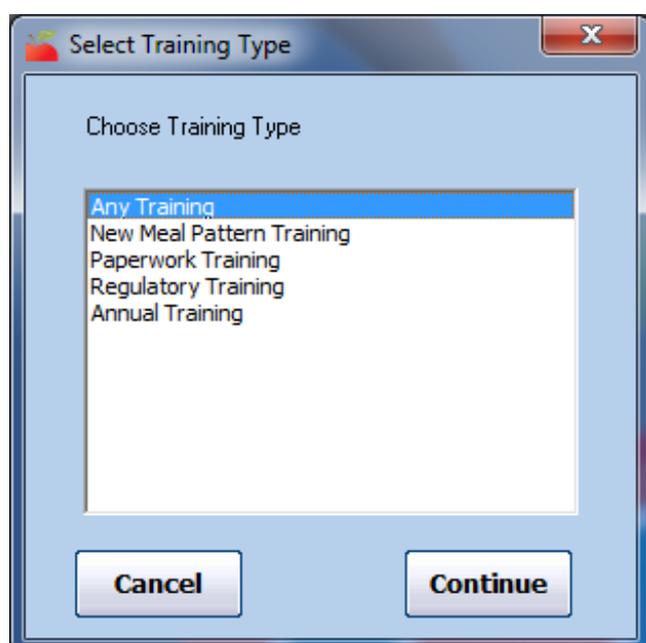


# Providers Not Trained Report

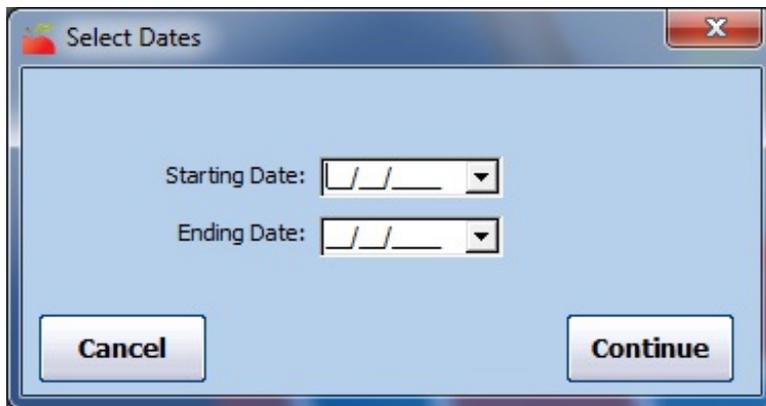
Last Modified on 04/24/2019 4:17 pm CDT

You can generate a list of all providers that did not receive a particular type of training (or any training) during a certain time period.

1. Click Reports, select Training, and click Providers Not Trained Report. The Provider Filter window opens.
2. Set filters for the providers to include in the export.
  - Check the box next to each filter to use and then select the filter to apply. For example, to limit to providers in a specific county, check the County box and select the counties to include.
  - Check **Choose Providers From List** box to select providers from a list.
3. Click **Continue**.
  - If you did not check Choose Providers From List, the Message Filter window opens. Go to **Step 5**.
  - If you checked Choose Provider From List, the Choose Providers dialog box opens.
4. Check the box next to each provider to include. Click **Continue**. The Select Training Type dialog box opens.



5. Click the training type(s) to include. To include all types, select **Any Training**.
6. Click **Continue**. The Select Dates dialog box opens.



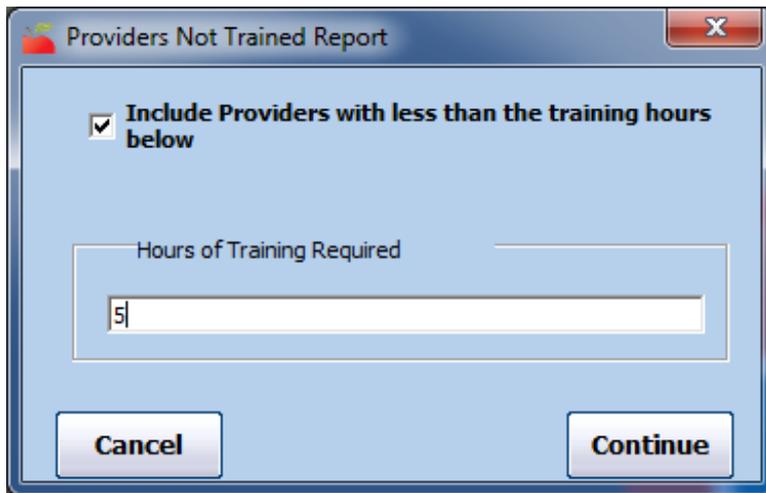
The 'Select Dates' dialog box is a light blue window with a title bar containing a red 'X' button. It contains two date selection fields, 'Starting Date' and 'Ending Date', each with a dropdown arrow. At the bottom, there are 'Cancel' and 'Continue' buttons.

7. Click the **Starting Date** and **Ending Date** boxes and enter a date range for this report.
8. Click **Continue**. The Provider Nested Sort Order dialog box opens.



The 'Provider Nested Sort Order' dialog box is a light blue window with a title bar containing a red 'X' button. It contains two drop-down menus: 'First Sort By' (with 'Name' selected) and 'And Then By'. At the bottom, there are 'Cancel' and 'Continue' buttons.

9. Click the **First Sort By** drop-down menu and select a primary sort. You can choose from the following: Name, ID, County, or Monitor. Providers on the report will be sorted by this value first.
10. Click the **And Then By** drop-down menu and select a secondary sort, if needed. You can choose from the following: Name, ID, County, or Monitor. Providers on the report will be sorted by this value first.
11. Click **Continue**. The Providers Not Trained Report dialog box opens.
12. Check the **Include Providers with Less Than the Training Hours Below** box. Then, click the **Hours of Training Required** box and enter the minimum required hours of training.



13. Click **Continue**. The report is generated.

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