

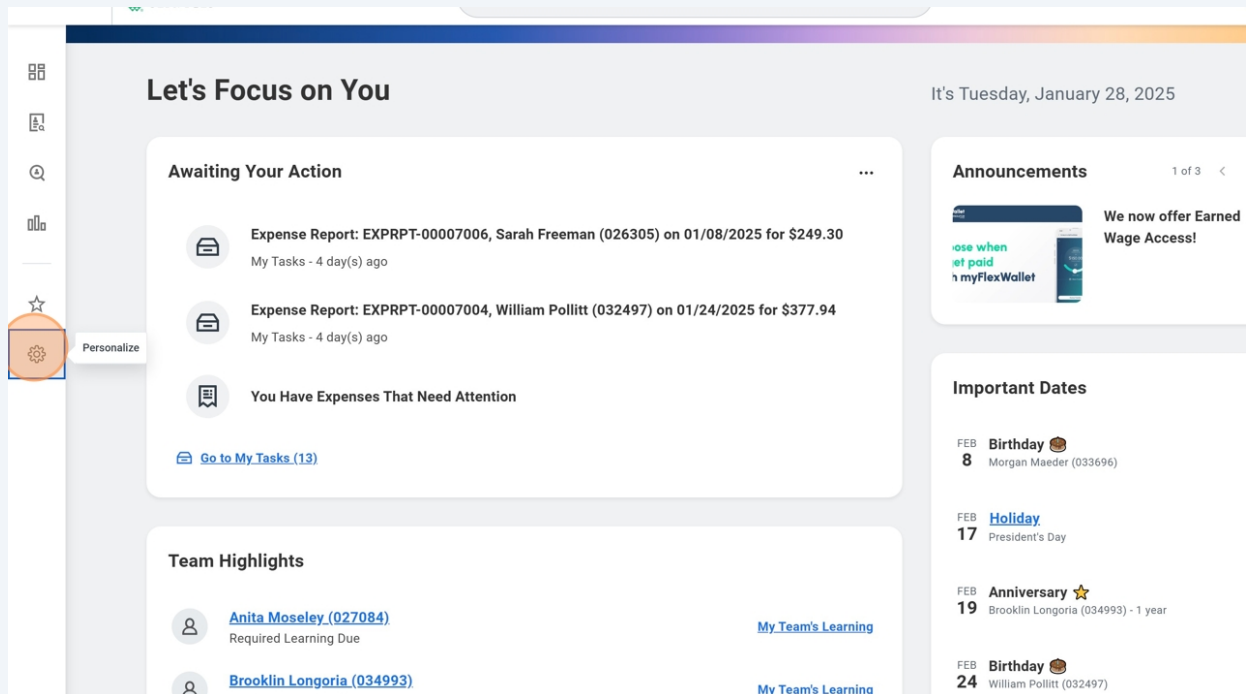
How To Track Training Using "Learning Completion Percentage" Report

1

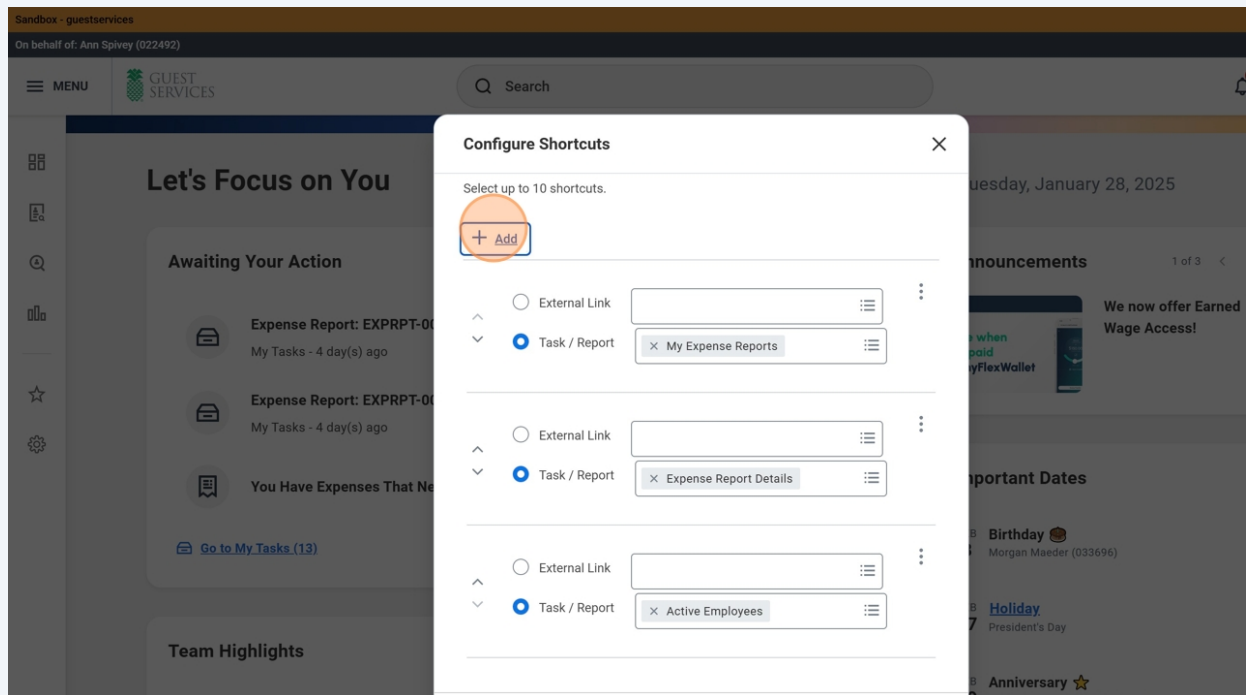
Navigate to
<https://wd5.myworkday.com/wday/authgwy/guestservices/login.htmlId?>

