

**REPORTS**

- Manage user reports
- Manage embedded reports
- General settings
- Global report restrictions

**RELATED PAGES**

- Senior Security

Manage user reports  
**Edit Report 'Course completion report' (view)**

GENERAL	COLUMNS	USERS	FILTERS	CONTENT	ACCESS	PERFORMANCE
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Collapse all

Content Controls

Global report restrictions

Report content

- Show all records
- Show records meeting any of the checked criteria below
- Show records meeting all of the checked criteria below

Enforce user visibility restrictions

- Show records based on user visibility rules

Show by user

- Show records based on user

Include records from particular users

- A user's own records
- Records for user's direct reports for any of the user's job assignments
- Records for user's indirect reports for any of the user's job assignments
- Records for user's temporary reports for any of the user's job assignments

Show by the user's current position

- Show records from staff in the user's position

Include records from child positions

- Staff at or below any of the user's assigned positions
- Staff in any of the user's assigned positions
- Staff below any of the user's assigned positions

Show by the user's current organisation

- Show records from staff in the user's organisation

Include records from child organisations

- Staff at or below any of the user's assigned organisations
- Staff in any of the user's assigned organisations
- Staff below any of the user's assigned organisations

Show records by audience

- Show records by audience

Include records from

- No audience defined

Enforce site-wide visibility restrictions

- Show records based on audience, course and workplace visibility restrictions

Show by the organisation when completed

- Show records completed in the user's organisation

Include records from child organisations

- Staff at or below any of the user's assigned organisations
- Staff in any of the user's assigned organisations
- Staff below any of the user's assigned organisations

Show by the completion date

- Show records based on the completion date

Include records from

- The past
- The future
- The last 30 days
- The next 30 days
- The current financial year
- The previous financial year

Include record if date is missing

- 

Save changes Cancel

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