

Use the Department Summary Report

Common Buttons & Icons

	Hide Parameters bar
	Calendar icon
	Save icon
	Refresh icon
	Print icon
	Back Arrow icon

Use the Department Summary Report

From the PromisePoint Reporting Home screen:

1. Click the **Department Summary** link under the Course Completion header.

Note: Hover over the link to view more information about the Department Summary report.

2. Click the **Assignment Start Date** field.
3. Type the assignment start date; then press [**Enter**].

Notes:

- a. You can also select dates using the Calendar icon instead of typing them in.
- b. The Assignment End Date auto populates with the current date and defaults to 11:59pm.

4. Click the **Completion Start Date** field.
5. Type the completion start date; then press [**Enter**].

Note: The Completion End Date auto populates with the current date and defaults to 11:59pm.

6. Click the **Location** drop-down arrow.

Note: This is a multi-select field.

7. Select the desired location.
8. Click anywhere outside the drop-down menu to close it and update subsequent fields.
9. Click the **Department** drop-down arrow.
10. Select the desired department(s).

Note: This is a multi-select field.

11. Click **View Report**.

Notes:

Breakaway Adoption Solutions

- Click the Show/Hide Parameters bar to view more/less of the report.
 - Click the Department link to see the completion by user in a department and to drill down to the Transcript Report.
 - Click the Save drop-down arrow to view the options for saving a document.
 - The Refresh icon on the toolbar updates the data.
 - The Back Arrow icon on the toolbar takes you back to the previous report.
 - Use the Print icon to print the report.
12. Click **Close Report** in the upper-right hand corner to return to the PromisePoint Reporting Home Screen.