2

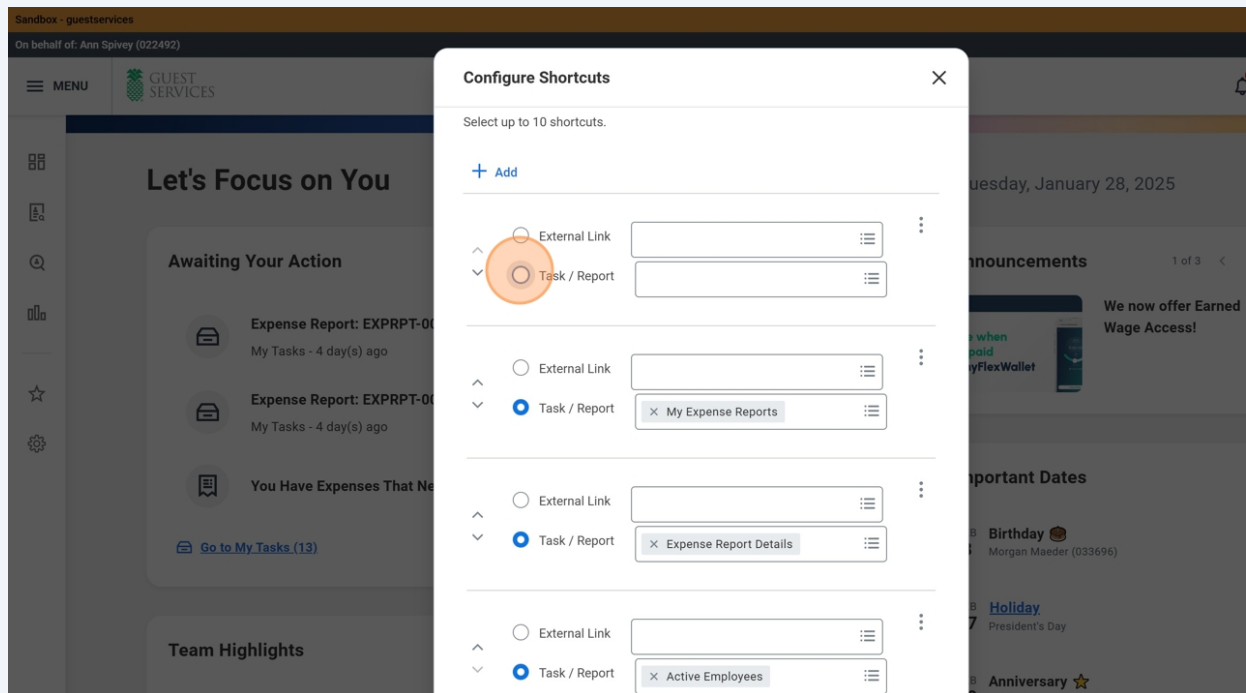
Click the gear icon on the left navigation pane.



