What is Cross-track Reporting?

Cross-track Reporting is a tool that provides you with insight into the progress and completion of Knowledge Tracks assigned to your clinicians.

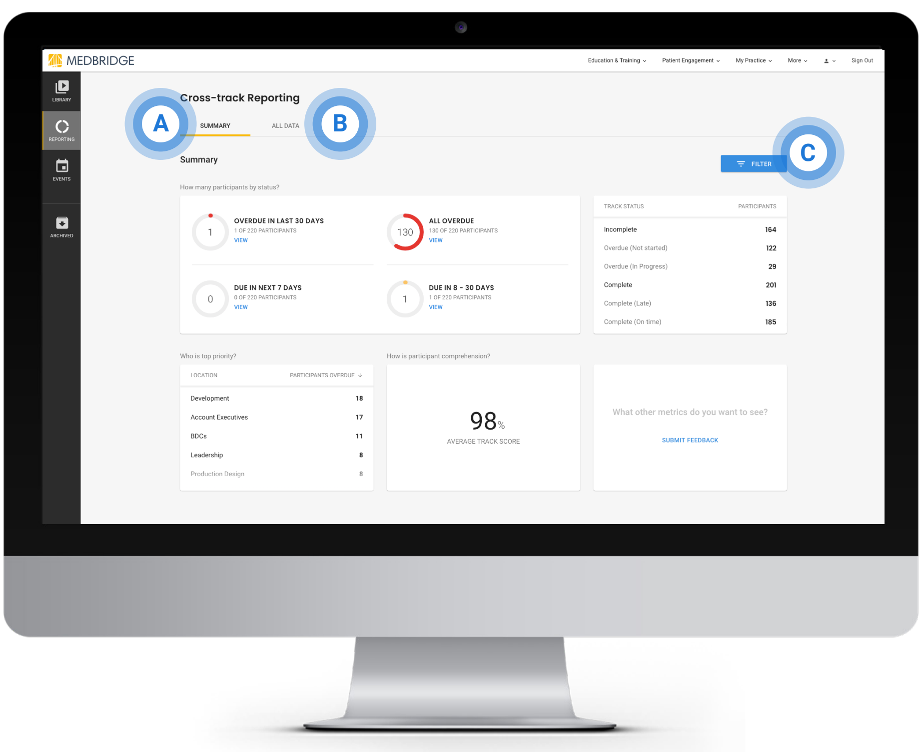
Gain immediate, at-a-glance insight into problem areas with the Summary page.

Easily notify all employees that have Knowledge Tracks overdue or approaching due dates with a single click.

Empower managers and supervisors to increase compliance.

Three Easy Steps to Follow Up on Training

1. Go to **Cross-track Reporting** under the **My Practice** tab.
2. Click on the appropriate pre-filter to identify at-risk employees for detailed review.
3. Easily follow up when necessary with training reminder emails.



A **Summary Page**

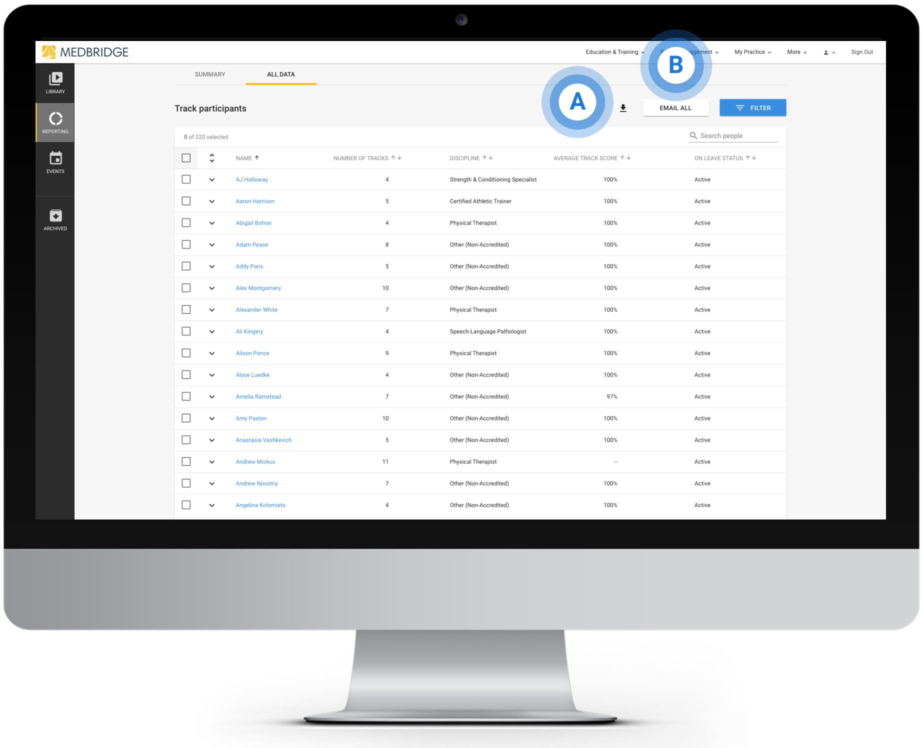
Provides a snapshot view of the most important information about Knowledge Track completions.

B **All Data Page**

Shows the complete list of assigned knowledge tracks in your organization with filters to narrow down your search parameters.

C **Filter Button**

Helps narrow your results search by selecting different parameters. Don't forget to click **Apply Filters** to see your results.



A **Download Reports**

CSV format for easy reference.

B **Send Email reminders**

Built in email feature to quickly follow up with your at-risk employees. You can select the recipients, review the email copy and decide the alias you would like to use for this communication before sending.

You can filter results on both page views, here are some tips to keep in mind:

Filtering Tips:

- If you search by multiple **filter items** within a category, the results show users who meet either item. (OR criteria)
- If you search by multiple **filter categories**, the results show users who meet both criteria. (AND criteria)
- Applied filter categories will show on the page as a "Chip" with the number of items. Selecting that chip will open the drawer to the applied filter. To remove a filter category, click the **X** on the chip.