

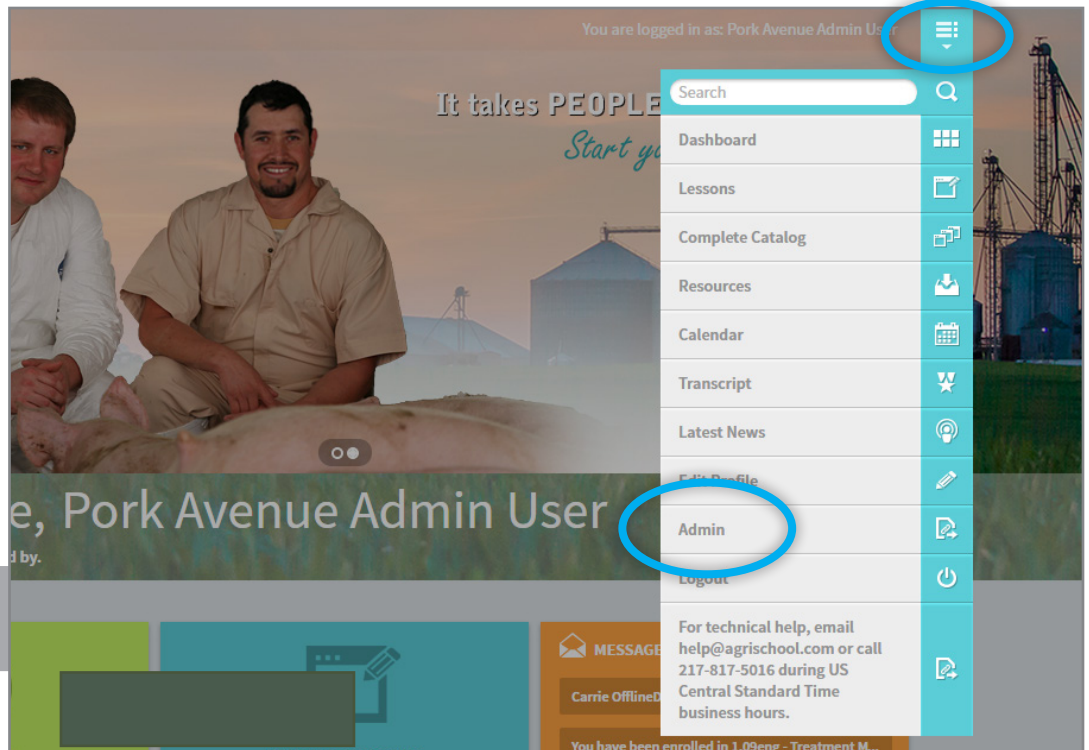


Pork Avenue[™]
TRAINING PORTAL

Running Reports Step-by-Step Guide

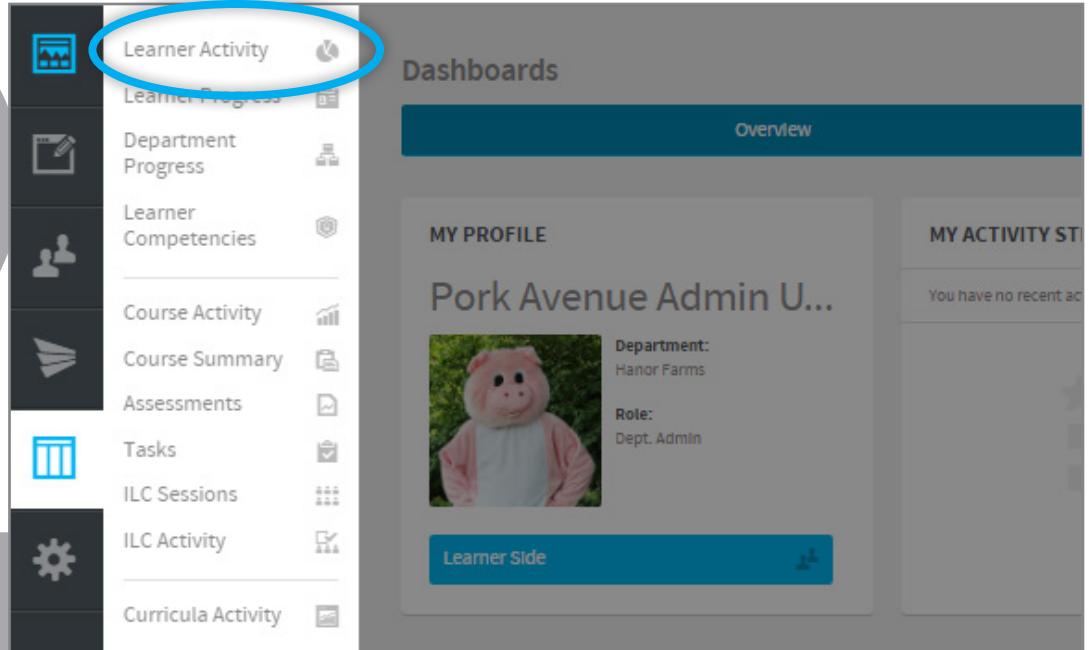
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Once you have logged into Pork Avenue Training Portal, move from the learner side of Pork Avenue, to the admin side so you can manage enrollments on your farm. Click on the icon that is near the upper right of the page that resembles a drop down menu. Select “Admin.” This will launch the administrator side of the site, which allows you to manage your farm.