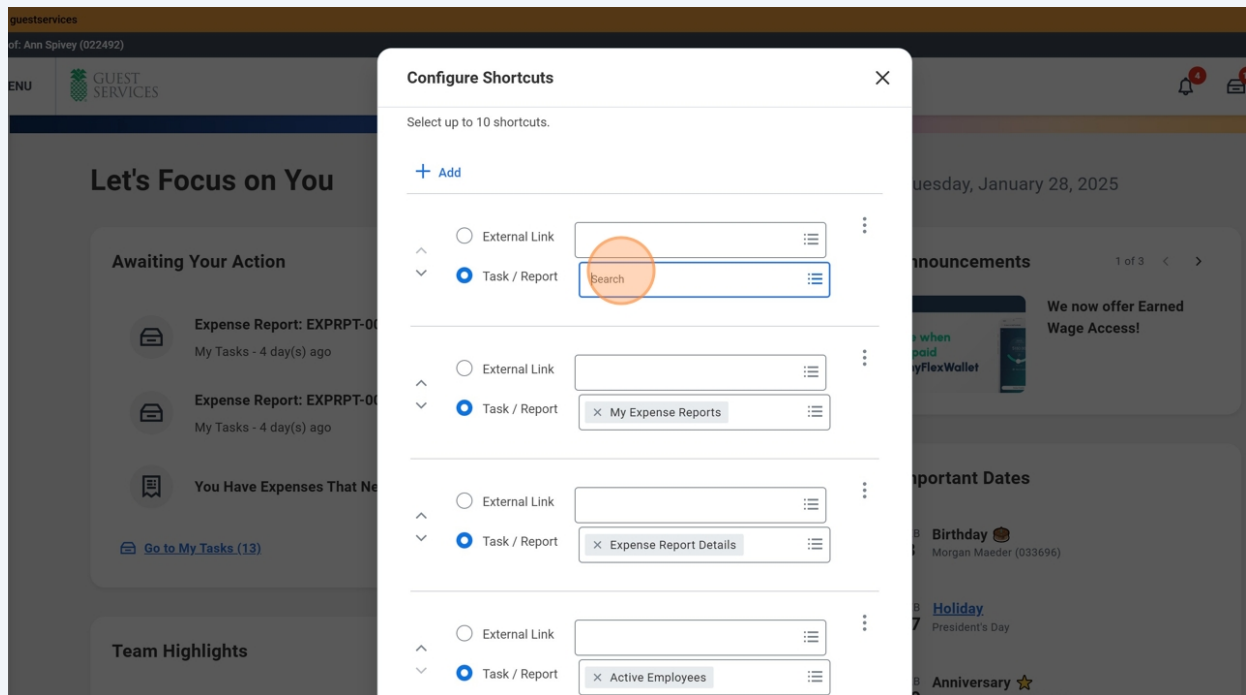
3 Click "Add"



