

## Expiring Course Report

1. Please visit <https://cscportlavaca.ilevel.org> to log in
  - Enter Username & Password
  - Click Log in



The screenshot shows a login form with the following elements:

- Login** (header)
- Username** (input field)
- Password** (input field)
- Log in** (button, highlighted with a red arrow)
- [Create an Account](#)
- [Forgot username/password?](#)
- Remember my username

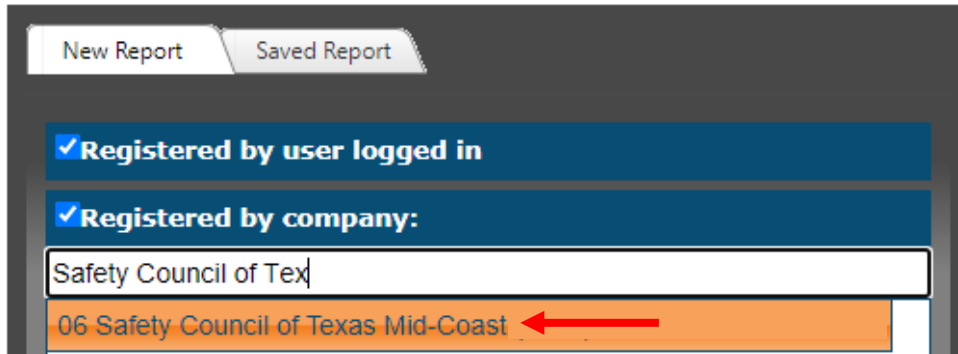
2. Go to the Reports tab
  - Click Run Reports



3. Go to Attendance Reports and Registrations



- Under the New Report Tab
  - Select "Registered by user logged in"
  - Select "Registered by Company"
    - Start typing in your company name
    - Select your company name from the drop-down box



New Report    Saved Report

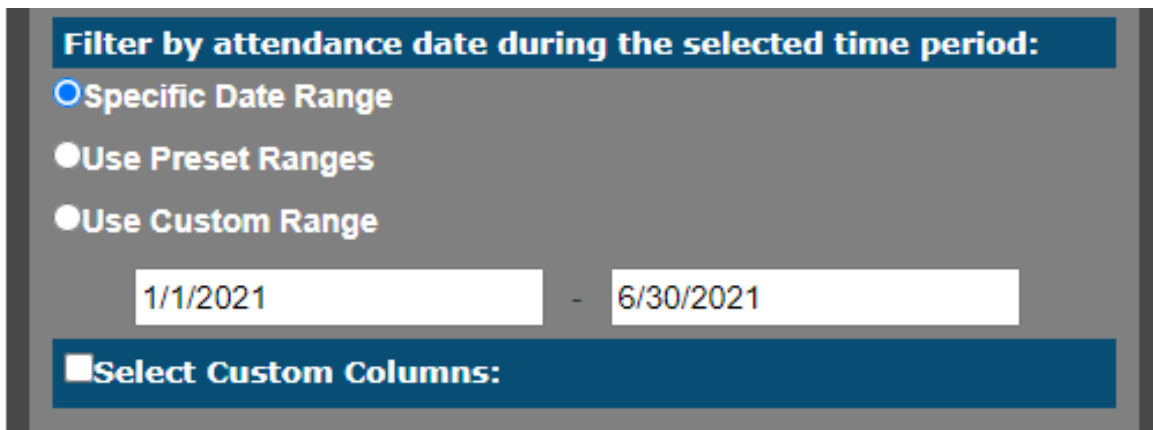
Registered by user logged in

Registered by company:

Safety Council of Tex

06 Safety Council of Texas Mid-Coast ←

- Under Filter by attendance date during the selected time period:
  - Select Specific Date Range (select the time frame) (example: 01/01/2021 - 06/30/2021) **must be adjusted by client**



**Filter by attendance date during the selected time period:**

Specific Date Range

Use Preset Ranges

Use Custom Range

1/1/2021 - 6/30/2021

Select Custom Columns:

