Login in to EdTrack at https://time.oit.duke.edu/apihealthcare/.
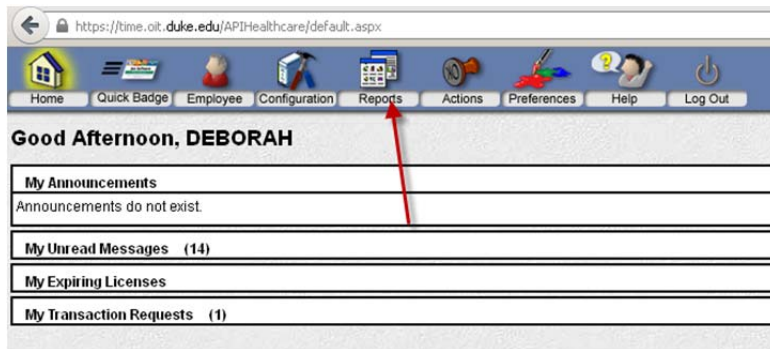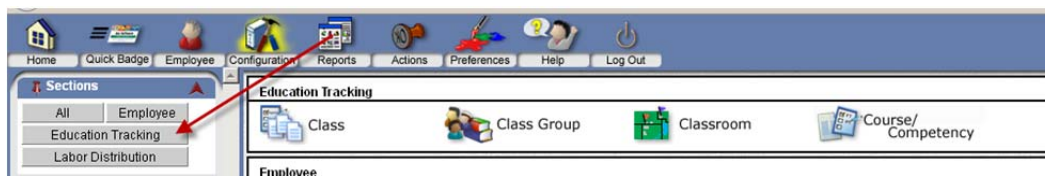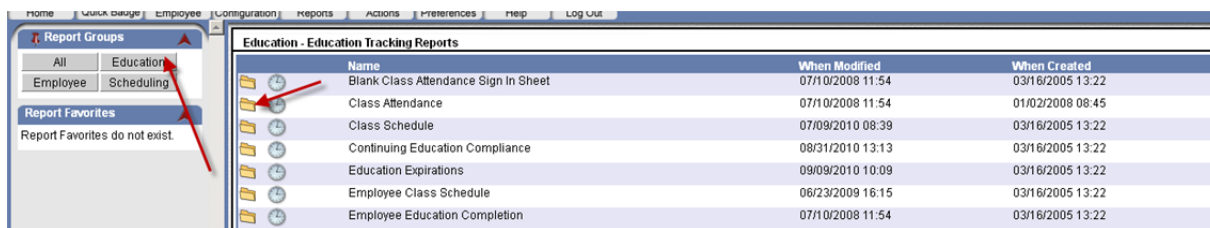Credentials are your NetID and password.

To run Reports, click the Reports icon.

To limit the number of reports you see, click the Education Tracking button under Report Groups.
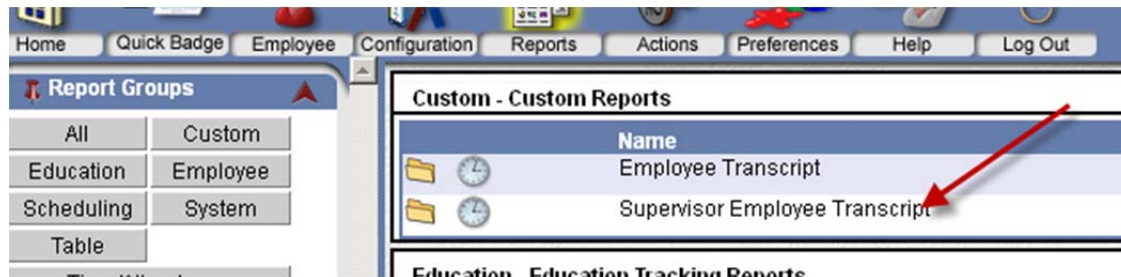