4 Click the "Task / Report" field.

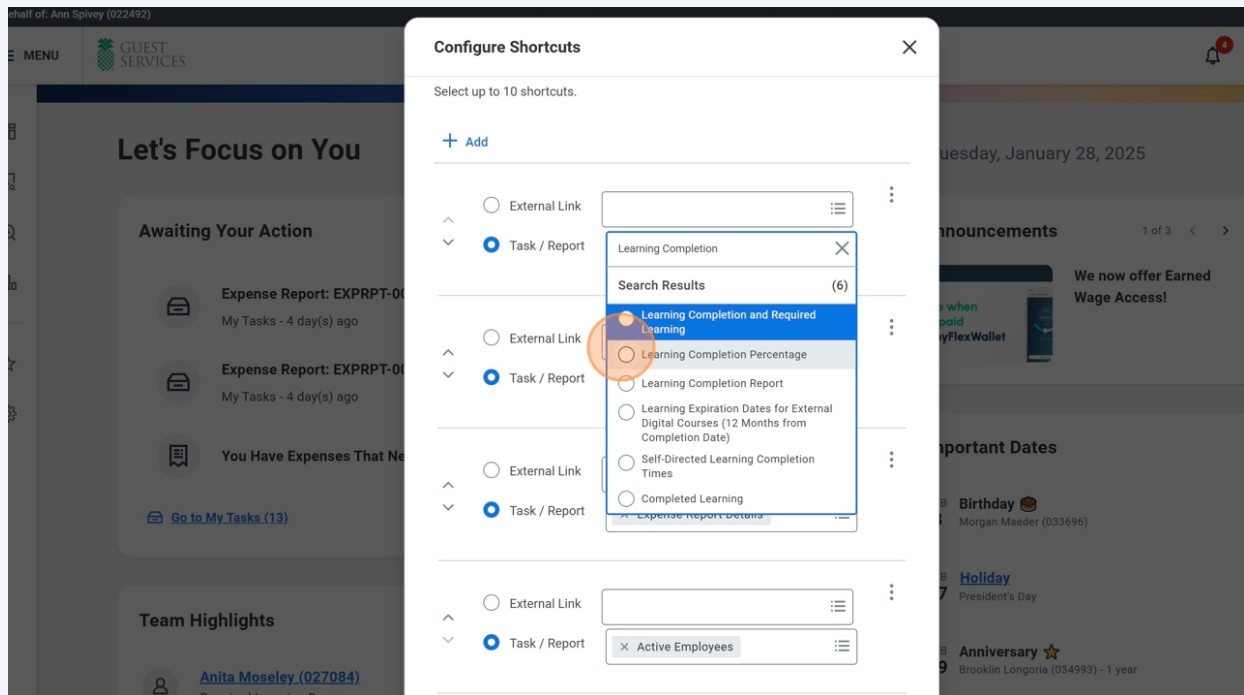


5 Click the "Search" field.

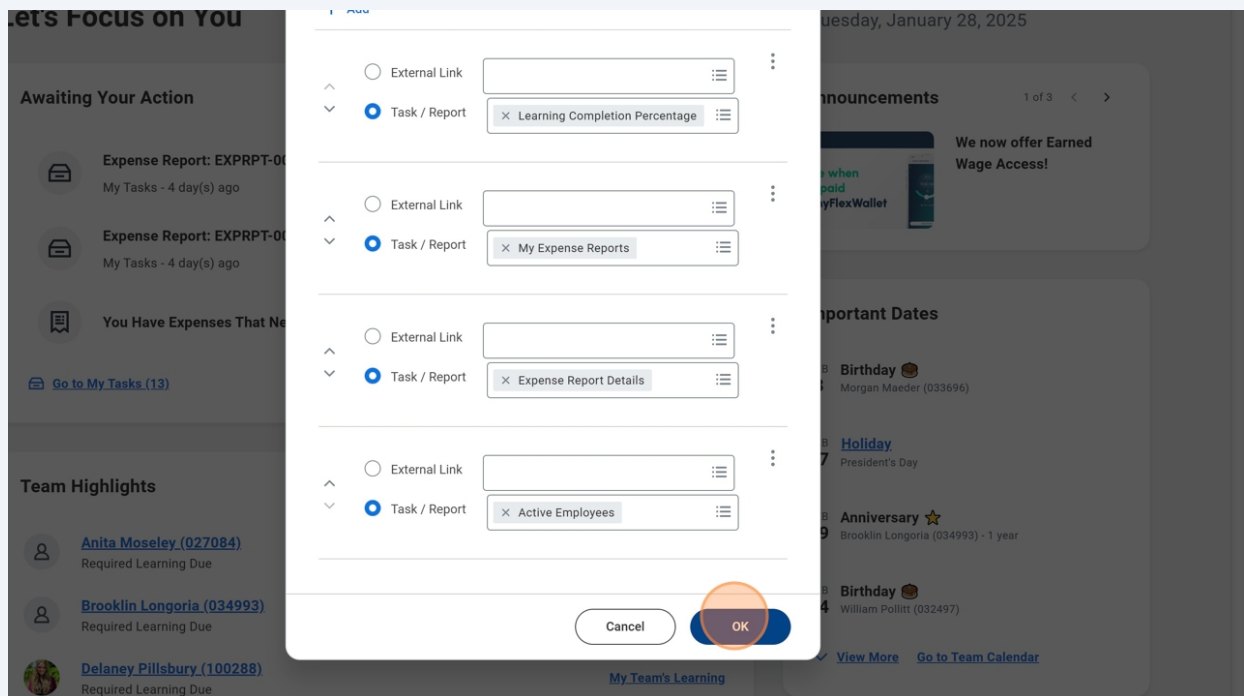


6 Type "Learning Completion Percentage" and click **enter**

