



Creating reports

▶▶ **BACKGROUND:** The manager of the employer account can create two types of reports that show, respectively:

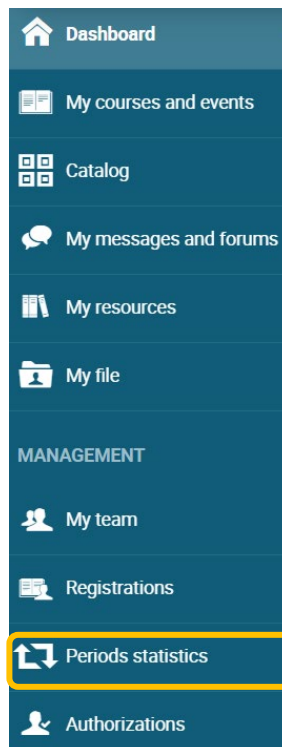
- the status of the training file for each of the firm's employees;
- the employees registered for training.

Here are the procedures to create these reports. Once they have been created, you can download these reports to keep in your files.

PROCEDURE

1. File status

- Log in to the ChAD Portal and click on “ÉduChAD.”
- In the left-hand menu, under the “Management” section, click on “Period statistics.”



- Choose the reference period the report covers as well as the organizational unit (the business). Click on “Export statistics.”



Reference Cycles

CHAMBRE DE L'ASSURANCE DE DOMMAGES

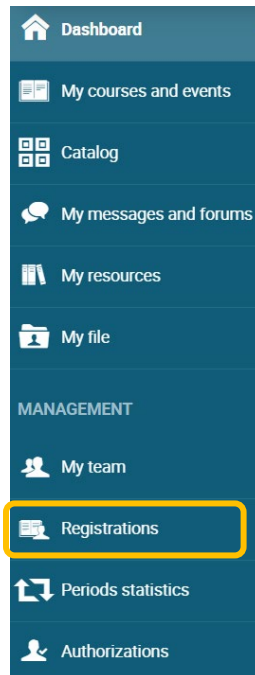
SELECT CYCLE: Periode 2022-2024, from January 1, 2022 to March 31, 2024

ORGANIZATIONAL UNIT: No filter

Clear all filters | Export statistics

2. Training registrations

- Log in to the ChAD Portal and click on “ÉduChAD.”
- In the left-hand menu, under the “Management” section, click on “Registrations.”



- Under the “Chronology” tab, use the filters provided to choose the information you want to include in the report. Next, click on the Excel file logo: . The file will then be downloaded into your computer’s download folder.



Information sheet Employers



CHAMBRE
DE L'ASSURANCE
DE DOMMAGES

Display registrations by:



Chronology



Bulk purchases



Status	Course/Program	Session/Cohort	
<input type="text" value="Add a criteria"/>	<input type="text" value="Add a criteria"/>	<input type="text" value="Add a criteria"/>	
Type	Provider	Start date	End date
<input type="text" value="Add a criteria"/>	<input type="text" value="Add a criteria"/>	<input type="text" value=""/>	<input type="text" value=""/>
Registration date	Last connection date	Role	Completion date
<input type="text" value="2023-12-24 - 2024-01-24"/>	<input type="text" value=""/>	<input type="text" value="Add a criteria"/>	<input type="text" value=""/>
Organizational unit	Signle	Certificate number	
<input type="text" value="Add a criteria"/>	<input type="text" value="Add a criteria"/>	<input type="text" value="Add a criteria"/>	

Show deactivated users

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