

## Use the Organizational Summary Report

### Common Buttons & Icons



**Save** icon



**Back Arrow** icon

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From the PromisePoint Reporting Home screen:

1. Click the **Org Summary** link under the Course Completion header.  
**Note:** Hover over the link to view more information about the Org Summary report.
2. Click the **Location** for which you want to view data.  
**Note:** The Back Arrow icon on the toolbar takes you back to the previous report.
3. Click the **Department** for which you want to view data.
4. Click a learner's name to view their transcript report.
5. Click the **Back Arrow** icon on any screen to return to the previous report or page.
6. Click the **Save** drop-down arrow to view and select the format in which you want to save the report.
7. Click anywhere outside the Save drop-down menu to close it.
8. Click **Close Report** in the upper-right hand corner when you are finished viewing the report.