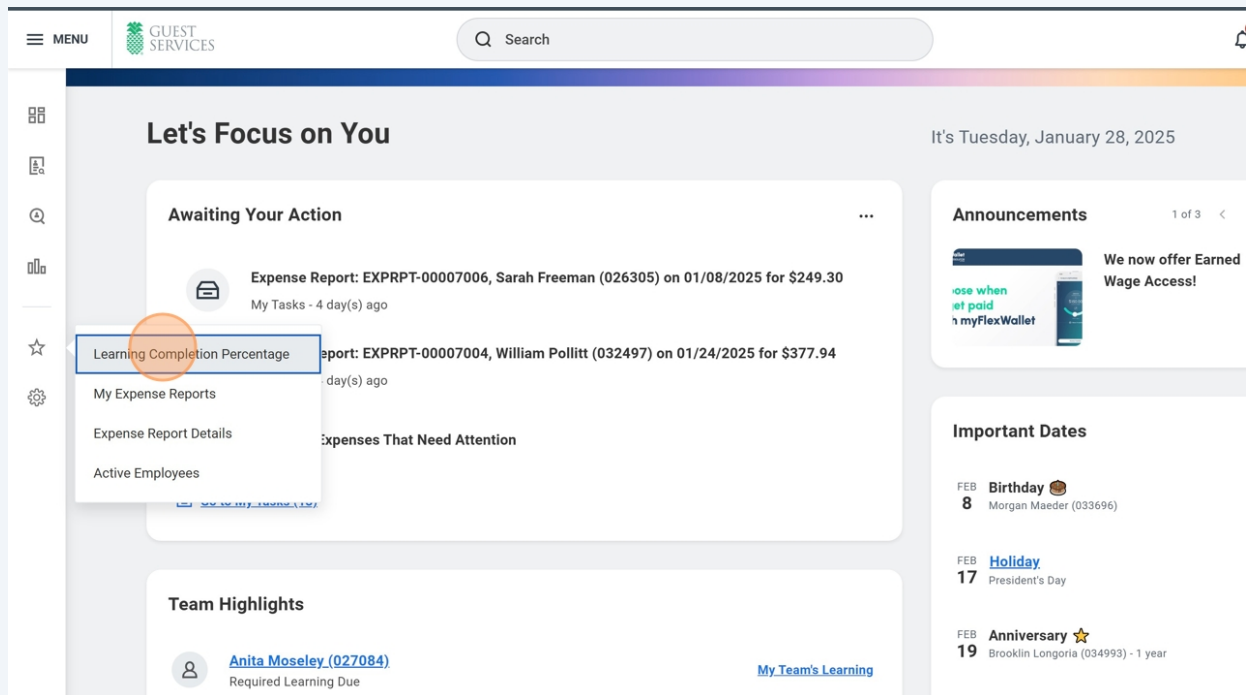
7 Click the circle next to "Learning Completion Percentage".



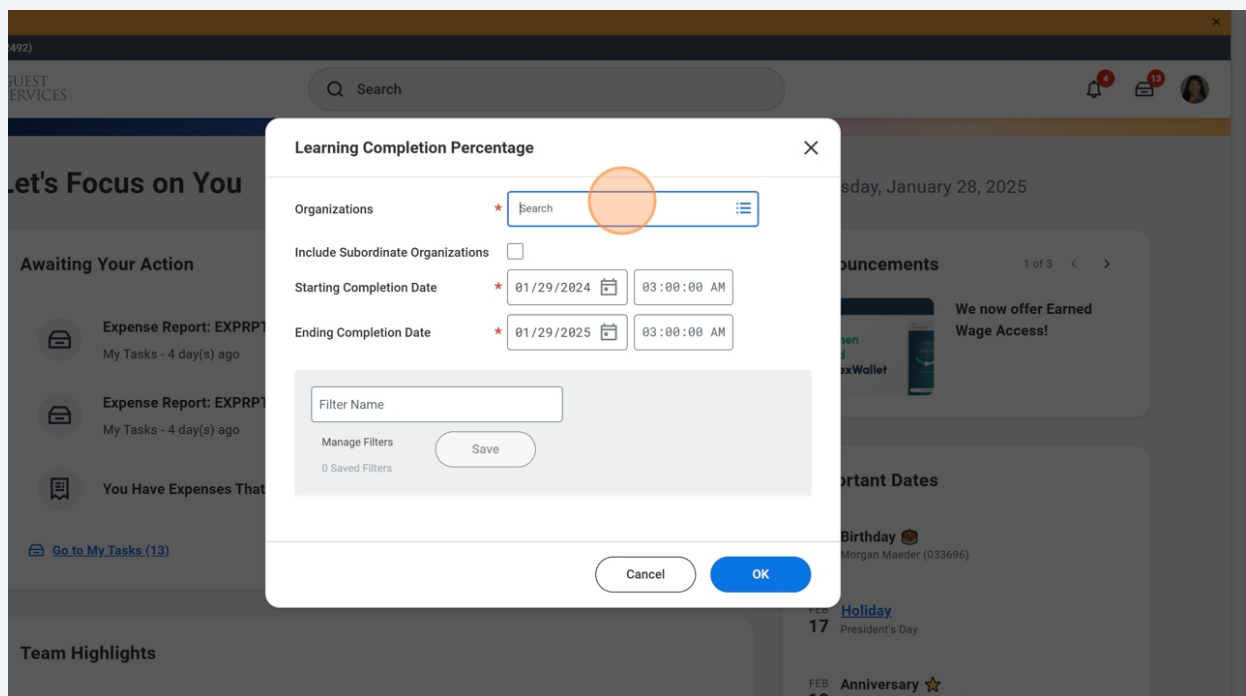
8 Click "OK"