2



Click on “Reports” and then “Learner Activity.”

3

Learner Activity

Actions Mass Actions

Filter & Refine

1 - 20 of 135 items

	Last Name ▲	First Name ▶	Username ▶
<input type="checkbox"/>	Admin	HANOR	HANOR_Admin
<input type="checkbox"/>	Admin User	Pork Avenue	CarrieDemo
<input type="checkbox"/>	Admin1	HANOR	HANOR_Admin1
<input type="checkbox"/>	Admin2	HANOR	HANOR_Admin2
<input type="checkbox"/>	Admin3	HANOR	HANOR_Admin3
<input type="checkbox"/>	Admin4	HANOR	HANOR_Admin4
<input type="checkbox"/>	Admin5	HANOR	HANOR_Admin5
<input checked="" type="checkbox"/>	Aguilar	Luis	Luis_Aguilar
<input checked="" type="checkbox"/>	Ajcuc	Felipe	Felipe_Ajcuc
<input type="checkbox"/>	Amado-Cabello	Jose	Jose_Amado-Cabello
<input type="checkbox"/>	Angeles	Julio	Julio_Angeles

You can filter this list by any of the columns listed.

4

Learner Activity

Actions Mass Actions

Filter & Refine

1 - 20 of 135 items

	Last Name ▲	First Name ▶	Username ▶	Department ▶	Enrollments ▶
<input type="checkbox"/>	First Logged In	HANOR	HANOR_Admin	Hanor Farms	74
<input checked="" type="checkbox"/>	First Name	Pork Avenue	CarrieDemo	Hanor Farms	3
<input type="checkbox"/>	Id	HANOR	HANOR_Admin1	Hanor Farms	74
<input type="checkbox"/>	Job Title	HANOR	HANOR_Admin2	Hanor Farms	74
<input type="checkbox"/>	Language	HANOR	HANOR_Admin3	Hanor Farms	74
<input type="checkbox"/>	Last Logged In	HANOR	HANOR_Admin4	Hanor Farms	74
<input checked="" type="checkbox"/>	Last Name	HANOR	HANOR_Admin5	Hanor Farms	74
<input type="checkbox"/>	Learner Date Added	HANOR	HANOR_Admin5	Hanor Farms	74
<input type="checkbox"/>	Learner Date Edited	HANOR	HANOR_Admin5	Hanor Farms	74
<input type="checkbox"/>	Location	HANOR	HANOR_Admin5	Hanor Farms	74
<input type="checkbox"/>	Middle Name	Luis	Luis_Aguilar	Hanor - 305 - Farrowing	0
<input type="checkbox"/>	Phone	Ajcuc	Felipe	Hanor - 306 - Farrowing	0
<input type="checkbox"/>		Amado-Cabello	Jose	Hanor - 306	0
<input type="checkbox"/>		Angeles	Julio	Hanor - 309 - Farrowing	0
<input type="checkbox"/>		Arroyo	Gerardo	Hanor - 300 - Breeding	0
<input type="checkbox"/>		Avelino	Eri	Hanor - 322 - Breeding	0

If you do not see the column you are looking for click on the  symbol and chose the category you are looking for.

Filtering by Farrowing or Breeding Departments



The screenshot shows the 'Learner Activity' interface. At the top, there are 'Actions' and 'Mass Actions' buttons. Below them is a 'Filter & Refine' section with a funnel icon and a list icon. The table below has columns for 'Last Name', 'First Name', 'Username', 'Department', 'Location', 'Enrollments', and 'Courses Started'. The 'Location' column header is circled in blue. The table contains 13 rows of data, including users like Admin, Admin User, Admin1-5, Aguilar, Ajcuc, Amado-Cabello, and Angeles.

