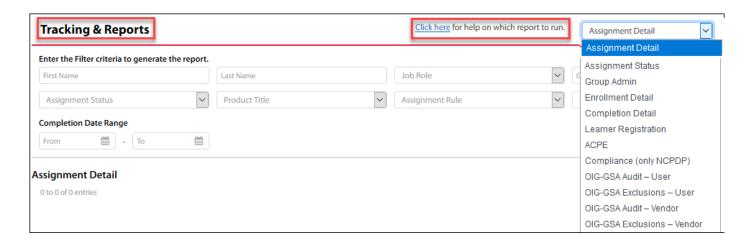# *Which report should I run?*

Report Types

Assignment Detail

- See the courses users have been assigned
- Review assignment details: date assigned, date enrolled, date completed, etc.

Assignment Status

- Check whether a user has Completed or Not Completed any assigned course, or is Overdue
- Email to anyone internal or external to the system; export report to Excel

Group Admin

- View list of admins at NCPDPs you manage

(**Note:** If you manage more than one NCPDP, filter by a single NCPDP or all NCPDPs.)

Enrollment Detail

- See which users have launched (enrolled in) a course
- Launched = User has begun progressing in the course

Completion Detail

- View all completions from April 01, 2020 to present
- View all completions migrated from April 01, 2015 to April 01, 2020

Learner Registration

- View date user was created
- View date user last logged into the system

(**Note:** If you manage more than one NCPDP, filter by a single NCPDP or all NCPDPs.)

ACPE

- View list of users who have attempted to claim credit
- See explanation for rejected claims

Compliance (only NCPDP)

View snapshot of compliance by group, job role, product title, date assigned, complete/incomplete, or overdue

OIG-GSA Audit - User

- View new HITS ONLY FOR MONTH indicated
- View all users — whether they've appeared on exclusion list or not

(**Note**: Verifies that required checks of all users have been completed)

- IGNORE an exclusion for a selected user

OIG-GSA Audit - Vendor

- View new HITS ONLY FOR MONTH indicated
- View all vendors — whether they've appeared on exclusion list or not

(**Note**: Verifies that required checks of all vendors have been completed)

- IGNORE an exclusion for a selected vendor

OIG-GSA Exclusions - User

- Check all HITS for a user for ALL MONTHS
- View details of HITS for a user on one screen
- IGNORE an exclusion for a selected user

OIG-GSA Exclusions - Vendor

- Check all HITS for a vendor for ALL MONTHS
- View details of HITS for a vendor on one screen
- IGNORE an exclusion for a selected vendor

Want to know how to run the report? Click question mark in upper right of **Tracking & Reports** screen to access FAQs and videos on how to run reports.