

**Topic Overview**

This job aid provides Cardinal Change Network (CN) Training Contacts and Primary Contacts with an overview of the reporting functionality and reports available in Nest, as well as reports available in Cardinal CN SharePoint. These reports are used to assist CN members with managing Nest training completion for their assembled agency users.

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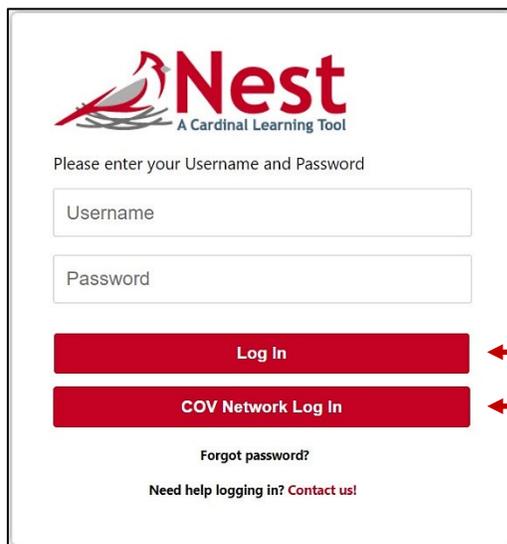
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## Accessing Reports in Nest

To navigate to Reports in Nest, log in by entering your provided Username and Password. For COV agency users, you can opt to use the single sign-on feature by clicking COV Network Log In button and entering your network credentials.

**Note:** If you are unsure of your agency network, [review the complete list](#) of Commonwealth of Virginia (COV) and Non-COV agencies.

1. Log in to [Nest](#).



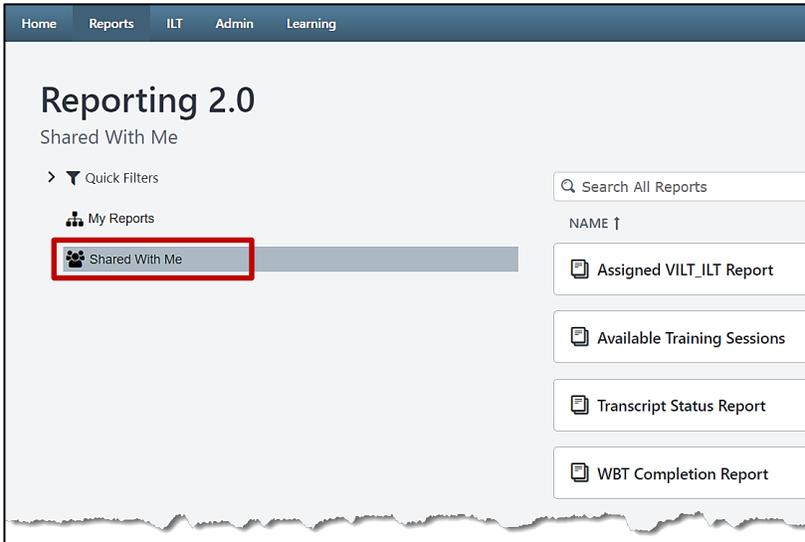
All users, regardless of agency network affiliation, can log in using the provided credential information.

COV agency users can take advantage of the single sign-on feature by utilizing their network credentials to log in.

2. On the Nest menu bar, hover over **Reports** and select **Reporting 2.0**.



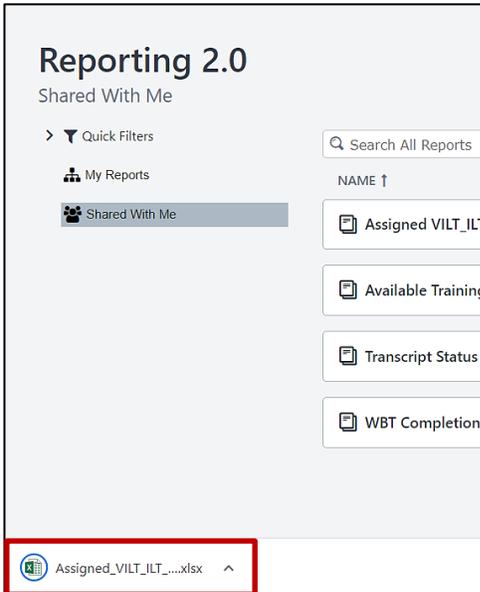
- Nest will direct you to the Reporting 2.0 page. Select **Shared With Me** to view and access the applicable reports.