	Last Name	First Name	Username	Department	Location	Enrollments	Courses Started
<input type="checkbox"/>	Admin	HANOR	HANOR_Admin	Hanor Farms		74	3
<input type="checkbox"/>	Admin User	Pork Avenue	CarrieDemo	Hanor Farms		3	2
<input type="checkbox"/>	Admin1	HANOR	HANOR_Admin1	Hanor Farms		74	4
<input type="checkbox"/>	Admin2	HANOR	HANOR_Admin2	Hanor Farms		74	3
<input type="checkbox"/>	Admin3	HANOR	HANOR_Admin3	Hanor Farms		74	2
<input type="checkbox"/>	Admin4	HANOR	HANOR_Admin4	Hanor Farms		74	8
<input type="checkbox"/>	Admin5	HANOR	HANOR_Admin5	Hanor Farms		74	2
<input type="checkbox"/>	Aguilar	Luis	Luis_Aguilar	Hanor - 305 - Farrowing	Farrowing	0	0
<input type="checkbox"/>	Ajcuc	Felipe	Felipe_Ajcuc	Hanor - 306 - Farrowing	Farrowing	0	0
<input type="checkbox"/>	Amado-Cabello	Jose	Jose_Amado-Cabello	Hanor - 306	NC	0	0
<input type="checkbox"/>	Angeles	Julio	Julio_Angeles	Hanor - 309 - Farrowing	Farrowing	0	0

Click on the  icon next to the column you want to filter.

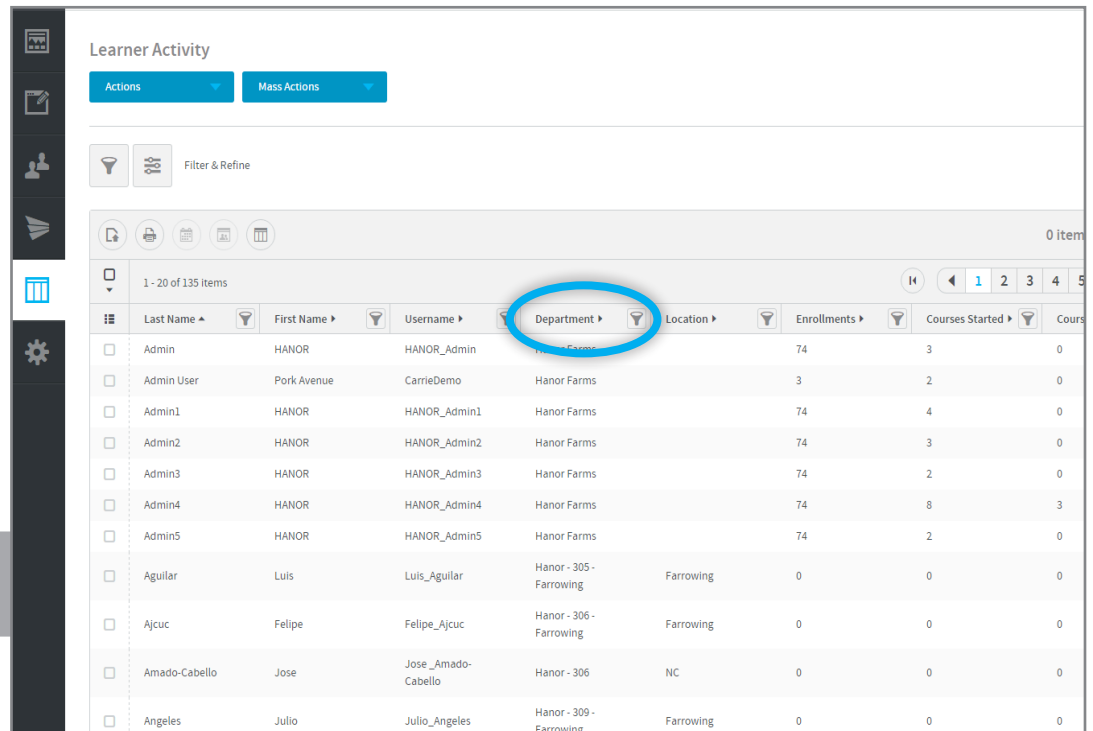


The screenshot shows the 'Learner Activity' interface with the 'Location' filter dropdown menu open. The dropdown menu has a 'Location' field, a 'Starts With' field, and an 'Add Filter' button. The table below shows the same data as the previous screenshot, but with the 'Location' column header circled in blue.

