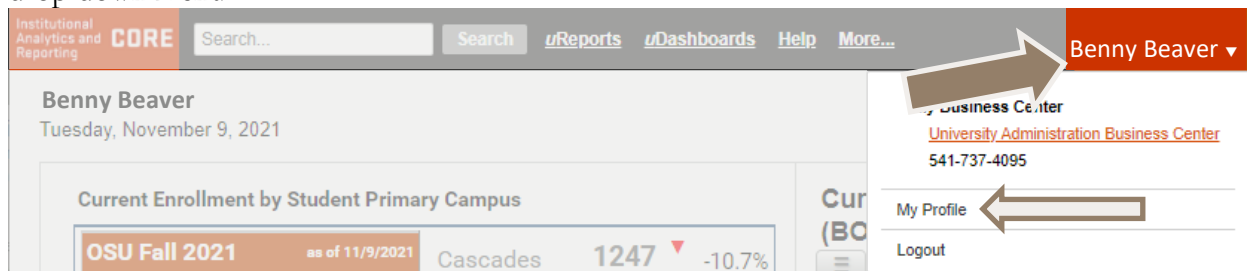
Based on the type of data presented in the reports, each report requires a different level of data:

- 1) The Employee Report (HRS1578) requires security access of Human Resources Level 3 (HR3).
- 2) The Student Employee Report (STU0517) requires security access of Student Level 3 (STU3).

**What's My Security Clearance?**

You can view the security clearances granted to your role once you're logged in to CORE:

1. At the top right of any CORE window, click on your name, then select "My Profile" in the drop-down menu:



2. In your profile, scroll down to find your CORE Security Domains.

**LEARN MORE...****...About The Critical Training Program**

University Human Resources has an extensive webpage dedicated to [Critical Training Program Questions & Answers!](#)

- [Critical Training Overview Q&A](#)
- [Employees \(including Student Employees\) Q&A](#)
- [Supervisors Q&A](#)

For questions about the Critical Training Program, please reach out to [hr.training@oregonstate.edu](mailto:hr.training@oregonstate.edu).

**...About CORE**

CORE, or the Cooperative Open Reporting Environment, guides the development of a university-wide reporting environment that supports the University strategic plan and operations.

- Visit the [CORE Homepage](#)
- Check out the [CORE System Overview](#) video (approximately 21 minutes) for more information!

For questions about CORE, please reach out to Institutional Analytics and Reporting (IAR) at: <https://iar.oregonstate.edu/contact>