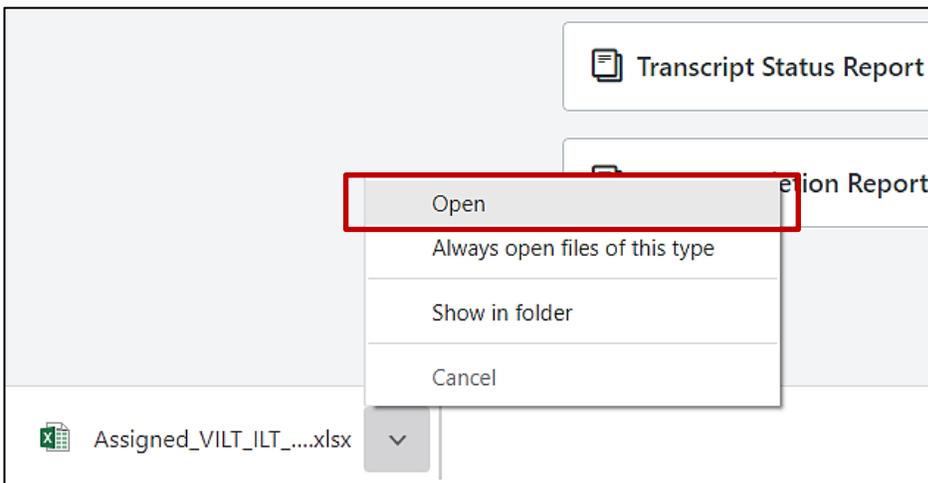
- To open a report, click the **Excel icon**. This will export the report to an excel file and download the file to your computer.

Search All Reports					
NAME ↑	OWNER	LAST VIEWED ▾	REPORT LOCATION	ACTIONS	
 Assigned VILT_ILT Report	 Nikki Hardin	Never	Shared With Me		
 Available Training Sessions	 Tyler Drew	Never	Shared With Me		
 Transcript Status Report	 Tyler Drew	Never	Shared With Me		
 WBT Completion Report	 Tyler Drew	Never	Shared With Me		

- The report will begin the export and download process; once the file is downloaded to your computer it may appear in the bottom left corner of your browser window.



- Open the file of the report by clicking the down arrow and selecting **Open**.



- The file will open in the Microsoft Excel application.

## **ILT Learner Completion Report**

The ILT Learner Completion Report displays the overall progress of training curriculums assigned to Core Cardinal HCM users requiring instructor-led training (ILT). This report looks at the ILT training curriculum assigned to Core users requiring ILT(s) and includes WBT and ILT progress contained within that specific curriculum, in the completion percentage calculation.

This report will be used to:

- Monitor training progress of learners assigned a curriculum that contains ILT(s)
- Verify completion of all assigned core user ILT curriculums

Core Cardinal HCM users assigned these curriculums have one or more of the following roles:

- Benefits Administrator
- HR Administrator
- Payroll Administrator
- SPOT Approver
- Timekeeper
- Time & Labor Administrator
- Employee T&L Setup
- Absence Administrator
- HBO HR Administrator

To view the status of individual training items contained in ILT learner curricula please reference the WBT Completion Report and the Transcript Status Report.

**ILT Learner Completion Report Column Definitions**

<b>Column Name</b>	<b>Valid Values</b>	<b>Column Definition</b>
Assembled Agency		3-digit Assembled Agency Number – Assembled Agency Name
Division		Agency 5-digit Business Unit Number
User Full Name		Nest user's full name
User ID		Nest user's email address
Employee ID		Nest user's employee ID
Curriculum Title		Title of the assigned training curriculum
Completion Percentage	0 - 100	Completion percentage of curricula, calculated once the user opens the curriculum in the curricula player.
Curriculum Status	In Progress, Completed	<p>The Curriculum Status represents the overall progress of all associated training contained within the curriculum.</p> <p>In Progress = One or more associated training items contained within the curriculum have not been completed.</p> <p>Completed = All associated training items contained within the curriculum have been completed.</p>
Transcript Complete Date		The most recent date and time the curriculum was marked complete.

