

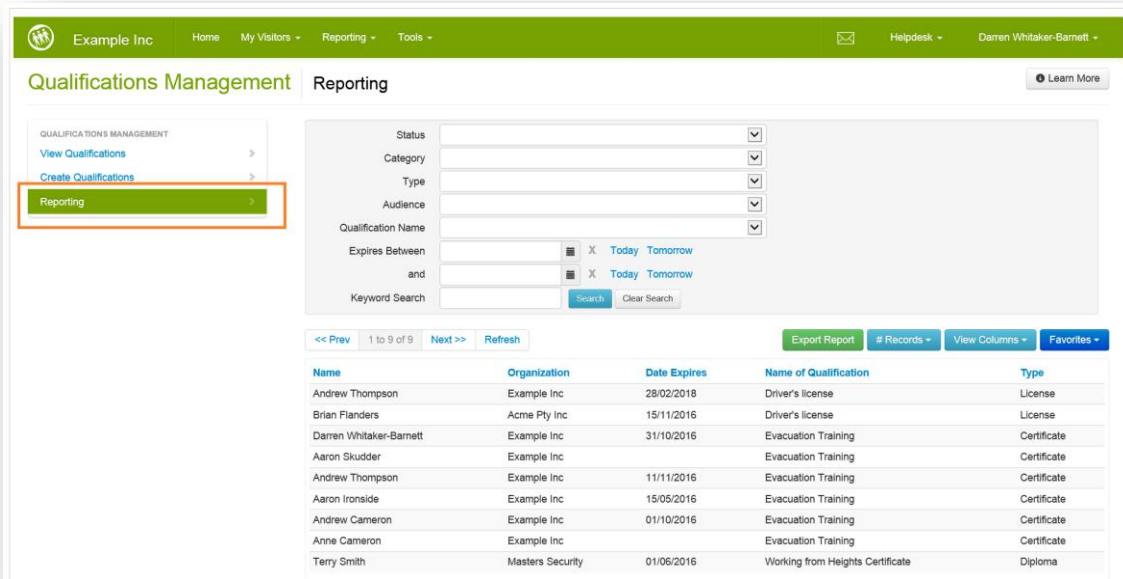
Qualifications Reporting

In this article we explain how to run reports for Qualifications.

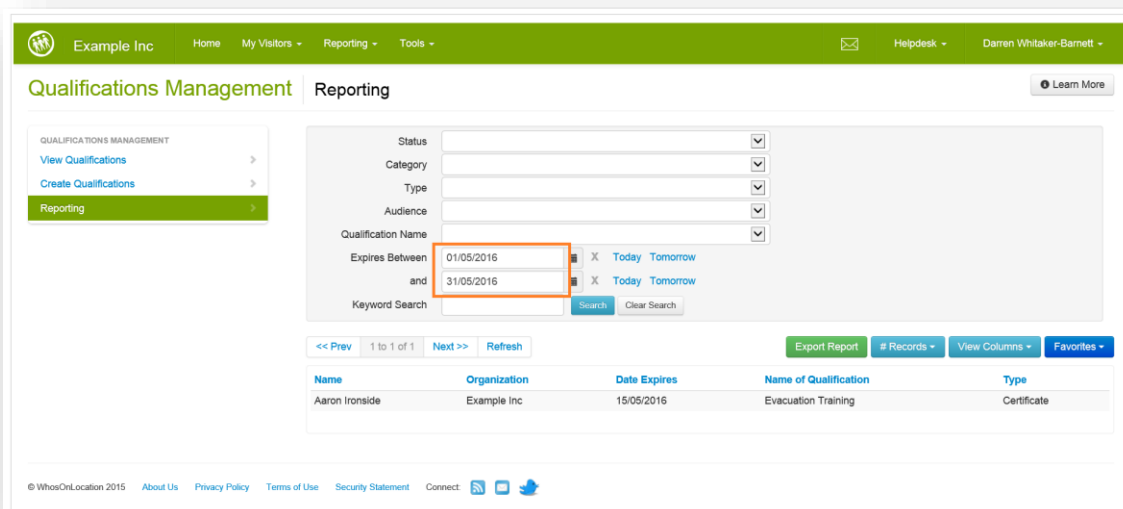
Only Users with the Qualification Managers User Role assigned can run these Reports.

Instructions for running Qualifications Reports

1. Go to: **Home** > Qualifications Manager.
2. Select **Reporting** from the directory options on left.



3. You can use a wide range of filters to create custom lists.
4. You can save a custom list using the blue Favourites button.
5. You can report on who has a qualification expiring next month using the 'Expires Between and the AND function.



6. You can export a report as a csv file or a PDF