	Last Name	First Name	Username	Department	Location	Enrollments	Courses Started
<input type="checkbox"/>	Admin	HANOR	HANOR_Admin	Hanor Farms		74	3
<input type="checkbox"/>	Admin User	Pork Avenue	CarrieDemo	Hanor Farms		3	2
<input type="checkbox"/>	Admin1	HANOR	HANOR_Admin1	Hanor Farms		74	4
<input type="checkbox"/>	Admin2	HANOR	HANOR_Admin2	Hanor Farms		74	3
<input type="checkbox"/>	Admin3	HANOR	HANOR_Admin3	Hanor Farms		74	2
<input type="checkbox"/>	Admin4	HANOR	HANOR_Admin4	Hanor Farms		74	8
<input type="checkbox"/>	Admin5	HANOR	HANOR_Admin5	Hanor Farms		74	2
<input type="checkbox"/>	Aguilar	Luis	Luis_Aguilar	Hanor - 305 - Farrowing	Farrowing	0	0
<input type="checkbox"/>	Ajcuc	Felipe	Felipe_Ajcuc	Hanor - 306 - Farrowing	Farrowing	0	0
<input type="checkbox"/>	Amado-Cabello	Jose	Jose_Amado-Cabello	Hanor - 306	NC	0	0
<input type="checkbox"/>	Angeles	Julio	Julio_Angeles	Hanor - 309 - Farrowing	Farrowing	0	0

If you choose "Location" type the location you wish to filter. Filtering by "Farrowing" will show only those located in "Farrowing." The same goes for "Breeding."

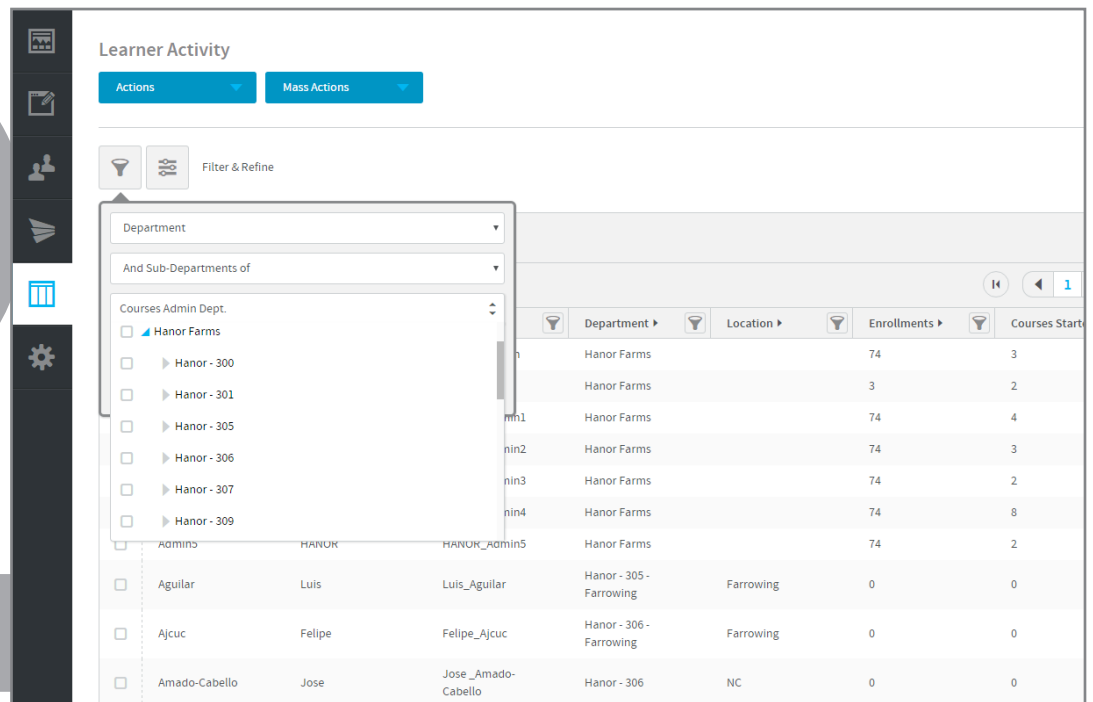
Filtering by Farm



The screenshot shows the 'Learner Activity' interface. At the top, there are 'Actions' and 'Mass Actions' buttons. Below them is a 'Filter & Refine' section with a funnel icon and a list icon. The main area contains a table with columns: Last Name, First Name, Username, Department, Location, Enrollments, Courses Started, and Courses. The 'Department' column header is circled in red. The table lists various users, including Admins, Aguilar, Ajcuc, Amado-Cabello, and Angeles, with their respective departments and locations.