### WBT Only Curriculum Report

The WBT Only Curriculum Report displays the overall progress of active Nest learners assigned WBT only curriculums. These curriculums include the training assigned to ESS Time Reporters, TA/Absence Supervisors, TA training for TL and Absence Admins, and Core users who only require WBT training. This report does not include prerequisite WBTs included in ILT curriculum (applies to ILT learners only).

This report is available in Nest Reporting 2.0 and data is updated real-time each time the report is generated. Additional analysis is uploaded daily to CN SharePoint which gives an overall view of an assembled agency's progress.

Training Contacts/Primary Contacts can download the report, which is posted daily, from CN SharePoint, Navigational Path: HCM > 01\_Reference Material > Nest > [WBT Only Curriculum Report - R3](#). This report provides a Pivot Chart that can be filtered by assembled agency to view the agency's overall training completion rate for WBT only curriculums. Additional information about using the Pivot Chart can be found in the instructions below.

This report will be used to:

- Monitor training progress of learners assigned one or more WBT only curriculums
- Verify completion of all assigned WBT only curriculums

WBT Only Curriculums Include:

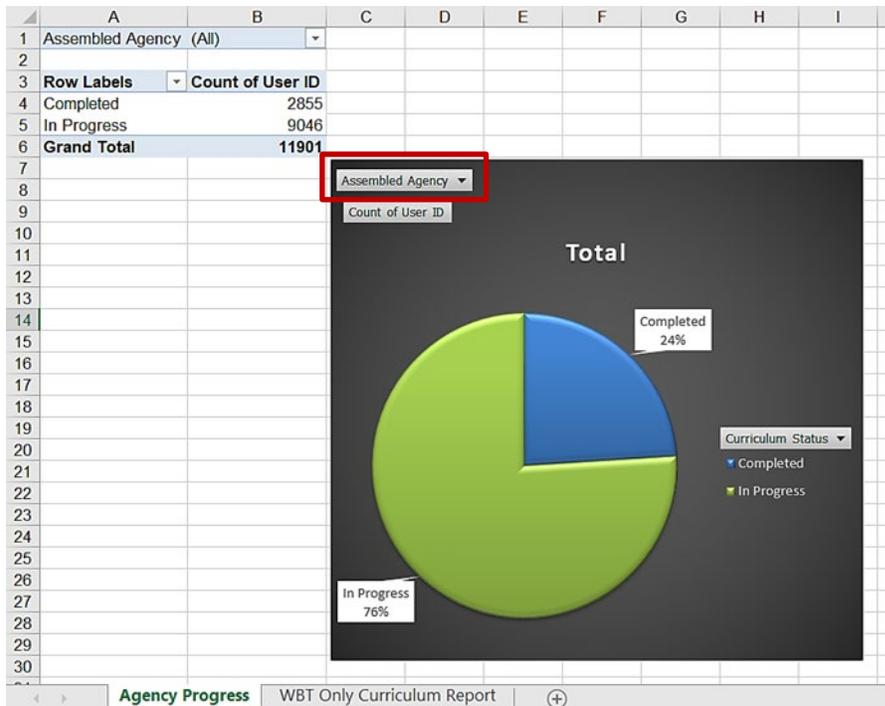
Curriculum Name	Curriculum User Group(s)
Time Reporter – Salaried with Absence Management	Salaried Time Reporters with modify access to their timesheet of agencies using TA online with absence management
Time Reporter - Hourly	Hourly Time Reporters with modify access to their timesheet of agencies using TA online
TA for Managers & Supervisors - A	Time & Labor Supervisors and Absence Supervisors of agencies using Absence Management
TA for Managers & Supervisors - B	Time & Labor Supervisors and Absence Supervisors of agencies not using Absence Management
TA for TL & Absence Admins A	Time & Labor(TL) Admins and/or Absence Admins who are not TL and/or Absence Supervisors of agencies using Absence Management
TA for TL Admins B	Time & Labor(TL) Admins who are not TL Supervisors of agencies not using Absence Management
Cardinal HCM Training	Core users who require INTRO102, NAV205, NAV225 but are not assigned ILTs
Delegation Administrators	Delegations Administrators who only require INTRO102, NAV205 and hold no other roles that require ILTs.
TA Reporter	TA Reporters who hold no other roles that require ILTs.

