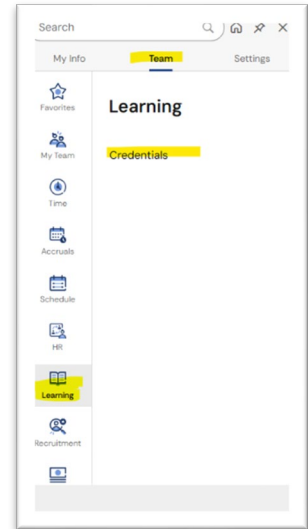



Running a Report for Expiring Credentials

You can export your teams credentials and sort credentials by expiration date.


Menu > Team > Learning > Credentials



1. Select "... " on the far right side
2. You can add/remove fields (**Credential Expires**)
3. Export your report pr share a link

Columns (1) 

Employee Status	Credential Type Of	Credential Document #	Credential Active	Credential Issued	Credential Expires	Credential
Is	"	"	All	"	"	"
Terminated						
Active	IMMUNIZATIONS - Health Care Worker	*****T 25	Y		09/15/202	
Active	HR: SHRM Society of Human Resource Mgmt Certification	*****5514	Y	07/10/2017	06/30/2027	06/10/202
Active	HR: HRCI Professional Human Resources Professional	*****7PHR	Y	08/12/2025	08/31/2028	08/12/202
Active	IMMUNIZATIONS - Health Care Worker	***oad	Y		08/13/202	
Active	IMMUNIZATIONS - Health Care Worker	*****T 25	Y		09/15/202	
Active	IMMUNIZATIONS - Health Care Worker	*****T 25	Y		09/16/202	
Active	IMMUNIZATIONS - Health Care Worker	*****T 25	Y		09/15/202	



- Refresh
- Reset
- Save View...
- Save View As...
- Manage Views...
- Share Link To Report...
- Sort/Multi-Column Sort...
- Add/Remove Columns...
- Export...
- Export Settings...
- Print...
- Schedule Report...
- Manage Email Schedules...