Last Name	First Name	Username	Department	Location	Enrollments	Courses Started	Courses
Admin	HANOR	HANOR_Admin	Honor Farms		74	3	0
Admin User	Pork Avenue	CarrieDemo	Honor Farms		3	2	0
Admin1	HANOR	HANOR_Admin1	Honor Farms		74	4	0
Admin2	HANOR	HANOR_Admin2	Honor Farms		74	3	0
Admin3	HANOR	HANOR_Admin3	Honor Farms		74	2	0
Admin4	HANOR	HANOR_Admin4	Honor Farms		74	8	3
Admin5	HANOR	HANOR_Admin5	Honor Farms		74	2	0
Aguilar	Luis	Luis_Aguilar	Honor - 305 - Farrowing	Farrowing	0	0	0
Ajcuc	Felipe	Felipe_Ajcuc	Honor - 306 - Farrowing	Farrowing	0	0	0
Amado-Cabello	Jose	Jose_Amado-Cabello	Honor - 306	NC	0	0	0
Angeles	Julio	Julio_Angeles	Honor - 309 - Farrowing	Farrowing	0	0	0

Click on the  icon next to "Department" column.



The screenshot shows the 'Learner Activity' interface with the 'Department' dropdown menu open. The dropdown menu is titled 'Department' and has a sub-section 'And Sub-Departments of' with a list of farm locations: Hanor Farms, Hanor - 300, Hanor - 301, Hanor - 305, Hanor - 306, Hanor - 307, and Hanor - 309. The background table is partially visible, showing the same columns as in the previous screenshot.

Last Name	First Name	Username	Department	Location	Enrollments	Courses Started	Courses
Admin	HANOR	HANOR_Admin	Honor Farms		74	3	0
Admin User	Pork Avenue	CarrieDemo	Honor Farms		3	2	0
Admin1	HANOR	HANOR_Admin1	Honor Farms		74	4	0
Admin2	HANOR	HANOR_Admin2	Honor Farms		74	3	0
Admin3	HANOR	HANOR_Admin3	Honor Farms		74	2	0
Admin4	HANOR	HANOR_Admin4	Honor Farms		74	8	3
Admin5	HANOR	HANOR_Admin5	Honor Farms		74	2	0
Aguilar	Luis	Luis_Aguilar	Honor - 305 - Farrowing	Farrowing	0	0	0
Ajcuc	Felipe	Felipe_Ajcuc	Honor - 306 - Farrowing	Farrowing	0	0	0
Amado-Cabello	Jose	Jose_Amado-Cabello	Honor - 306	NC	0	0	0
Angeles	Julio	Julio_Angeles	Honor - 309 - Farrowing	Farrowing	0	0	0

From the drop down, choose the farm location you wish to filter.



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Stacking Filters

The screenshot shows the 'Learner Activity' page with two filters stacked: 'Location Starts With farrowing' and 'Department Starts With Hanor - 300'. Below the filters is a table with 12 items. The table has columns for Last Name, First Name, Username, Department, Location, Enrollments, and Courses Started.

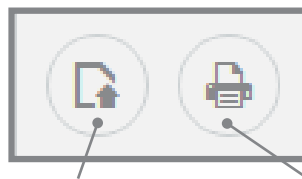
	Last Name	First Name	Username	Department	Location	Enrollments	Courses Started
<input type="checkbox"/>	Blue	Wayne	Wayne_Blue	Honor - 300 - Farrowing	Farrowing	0	0
<input type="checkbox"/>	Diaz	Jesus	Jesus_Diaz	Honor - 300 - Farrowing	Farrowing	0	0
<input type="checkbox"/>	Diaz	Jose	Jose_Diaz	Honor - 300 - Farrowing	Farrowing	0	0
<input type="checkbox"/>	Enriquez-Ramirez	Niceforo	Niceforo_Enriquez-Ramirez	Honor - 300 - Farrowing	Farrowing	0	0
<input type="checkbox"/>	Farmer	Billy	Billy_Farmer	Honor - 300 - Farrowing	Farrowing	0	0
<input type="checkbox"/>	Hardy	Tony	Tony_Hardy	Honor - 300 - Farrowing	Farrowing	0	0
<input type="checkbox"/>	Hernande	Jesus	Jesus_Hernande	Honor - 300 - Farrowing	Farrowing	0	0
<input type="checkbox"/>	Jimenez	Graciela	Graciela_Jimenez	Honor - 300 - Farrowing	Farrowing	0	0
<input type="checkbox"/>	Jose	Elizabeth	Elizabeth_Jose	Honor - 300 - Farrowing	Farrowing	0	0

You can stack the filters by following the above instruction in any order.

Generating Reports

The screenshot shows the same filtered list as above. The report generation options are highlighted with a box and arrows pointing to the 'Generate Report File' and 'Print Report' labels below.

Once you have filtered the list, you can run a report by using one of these options.



Generate Report File

Print Report