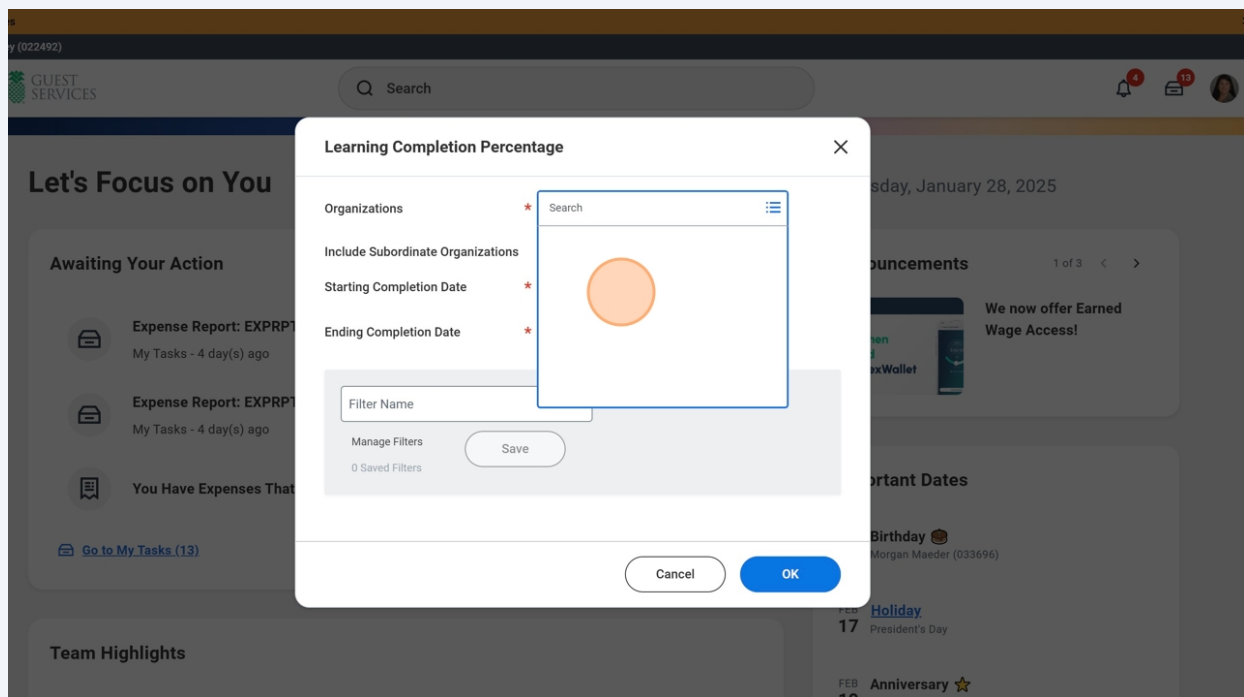
9 Click "Learning Completion Percentage" located in the star icon