**WBT Only Curriculum Report Column Definitions**

<b>Column Name</b>	<b>Valid Values</b>	<b>Column Definition</b>
Assembled Agency		3-digit Assembled Agency Number – Assembled Agency Name
Division		Agency 5-digit Business Unit Number
User Full Name		Nest user's full name
User ID		Nest user's email address
Employee ID		Nest user's employee ID
Curriculum Title		Title of the assigned training curriculum
Completion Percentage	0 - 100	Completion percentage of curricula, calculated once the user opens the curriculum in the curricula player.
Status	In Progress, Completed	The Curriculum Status represents the overall progress of all associated training contained within the curriculum.  In Progress = One or more associated training items contained within the curriculum have not been completed.  Completed = All associated training items contained within the curriculum have been completed.
Transcript Complete Date		The most recent date and time the curriculum was marked complete.

### WBT Only Curriculum Report on CN SharePoint

1. Download the daily posted report from CN SharePoint by accessing the following:  
HCM > 01\_Reference Material > Nest > [WBT Only Curriculum Report - R3](#)
2. Open the Agency Progress tab to view the available Pivot chart.
3. Select your Assembled Agency in the top left chart drop down menu to view your agency's overall completion rate for WBT only curriculums.



Note: To view detailed completion information for each learner assigned a WBT only curriculum, select the WBT Only Curriculum Report tab.

## **Transcript Status Report**

The Transcript Status Report includes a list of VILT/ILT users, as well as actions taken on assigned courses, such as registering or completing. This report is available in Nest Reporting 2.0 and is uploaded daily to CN SharePoint.

Training Contacts/Primary Contacts can download the report, which is posted daily, from CN SharePoint, Navigational Path: HCM > 01\_Reference Material > Nest > [Transcript Status Report - R3](#). This report provides a list of individuals that require registration and a Pivot Table that can be filtered by assembled agency and/or the 5-digit business unit number. Additional information about using the Transcript Status Report pivot table can be found in the instructions below.

Another version of the Transcript Status Report is located in Nest Reporting 2.0 but provides the data in a raw format. If desired, you can create your own pivot table from this version for the latest information.

This report will be used to:

- Track and monitor that all assembled agency users have registered for required VILT/ILTs.
- Monitor progress through completion of VILT/ILTs.

**Transcript Status Report Column Definitions**

Column Name	Valid Values	Column Definition
Assembled Agency		Assembled Agency Name – 3-digit Assembled Agency Number
Division ID		Agency 5-digit Business Unit Number
Division		Agency Business Unit Name
User Full Name		Nest user's full name
User ID		Nest user's email address
Training Type	Event, Session	The status represents the following: Event = user is assigned VILT/ILT Session = user has taken action on VILT/ILT and selected a session (i.e., registered)
Training Title		Title of the VILT/ILT the respective user registered for or took another action on.
Transcript Status	Approved, Registered, In Progress, Completed, Waitlisted, Waitlist Expired, Denied, No Show, Incomplete	The status represents the user's progress with the respective VILT/ILT.  Approved = user is assigned the VILT/ILT. Registered = user is registered for the VILT/ILT and the VILT/ILT has not started. In Progress = user started the VILT/ILT and has not completed. Completed = user completed the VILT/ILT. Waitlisted = user is on a waiting list for a VILT/ILT that is full. Waitlist Expired = user is on a waiting list for a VILT/ILT that has expired. Denied = user was on a waiting list for a VILT/ILT but was not granted a seat. No Show = user registered for a session but did not attend. Incomplete = user attended part of a training session but did not attend/complete all parts/days.
Training Start Date		The date of the VILT/ILT session the user registered to attend.
Training Location		The location of the ILT session the user registered to attend.

