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**To:** Cardinal Project <projectcardinal@doa.virginia.gov>

**Subject:** Cardinal: Major Update for NAV225: Cardinal Reporting (HCM) WBT

**This communication is being sent to Core Users for Cardinal HCM agencies.**



The Cardinal team is excited to share we have rolled out a significant update to our NAV225: Cardinal Reporting (HCM) Web-Based Training (WBT). This self-paced course, located on the [Cardinal Website](#) > [Learning](#) > [Web-Based Training \(HCM\)](#), offers users the flexibility to master report and query skills at their own convenience.

The highlight of this update is the introduction of six concise learning modules, each ranging from 2 to 8 minutes in duration. The NAV225 modules provide detailed instruction on generating reports and queries, as well as the scheduling of queries. This modular approach makes learning more convenient by letting you revisit specific topics or tutorial videos whenever you need to refresh your skills.

**Click the button to explore the updated NAV225.**

[NAV225: Cardinal Reporting \(HCM\)](#)

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