Log in to the LMS

Click the person icon   in the right-hand corner then click Admin to switch to admin view
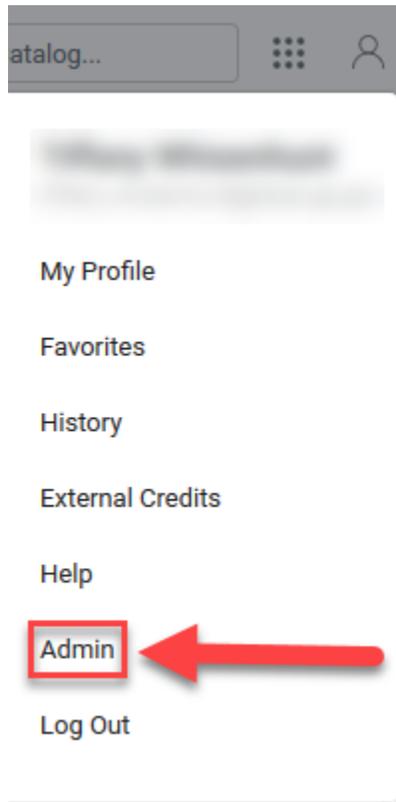
Once in Admin View you will see the report listed as HRA – (Agency) Sexual Harassment Report. Click on the report to open it

Report list

ACTIVITY ENROLLMENTS (1)

➡️ **HRA -** **Sexual Harassment Report**
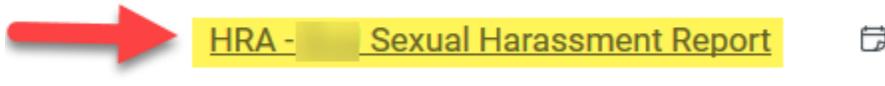
To export the report, click the Export button

< Reports

HRA - Sexual Harassment Report

Report   Properties   Admin Permissions

Quick Filter

Select one or more filters to narrow report results:

| User ▾ | Choose a user |
| Activity ▾ | Choose an Activity |

Status   Choose a status... ▾

Date   Choose a date field... ▾   Custom ▾   Start   End

Preview   **Export** ⬅️

A Generate Report window will open.   Use the dropdown arrow to select CSV or Excel spreadsheet
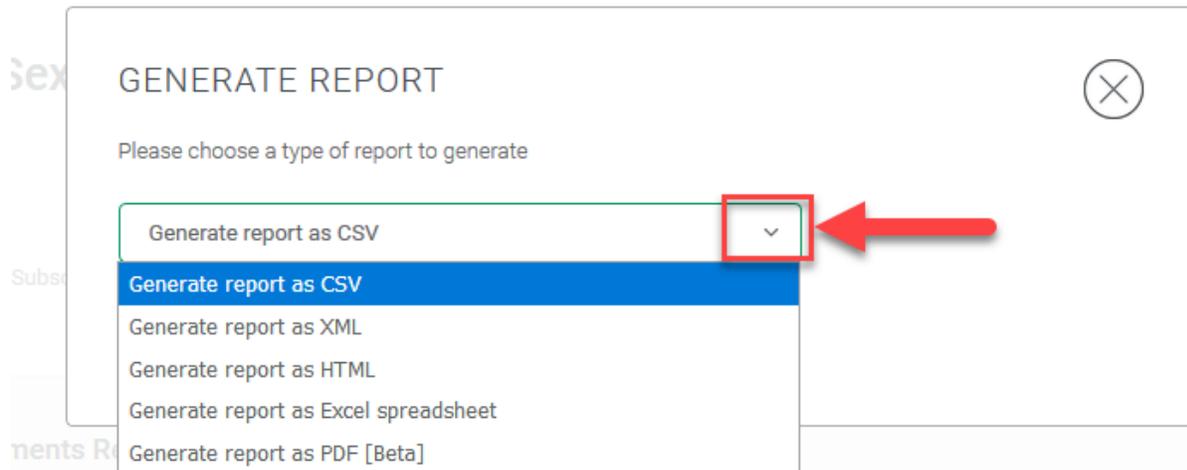
Then click the Generate button
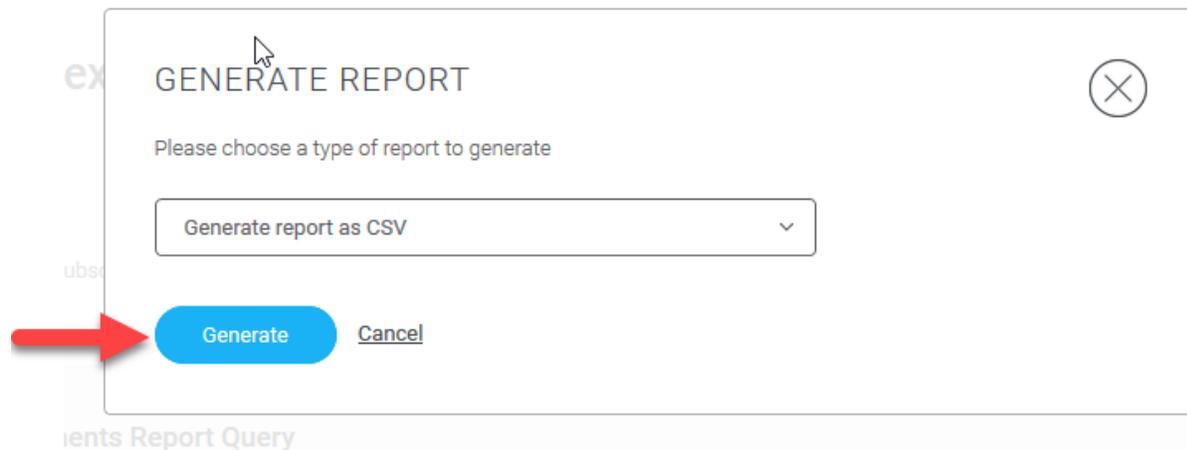
You will be prompted to open the report using Excel. NOTE: You will also receive an email with a link to the report.
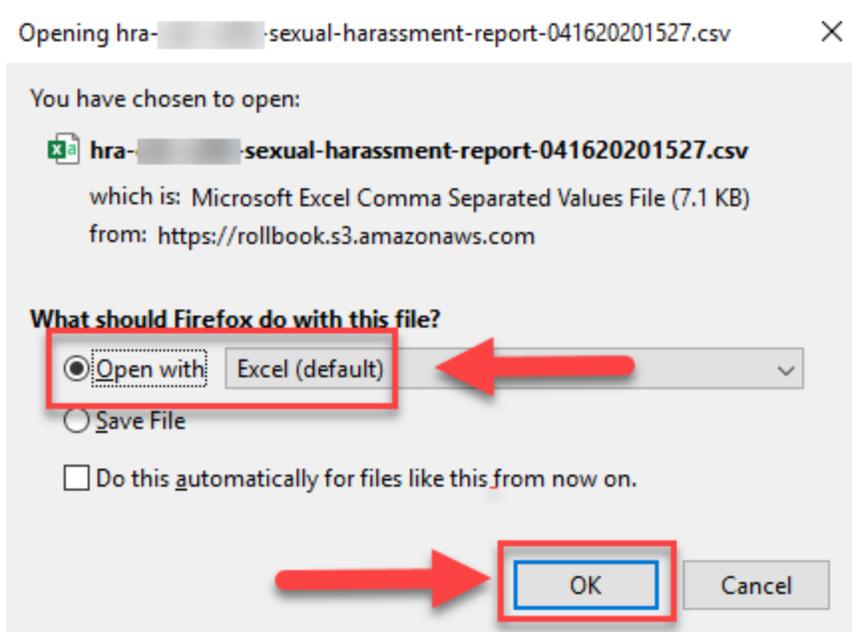
Once the report is open In Excel you can sort the data as necessary.