

# LINE MANAGER REPORTS – STAFF REPORTS

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

With this report you can list all your staff members, and see at a glance how many bookings they have. The report can be 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 **staff report**

The **Staff Report** 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 what **Attendance** you want your report to display

### 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 save the report as an Excel file click **Excel Version**

### 9 To see what the staff member is booked on click **Show details**



**Line Manager Reports** | Back to My Learning

Report:

LA: West Sussex County Council

Establishment:

Date range:  to

Event subjects:

Target Audience:

Attendance:

**6**

**7**

19 staff found

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First name	Last name	Bookings (all)	Options
Andy	Blake	6	<a href="#">Show details</a>
Debbie	Boys	2	<a href="#">Show details</a>
Dawn	Budden	1	<a href="#">Show details</a>
Karen	Clark	4	<a href="#">Show details</a>
Julie	Ferroni	11	<a href="#">Show details</a>
Kevin	Flores	16	<a href="#">Show details</a>
John	Graby	8	<a href="#">Show details</a>
Lizzy	Hill	21	<a href="#">Show details</a>
Babs	Little	3	<a href="#">Show details</a>
Damie	Martin	3	<a href="#">Show details</a>
Jane	Monday	1	<a href="#">Show details</a>
Sally	Reading	2	<a href="#">Show details</a>
Susan	Ridgewell	1	<a href="#">Show details</a>
Caroline	Snowdon	3	<a href="#">Show details</a>
Nico	Stringer	14	<a href="#">Show details</a>
Sandie	Thompson	11	<a href="#">Show details</a>
Lois	Underwood	8	<a href="#">Show details</a>
Test	User	1	<a href="#">Show details</a>
Mike	Wells	3	<a href="#">Show details</a>

**8**

## For Your Reference...

1. If you have a lot of staff members 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