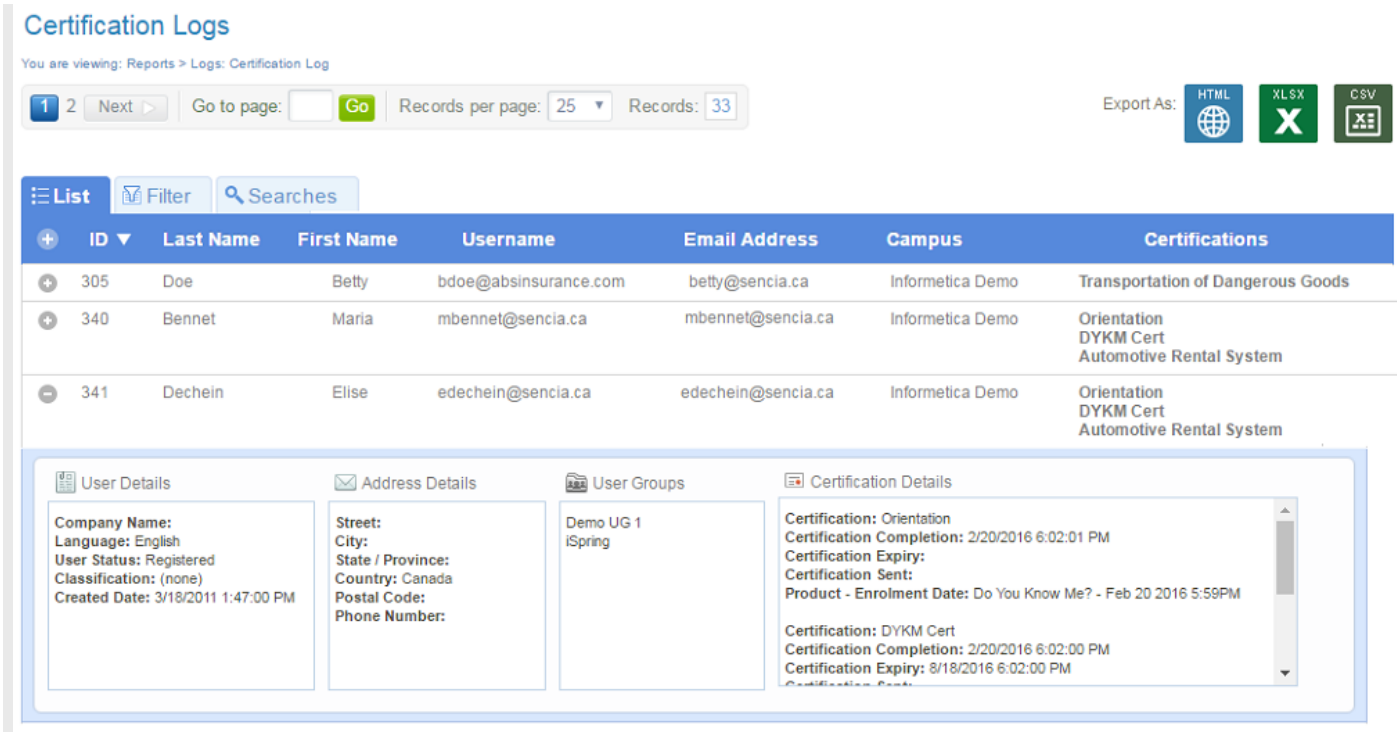
R901 Certification Log

This feature is available to Site Managers depending on system configuration.

The Certification Log is a specialized audit tool that reports on all earned certifications documented within the system, including deleted certifications and user accounts that are archived or deleted. The report details certification names, earned dates, and expiries as well as user profile information, classification, and various other details. R901 uses a logging methodology to capture all user and certification information at a moment in time (i.e. not historical changes). The tool and report outputs display the latest entries of that data. You can expand individual entries or export the report to view more details. This log is beneficial to clients with a lot of user accounts that need access to the system for a finite period.

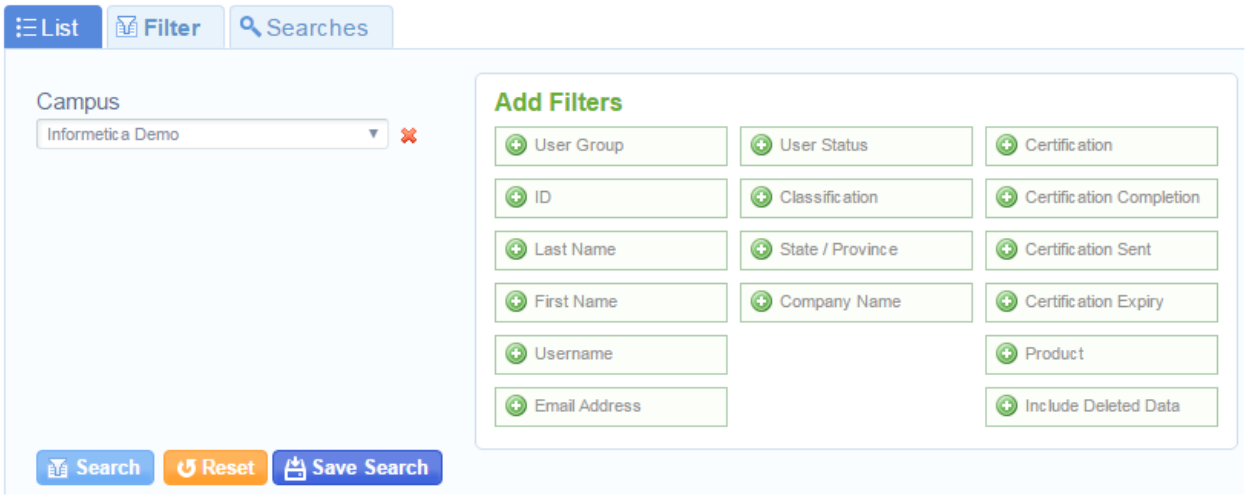
The image below is an example of R901.



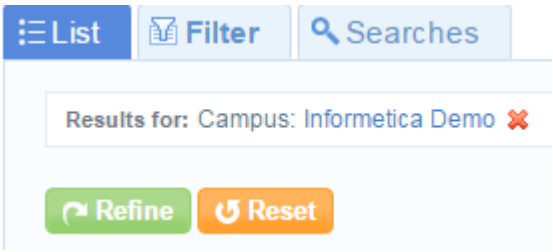
See below for additional details on running this report.

1. Select **Certification Log** from the Reports tab and then select one or more available filters.

   The manage list does not populate prior to a filter selection.



2. Enter any relevant data for your filters and then select **Search**. You can **Refine** to adjust your filter options or **Reset**.



3. Select **Save Search** to make the filter available for repeated use. You can give the search a unique name and description. You can run saved searches from the **Searches** tab.
4. Select the report export of your choice.
5. Once you export the report, a loading screen appears until the report is completely loaded. A loading time can be longer for reports returning heavy data, such as thousands of users or a long date span.