Tracking Training for your Department in eBridge

eBridge has several roles that help MCW departments monitor and track training required for study teams involved in research at the Medical College of Wisconsin.

Roles include:

- Safety Training Administrator
- Human Research Training Administrator
- Compliance Training Administrator

Features:

- These roles can be assigned to multiple people in a department.
- Training Admins get notifications about expiring training for all people in their department for safety, human subject research, and compliance (the FCOI-R required training).
- Training Admins read or export customizable SSRS reports.

Adding the Training Admin Role to your eBridge Account.

The (ADR) administrative department representative, department chair or division chief can request any or all these be added to someone's account from their department using the form below.
[See form here.]

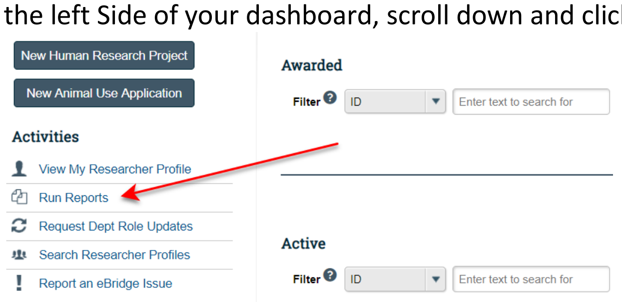
Example of How to Run SSRS Reports

Once you have one of these training administrator roles, you can access and run training reports for your department. *Note: MCW Internal network access required to run any training reports.* To access the reports for each training administration area:

1. Log in to eBridge

2. Click on the Dashboard tab at the top left

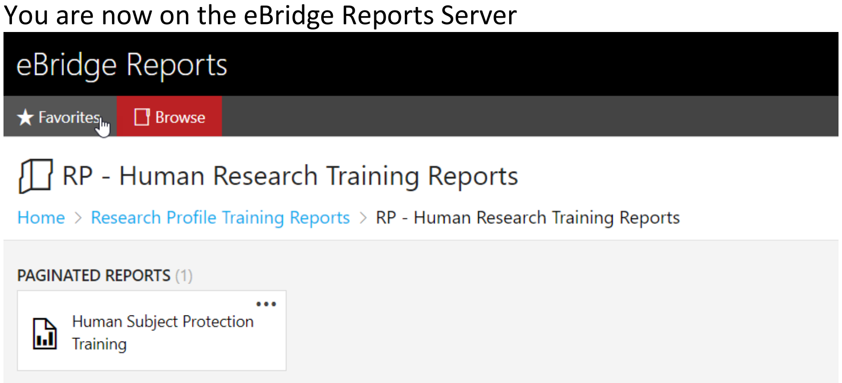
3. On the left Side of your dashboard, scroll down and click on Activities > Run Reports



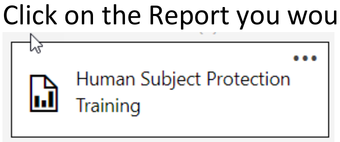
4. This will open Reports Page eBridge that will display all reports that you have access to.

5. Click on the specific **RP-XXXX** report you are interested in running.

6. You are now on the eBridge Reports Server



7. Click on the Report you would like to run



8. Use pull-down menu(s) to filter your search query.

9. Click ***View Report*** on the far right of the screen.
   Once the data displays on your screen, you have the option to export it to multiple formats, including Excel.

   To export to Excel:

   a) Click the down arrow from the export / disk icon.
   b) Select ***Excel***.
   c) Select ***Open*** in the pop-up window.
   d) Select ***Save***.