User Last Access		The most recent date and time the Nest user accessed Nest.
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**Transcript Status Report on CN SharePoint**

4. Download the daily posted report from CN SharePoint by accessing the following:  
HCM > 01\_Reference Material > Nest > [Transcript Status Report - R3](#)
5. Check the **Needs to Register** tab for a list of individuals who have one or more V/ILT sessions that require registration, this list can be filtered by Assembled Agency.
6. Select the **Transcript Status Report Pivot** tab to review further details for each individual.
7. At the top, select your agency's 3-digit Assembled Agency number in the Assembled Agency drop down and/or the 5-digit Business Unit in the **Division ID** drop down.
8. Your agency's data displays on the left side column as follows:
  - a. Full Name
  - b. Assigned Training Title
9. Across the top is the Transcript Status described above. Note: Rows and columns will vary based on data.
  - a. Approved – “1” will be noted for all assigned courses
  - b. Completed – “2” will be noted for all completed courses
  - c. Registered – “1” will be noted for all registered courses.  
Note: For Task #57C, this is the focus to confirm “completion” of this task.
  - d. In Progress – “1” will be noted for a session in progress that is not yet complete
  - e. Waitlisted – “1” will be noted for all waitlisted courses
  - f. Waitlist Expired – “1” will be noted for all users on an expired wait list
  - g. No Show – “1” will be noted for all courses user did not attend
  - h. Incomplete – “1” will be noted for all courses user partially attended but did not complete

The screenshot that follows represents the Transcript Status Report pivot table. One user (Carol Cardinal) has completed registrations, indicated by the “1” under registered and “1” under Waitlisted. Cathy Cardinal has not yet registered for VILT/ILT training, indicated by no values under registered or other statuses.

Count of User ID	Column Labels	Approved	Completed	Exempt	Incomplete	Registered	Waitlist Expired	Waitlisted	Grand Total
Cardinal, Carol		4				3		1	8
BN361 - Employee Benefit Enrollment and Maintenance		1				1			2
HR351 - Employee Data Setup and Maintenance		1						1	2
TA372 - Time & Attendance Administration		1				1			2
TA375 - Time & Attendance Interface Administration		1				1			2
Cardinal, Cathy		2							2
BN361 - Employee Benefit Enrollment and Maintenance		1							1
HR351 - Employee Data Setup and Maintenance		1							1

## **Web-Based Training (WBT) Completion Report**

The Web-Based Training (WBT) Completion Report is a list of all core WBTs assigned to users within your assembled agency.

This report will be used to:

- Track which users are assigned specific WBTs
- Monitor progress through completion of WBTs

WBTs include:

- INTRO102 Overview of Cardinal Human Capital Management (HCM)
- NAV205 Navigation in Cardinal HCM
- NAV225 Cardinal Reporting (HCM)
- HR353 Human Resources (HR) Read-Only Access

**WBT Completion Report Column Definitions**

<b>Column Name</b>	<b>Valid Values</b>	<b>Column Definition</b>
Assembled Agency		3-digit Assembled Agency Number – Assembled Agency Name
Division		Agency Business Unit Name
Division ID		Agency 5-digit Business Unit Number
User Full Name		Nest user's full name
User ID		Nest user's email address
Training Title		Title of the WBT assigned to the respective user
Transcript Status	Registered, In Progress, Pending Prior Training, Completed, Completed Equivalent, Old Version, Blank or No Value, Past Due	<p>The status represents the user's progress with the respective WBT.</p> <p>Registered = user is assigned to, automatically registered to, and has not started the WBT.</p> <p>In Progress = user started the WBT and has not completed.</p> <p>Pending Prior Training = user is assigned the WBT but has not yet completed the prerequisite WBT required to start course.</p> <p>Completed or Completed Equivalent = user completed all activities relative to the WBT.</p> <p>Old Version = user completed all activities relative to the WBT on a previous version.</p> <p>Blank or No Value = user has not started the WBT and is pending the completion of an assigned prerequisite WBT.</p> <p>Past Due = user has not completed the WBT and is now past the due date, can be combined with Registered, In Progress, and Pending Prior Training.</p>
Transcript Completed Date		<p>Date the WBT was completed.</p> <p>Note: Users with a Date listed in this column have completed associated WBT, regardless of transcript status.</p>
User Last Access		The most recent date and time the Nest user accessed Nest.