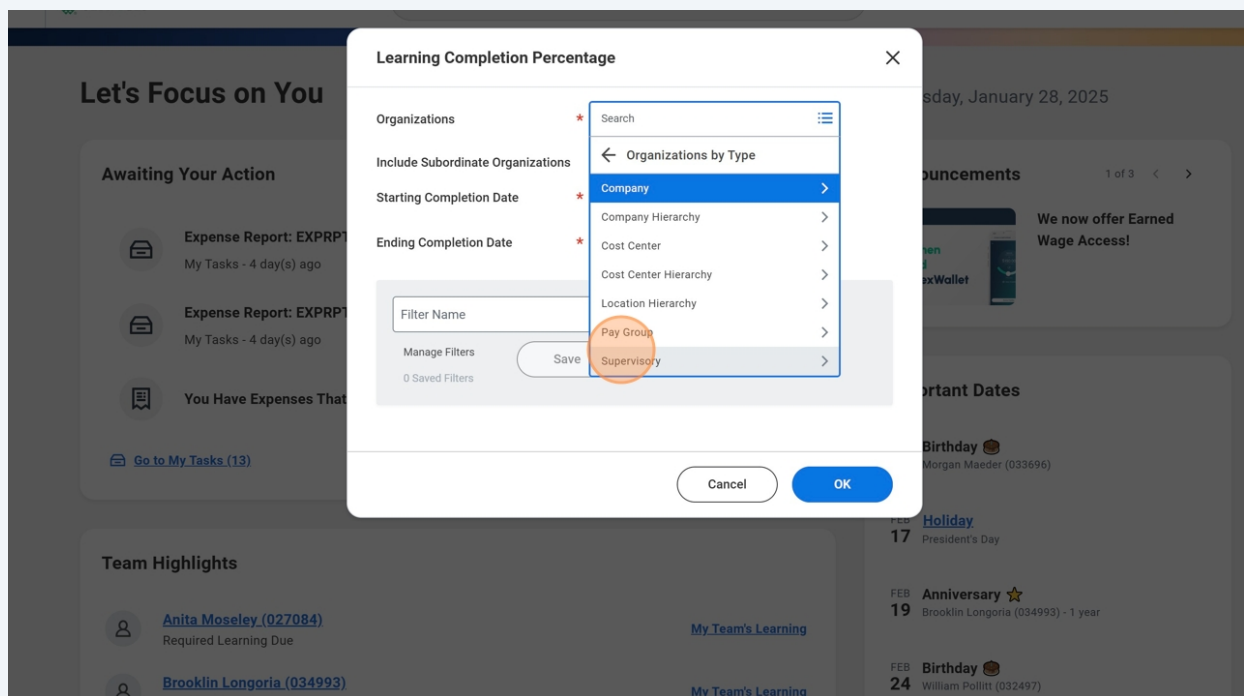
10 Click the "Organizations" field.



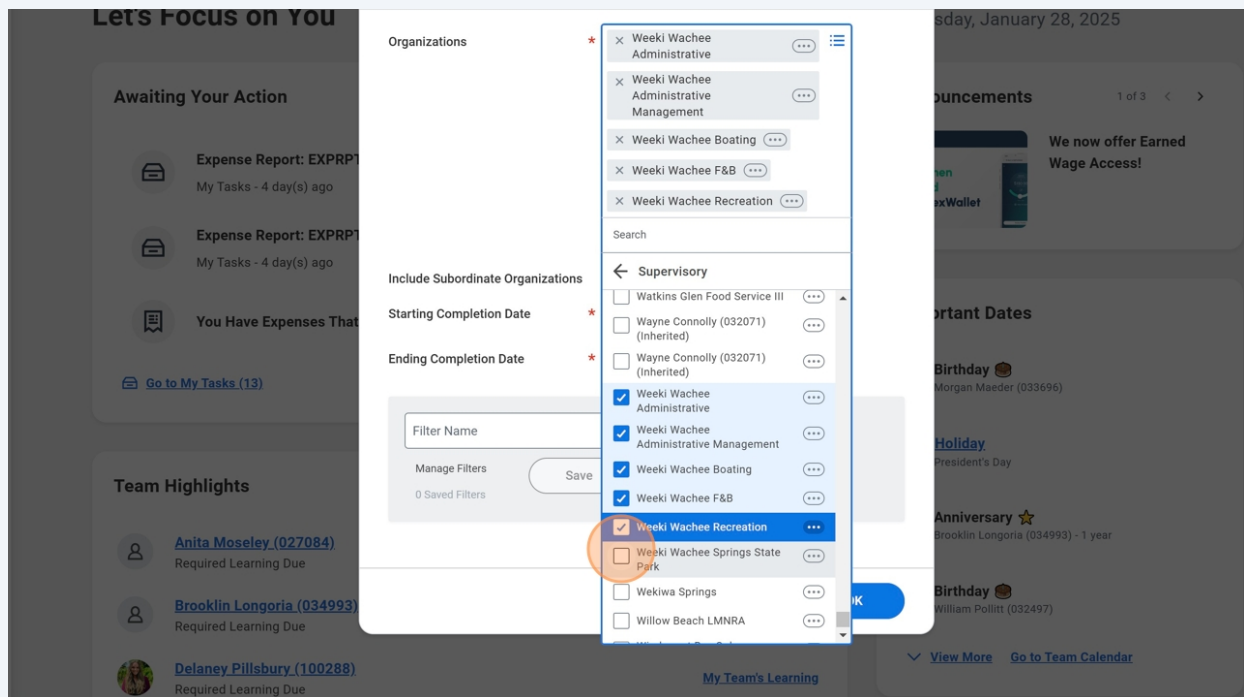
11 Click "Organizations by Type"



