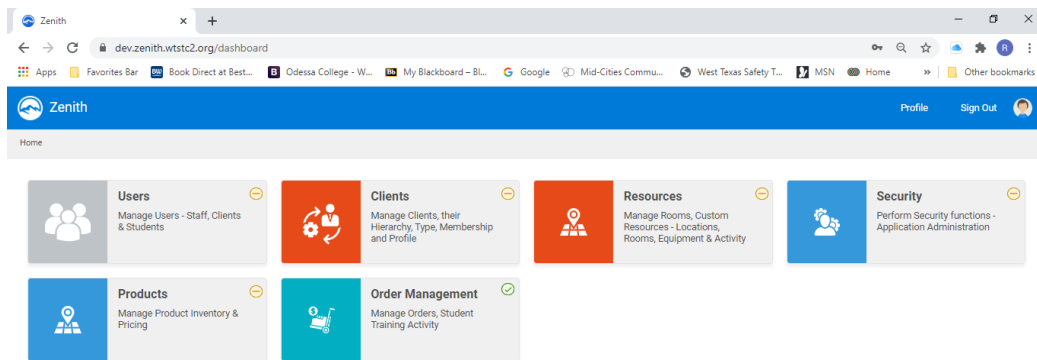


How to Pull a Company Training Report

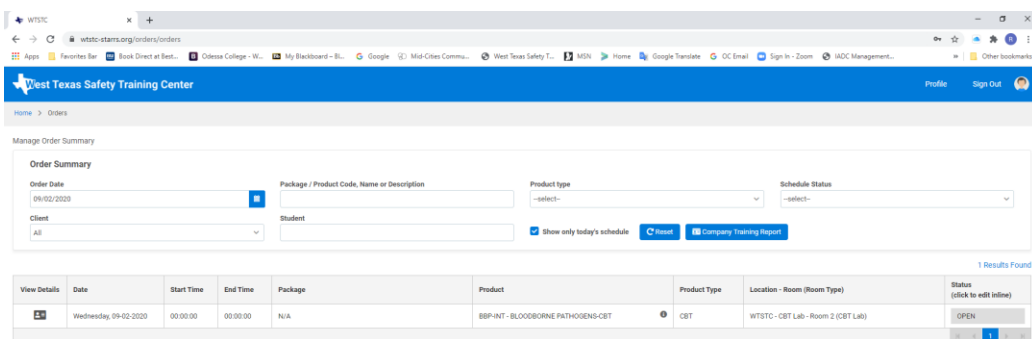
1. Log into Starrs




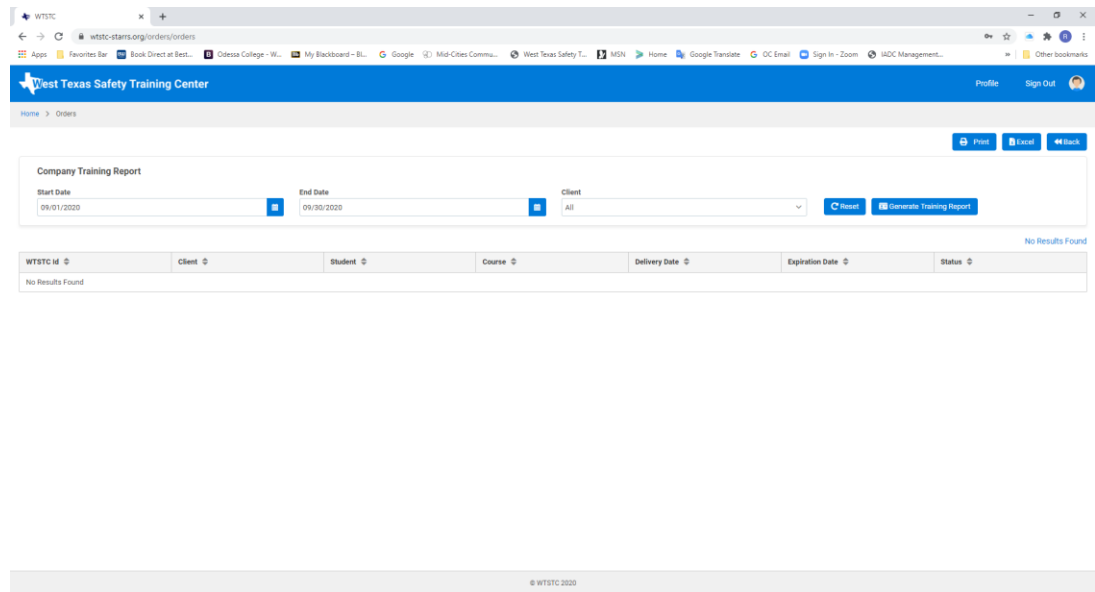
2. Screen should look like this:




3. Click on the "ORDER MANAGEMENT" field. Screen should look like this:



4. Click the “ Company Training Report” button. Screen should look like this:



5. Set the dates you would like the report for and then click the “ Generate Training Report” button. The report will generate.
6. The columns on the report are available to sort. This report can be exported to Excel or printed out.