## Assigned VILT\_ILT Report

Instructor-Led Training sessions will be hosted in two formats, Virtual (VILT) through the Webex Training platform and In-Person (ILT). The Assigned VILT\_ILT Report is a list of the VILT/ILT courses that users have been assigned based on the respective agency's Task #42H: Maintain Agency Role Mapping and Submit Updates.

Reference the “**Training Courses**” tab in your assembled agency's Role Mapping Workbook to answer questions from learners about their assigned training curriculum and how it maps back to the system roles they have been assigned. To isolate who is assigned V/ILT training, review column “W” on the “Training Courses” tab. Please make sure you are using the latest workbook in your agency folder on the CN SharePoint site.

This report will be used to:

- Verify users have been assigned the correct VILT/ILTs
- Verify completion of assigned ILTs

VILT/ILTs include:

- HR351 Employee Data Setup and Maintenance
- HR352/BN361 Employee Data & Benefit Enrollment Setup and Maintenance
- BN361 Employee Benefit Enrollment and Maintenance
- TA371 Timekeeper Processing
- TA372 Time & Attendance Administration
- TA374 Absence Management Maintenance
- TA375 Time & Attendance Interface Administration
- PY381 Agency Payroll Management

**Assigned VILT\_ILT Report Column Definitions**

Column Name	Valid Values	Column Definition
Assembled Agency		3-digit Assembled Agency Number – Assembled Agency Name
Division ID		Agency 5-digit Business Unit Number
Division		Agency Business Unit Name
User Full Name		Nest user's full name
User ID		Nest user's email address
Employee ID		Nest user's employee ID
Curriculum Title		Title of the assigned training curriculum
Curriculum Status (Overall)	In Progress, Completed	<p>The Curriculum Status represents the overall progress of all associated training contained within the curriculum.</p> <p>In Progress = One or more associated training items contained within the curriculum have not been completed.</p> <p>Completed = All associated training items contained within the curriculum have been completed.</p>
Training Title		Title of the VILT/ILT assigned to the respective user.
Transcript Status	Approved, Completed, Exempt	<p>The status represents the user's progress with the respective ILT.</p> <p>Approved = user is assigned but has not completed the ILT.</p> <p>Completed = user attended and completed the ILT.</p> <p>Exempt = user was exempted from assigned training and is considered complete.</p>
Transcript Complete Date		The most recent date and time the VILT/ILT was marked complete or exempt.

## ESS TA SME Curriculum Report

The ESS TA SME Curriculum Report displays the overall progress of the ESS TA SME curriculum assigned to learners who were identified as ESS TA SMEs for their agency.

ESS TA SMEs must complete all assigned ESS392 WBT modules before they are able to register for an ESS TA SME VILT session.

This report will be used to:

- Monitor ESS TA SME training progress
- Verify completion of ESS TA SME training

### ESS TA SME Curriculum Report Column Definitions

Column Name	Valid Values	Column Definition
Assembled Agency		3-digit Assembled Agency Number – Assembled Agency Name
Division		Agency 5-digit Business Unit Number
User Full Name		Nest user's full name
User ID		Nest user's email address
Employee ID		Nest user's employee ID
Curriculum Title		Title of the assigned training curriculum
Completion Percentage	0 - 100	Completion percentage of curricula, calculated once the user opens the curriculum in the curricula player.  Learners with <b>less than 50%</b> completion have not yet completed all assigned ESS392 modules and are unable to register for a SME VILT session.
Curriculum Status	In Progress, Completed	The Curriculum Status represents the overall progress of all associated training contained within the curriculum.  In Progress = One or more associated training items contained within the curriculum have not been completed.  Completed = All associated training items contained within the curriculum have been completed.
Transcript Complete Date		The most recent date and time the curriculum was marked complete.

### ESS TA SME Registration Report

The ESS TA SME Registration Report is a report of participating ESS TA SME learners and the actions taken on the assigned ESS TA SME VILT, such as registering or completing.