Click the Education button under Report Groups. Once the Reports populate, click the folder for the type of report you want.
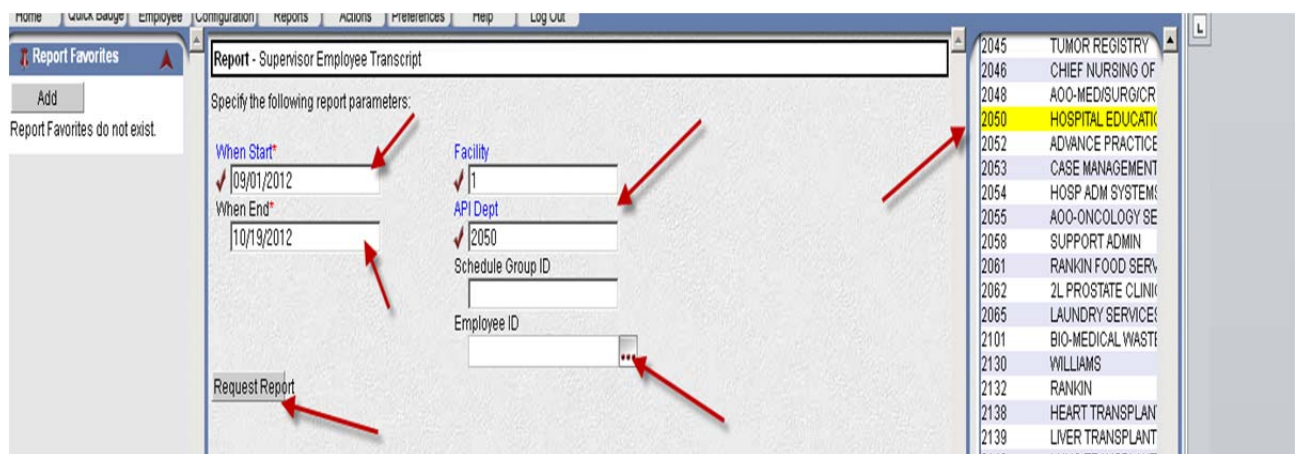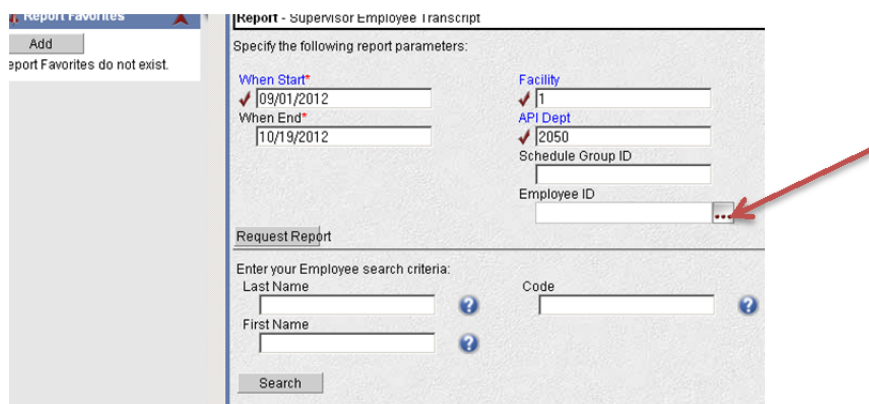
Supervisor Employee Transcript

Under Custom Reports, click the folder beside Supervisor Employee Transcript

Enter the Start Date and End Date for you report.
Enter Facility and your API Dept information.
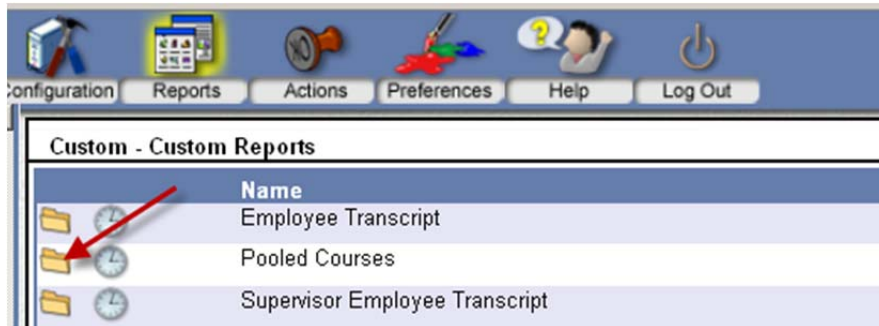Click Request Report.

If you want to run a report for one employee, click the ellipses button beside Employee ID and search for employee. Click the folder beside the employee you need for the report. Be sure to enter date range.
Click Request Report

Pooled Report

Under Custom Reports, click the folder beside Pooled Courses report.

Enter Facility and your API Dept information.
Enter the Start Date and End Date for you report.
Click in the Course Category text field and choose the pooled category you need for your report

Click Request Report.

Employee Education Completion Report – best used to check a specific course attendance

Click on Reports icon. Click on the Employee Education Completion report folder.

1. Click in the Facility box and select facility that is listed on right side of screen.
2. Enter your department number in the API Dept box.
3. Click in the Course box and select the course number from the list that populates on the right side of your screen.
4. Select Course in the Report Grouping box.
5. Select All in the Display Records box.
6. Select Yes in the Show Terminated if you want terminated employees to be included in the report.
7. Enter Start Date and End Date
8. Select Yes for Show Supplementary.
9. Choose Yes for Show Non-Mandatory Requirements.
10. Choose Yes to Show Notes
11. Click Request Report
12. Once the report opens, you can print the report or export.

To run for one employee, you do not need to enter the facility and department. Just click the employee search button (the ellipse beside the employee field) and find the employee. Fill in the other sections as above. Click Request Report.