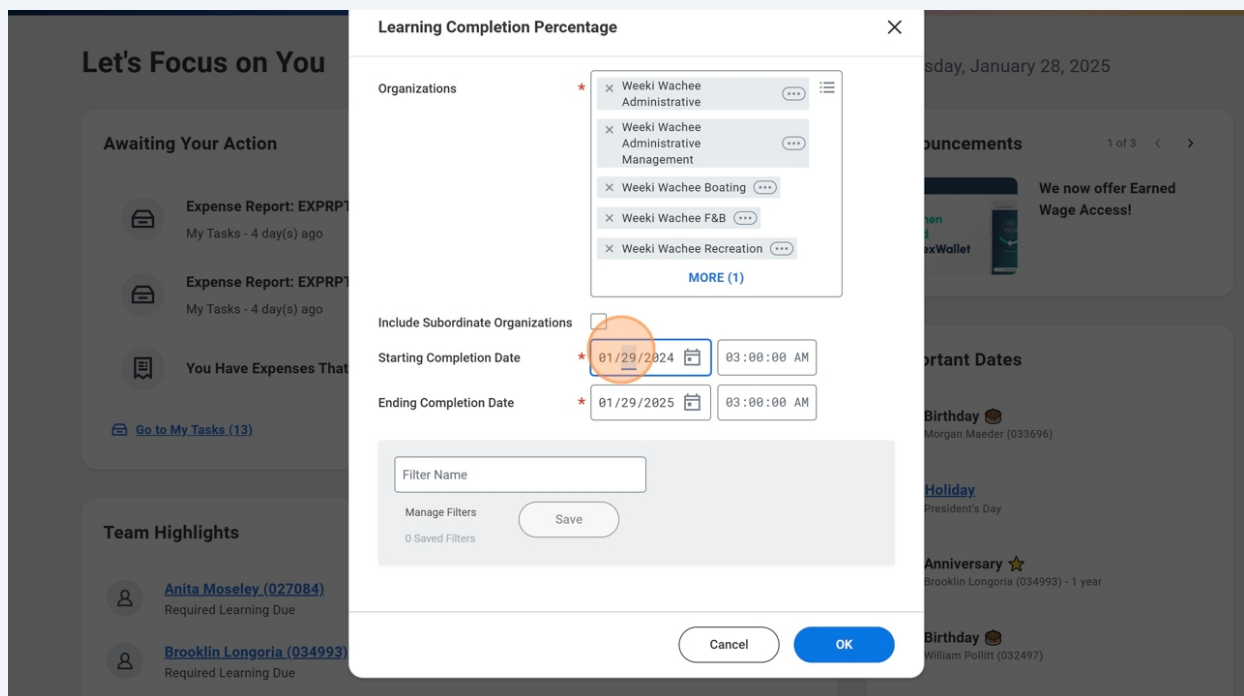
12 Click "Supervisory"



13 Click the checkbox next to your unit/unit(s).



14 Revise the Starting Completion Date and Ending Completion Date to the time period you are tracking (e.g. 1/1/2025 to 12/31/2025).



15 Click "OK"

The screenshot shows a modal window titled "Organizations" with a list of organizations to select. The list includes:

- Weeki Wachee Administrative
- Weeki Wachee Administrative Management
- Weeki Wachee Boating
- Weeki Wachee F&B
- Weeki Wachee Recreation

Below the list is a "Filter Name" input field and a "Save" button. At the bottom of the modal are "Cancel" and "OK" buttons. The "OK" button is highlighted with an orange circle.

16 Report shows bar graph and percentages for trainings "Not Started", "Completed", and "In Progress". Information can be filtered in the spreadsheet below bar graphs.