This report will be used to:

- Verify VILT registration status of ESS TA SMEs

If an ESS TA SME has registered for an ESS TA SME VILT session they will have two lines of data, one line will contain the training type of “Session” and the corresponding status of that session. If they have not registered for a ESS TA SME VILT session they will only have one line of data and only display the “Event” training type.

Carl Cardinal has only one line of data on the report and therefore has not yet registered.

Assembled Agency	Division ID	Division	User Full Name	User ID	Training Type	Training Title	Transcript Status	Training Start Date	User Last Access
000 - CARDINAL	99999	Dept of Housing & Cmnty Devel	Cardinal, Carl	carl.cardinal@doa.virginia.gov	Event	ESS TA SME	Approved		09/06/2022 09:04 AM
000 - CARDINAL	99999	Dept of Wildlife Resources	Cardinal, Carol	carol.cardinal@doa.virginia.gov	Event	ESS TA SME	Approved		08/31/2022 04:14 PM
000 - CARDINAL	99999	Dept of Wildlife Resources	Cardinal, Carol	carol.cardinal@doa.virginia.gov	Session	ESS TA SME	Registered	09/13/2022 01:00 PM	08/31/2022 04:14 PM
000 - CARDINAL	99999	Department of State Police	Cardinal, Calvin	calvin.cardinal@doa.virginia.gov	Event	ESS TA SME	Approved		8/01/2022 11:18 AM
000 - CARDINAL	99999	Department of State Police	Cardinal, Calvin	calvin.cardinal@doa.virginia.gov	Session	ESS TA SME	Registered	09/13/2022 01:00 PM	8/01/2022 11:18 AM

**ESS TA SME Registration Report Column Definitions**

Column Name	Valid Values	Column Definition
Assembled Agency		Assembled Agency Name – 3-digit Assembled Agency Number
Division ID		Agency 5-digit Business Unit Number
Division		Agency Business Unit Name
User Full Name		Nest user's full name
User ID		Nest user's email address
Training Type	Event, Session	The status represents the following: Event = user is assigned VILT/ILT Session = user has taken action on VILT/ILT and selected a session (i.e., registered)
Training Title	ESS TA SME	Title of the ESS TA SME VILT contained in the ESS TA SME training curriculum.
Transcript Status	Approved, Registered, In Progress, Completed, Waitlisted, Waitlist Expired, Denied, No Show, Incomplete	The status represents the user's progress with the respective VILT/ILT.  Approved = user is assigned the VILT/ILT. Registered = user is registered for the VILT/ILT and the VILT/ILT has not started. In Progress = user started the VILT/ILT and has not completed. Completed = user completed the VILT/ILT. Waitlisted = user is on a waiting list for a VILT/ILT that is full. Waitlist Expired = user is on a waiting list for a VILT/ILT that has expired. Denied = user was on a waiting list for a VILT/ILT but was not granted a seat. No Show = user registered for a session but did not attend. Incomplete = user attended part of a training session but did not attend/complete all parts/days.
Training Start Date		The date/time of the VILT/ILT session the user registered to attend.
User Last Access		The most recent date and time the Nest user accessed Nest.

### Available Training Sessions Report

The Available Training Sessions Report is a master list of all available VILT and ILT training sessions. This report can be utilized to look at the available and upcoming training sessions being offered. It provides session details such as date, time, and location.

Training sessions are restricted by region, therefore if an agency learner is located in Richmond, they will not be able to see or register for a Roanoke based training session.

This report will be used to:

- See all available training sessions
- View training session details and information

### Available Training Sessions Report Column Definitions

Column Name	Valid Values	Column Definition
Training Title		Title of the VILT/ILT Training Course
Training ID		Title of the VILT/ILT Training Session
Training Locator Number		Unique 3-digit number associated to a specific training session
Training Region	Charlottesville, Fairfax, Newport News, Richmond, Roanoke	Region that the training session is available to
Training Start Date		Date and time the training session begins
Training End Date		Date and time the training session ends
Total Seats Available		Total seats open for the training session
Total Seats		Total seats offered for the training session
Training Location		Location of training session
Location Address 1		Street address of training session
Location Address 2		Building/room address information of training session
Location Address City		City of training session
Location Zip		Zip code of training session