6. Click on "Selected Custom Columns"
  - Select the following Name, Student ID, Code, Description, Class Date, Expiration Date, Company Registered By, Grade
  - Click on Generate Report

1/1/2021 - 6/30/2021

Select Custom Columns:

Name  Grade

Employee ID  Proctor Status

Student ID  Score

Code  Bill Type

Description  Cost

Course ID  Balance

Category  PO Number

Class Date  Job Number

Class Time  Quote ID

Expiration Date  Training Start

Company Registered By  Training End

Company Billed To  Training Hours

Login Registered By  Email Address

Location

**Generate Report**

7. Once report is generated
  - Click on printer icon select how to export report (report can be viewed and printed as Adobe PDF, or Microsoft Excel file)

**Attendance Report**

Records 1 through 289

Name	Description	Class Date	Company Registered By	Grade
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8. After Export Type has been selected
  - Click Export Report

**Attendance Report**

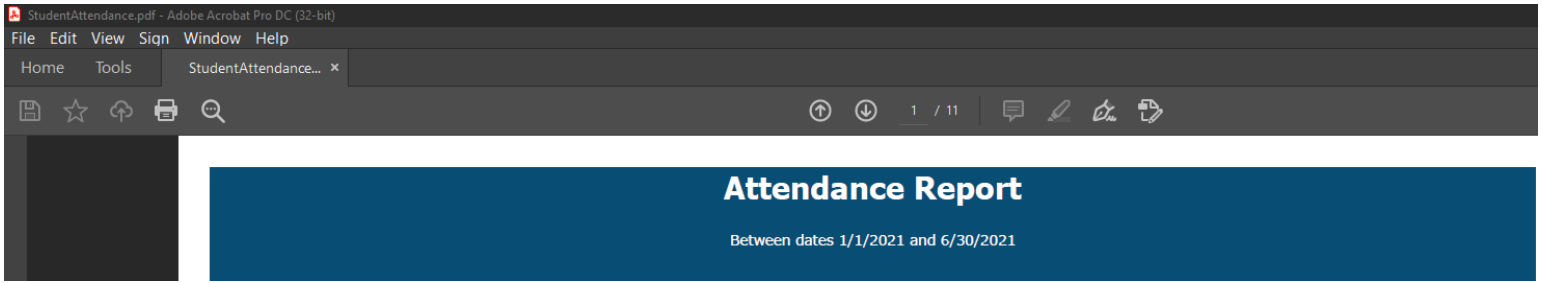
Export Type: Adobe PDF

**Export Report**

Microsoft Excel (XLS)

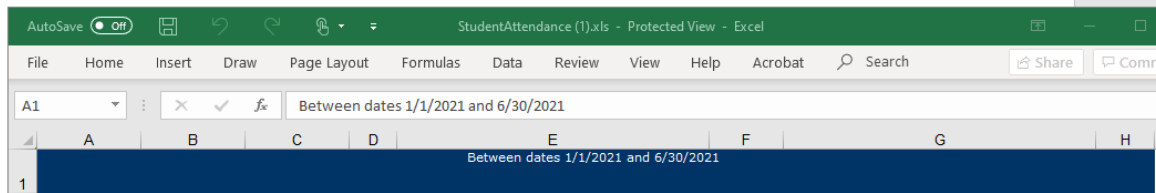
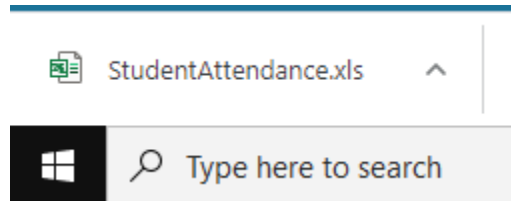
Name	Description	Class Date	Company Registered By	Grade
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9. If you selected Adobe PDF a new window will open with the report



10. If you selected Microsoft Excel (XLS)

- Click on the download that will appear at the bottom left of your screen, then a new window will open with the report



11. Once you are done

- Click log out, at the top right corner of your screen

