

# LINE MANAGER REPORTS – EVENT REPORTS

There are two types of reports that you, as a Manager, can run on the Gateway. The first is an **event report**.

With this report you can list all your staff members, what event they have registered for and what their status is. The report can be printed or saved as an Excel worksheet.

## Try This Yourself:

Before trying this ensure that you have logged into the Gateway

To access the **Line Manager Tools** click **My Learning** on the shortcut bar

- 1** Click on **event reports**
- The **Event Attendance History** reporting option will now appear
- 2** Click the drop down arrows to select a **Date range**
- 3** Choose **Event subject/s** (to multi select keep **Ctrl** pressed as you click)
- 4** Choose **Target audience/s** (to multi select keep **Ctrl** pressed as you click)
- 5** Click the drop down arrow to choose which order you want your report in
- 6** Click **Submit**
- 7** The report will now appear at the bottom of the screen (you will need to scroll to see it)
- 8** To print the report click **Printer friendly**
- 9** To save the report as an Excel file click **Download to Excel**

**Line Manager Reports**

Report: Event Attendance History | Back to My Learning |

LA: West Sussex County Council

Establishment: All establishments

Date range: Anytime to Anytime

Event subjects: Behaviour Learning, Care Management, Children and Young People, Coaching and mentoring, Common Assessment Framework, Communication and Writing Skills, Customer Service, Day Services, Dementia, Disability (Hold down Ctrl to select more than one subject)

Target Audience: Adult Services, All WSCC Staff, Approved Mental Health Professionals (AMHP), Bursars, Care Homes, Care Training Consortium members, Children and Young People in Care, Children Services, Customers and Change, Finance and Performance (Hold down Ctrl to select more than one target audience)

Order results by: Participant name

Submit Reset

3 records found

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First name	Last name	Register status	Department	Event title	Subjects	Start date	Time of event
Libby	Hill	Attended	L&D Operations Team	Working With Self-Neglect	Care Management	15/01/2015	09:30 - 16:30
Kevin	Flores	Not marked	L&D Operations Team	Care and Legal Aspects for Children in Care	Children and Young People / General Child Welfare / Law and Practice / Legislation	10/02/2015	09:30 - 16:30
Kevin	Flores	Event Cancelled	L&D Operations Team	Child Protection Conferences and Core Group Working	Children and Young People / General Child Welfare / Safeguarding / Social Work / Volunteer Management	25/03/2015	09:15 - 16:30

## For Your Reference...

1. If lots of events have been attended by staff there may be several pages to view

## Handy to Know...

- If you are not sure what the event subject or target audience is then leave those areas **unclicked** and all will be included
- If you are not sure what the date range is leave both set to **anytime** for a complete historical record