

# Reporting Consultation



Reports are vital tools in learning management. They help you track user progress, course information, and much more. Yet sometimes, the sheer volume of data to be reported on can be overwhelming—and it's easy to lose sight of the value reports can provide when conducted across the right areas and at the right times. For example, in many initial implementations, companies hone in on capturing the quickest and easiest information to extract—leaving out other key data that could prove tremendously beneficial. In other cases, companies design reports to accommodate an initial deployment of users, but they fail to re-address reporting requirements when new business units come on-board.

The SumTotal Reporting Consultation service helps you leverage your training on the LMS Report Manager to eliminate these potential shortfalls, so you can easily access and report on all of the critical information that is captured within your LMS database.

## Expert assessment helps determine your specific reporting needs

During your consultation, a qualified SumTotal product specialist will work with you to capture and analyze your specific reporting requirements. We'll review a variety of report types, including:

- Required training completions
- Registration reports
- Training by domains and organizations
- Courses most and least attended
- Training by job or audience
- Certification status

## Deciphering appropriate report capabilities enhances LMS investment

After gathering and assessing your requirements, your SumTotal expert will provide documentation detailing which reports you can create “out of the box,” and which reports may require customization. We'll also provide an estimate for proposed customizations. By giving you a clear picture of your LMS Report Manager capabilities, you'll be better able to design and utilize reports that maximize the value of your learning initiatives.