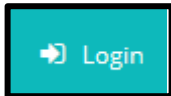


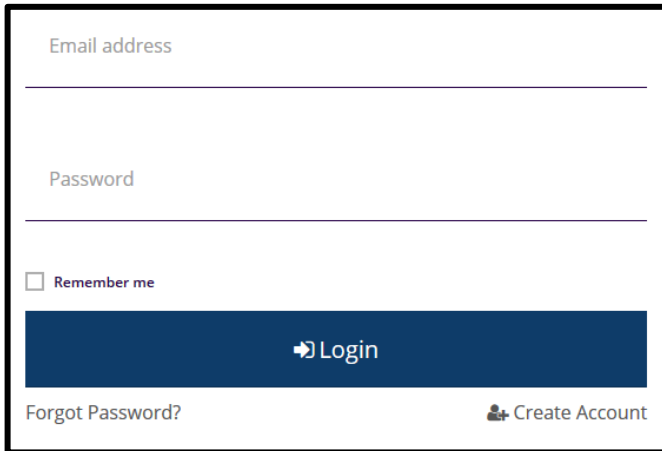
HOW TO PULL FACILITY REPORTS

Facilities will pull these reports to help them with planning and for designation and certification visits.

1. Go to www.papdregistry.org.
2. Click **Login** in the top right corner.

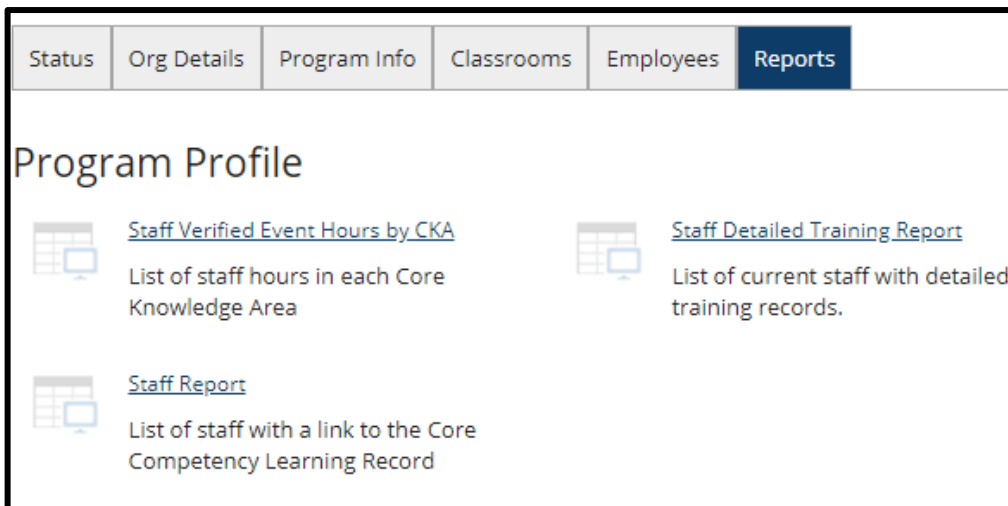


3. Enter your email address and password, then click **Login**.



A login form with a white background and a black border. It contains the following elements: an "Email address" input field, a "Password" input field, a checkbox labeled "Remember me", a dark blue "Login" button with a white right-pointing arrow icon, a "Forgot Password?" link, and a "Create Account" link with a person icon.

4. Select your Organization Profile from the drop down in the upper right hand by your name.
5. Click on the **Reports** tab to see facility wide reports.




A screenshot of a web application interface. At the top, there is a navigation bar with tabs: "Status", "Org Details", "Program Info", "Classrooms", "Employees", and "Reports". The "Reports" tab is highlighted in dark blue. Below the navigation bar, the main content area is titled "Program Profile". It features three report cards, each with a calendar icon, a title, and a description:

- Staff Verified Event Hours by CKA**: List of staff hours in each Core Knowledge Area
- Staff Detailed Training Report**: List of current staff with detailed training records.
- Staff Report**: List of staff with a link to the Core Competency Learning Record

6. Staff Verified Event Hours by CKA Report: This report is to see which Core Knowledge Areas have my staff taken trainings in over the years. This report will give you Core Knowledge Area, Staff Names, and C1/C2/C3 level. This report is not filterable.

7. Staff Detailed Training Report: This report is able to be set by date parameters.
 - **Gives you:** List of all current staff members, position, Registry ID #, Employment Start Date, Verification status.
 - **Why would I pull this:** View future courses/events for which staff are registered or a detailed report on what courses staff have completed.
 - **Gives you:** First Name, Last Name, Registry ID#, Course Name, Event ID#, CKA, Start Date, Date of Completion (would only be filled for completed events, not future registered events), Number of Hours, Verified (would only be filled for completed events, not future registered events)
 - **Changeable Parameter:** Date range
 - **Download Format:** PDF, Excel, Word

8. Staff Record Report: This report is to monitor individual staff training as a group, see training taken in a time period, or access individual training records.
 - **Gives you:** Current position, start date (if completed in profile), if profile has been verified, training taken within date range, summary of training taken by Core Knowledge Area
 - **Changeable Parameter:** Date range
 - **Download Format:** PDF, Excel, Word
 - **Additional:** Click blue arrow in the bar at the top of the page to navigate back to Staff Report. Enter Registry ID# of another staff person to view additional pages.



The screenshot shows a web application interface with the following elements:

- AppID:** An empty text input field.
- Training From:** A date input field containing "6/2/2019" with a calendar icon and a "NULL" checkbox.
- Training To:** A date input field containing "6/1/2020" with a calendar icon and a "NULL" checkbox.
- Navigation Bar:** Located at the bottom, it includes a "1 of 1" indicator, a "Find | Next" button, and a blue arrow icon highlighted with a red box.