


Deltek Learning Zone

How to Generate Reports as a POC




Point of Contact (POC) Reports

Point of Contact (POC) users will be able to generate reports through the **POC Reports Menu**.



Asset Ranking Report
Sorted display of taken learning assets, from most to least enrolled.



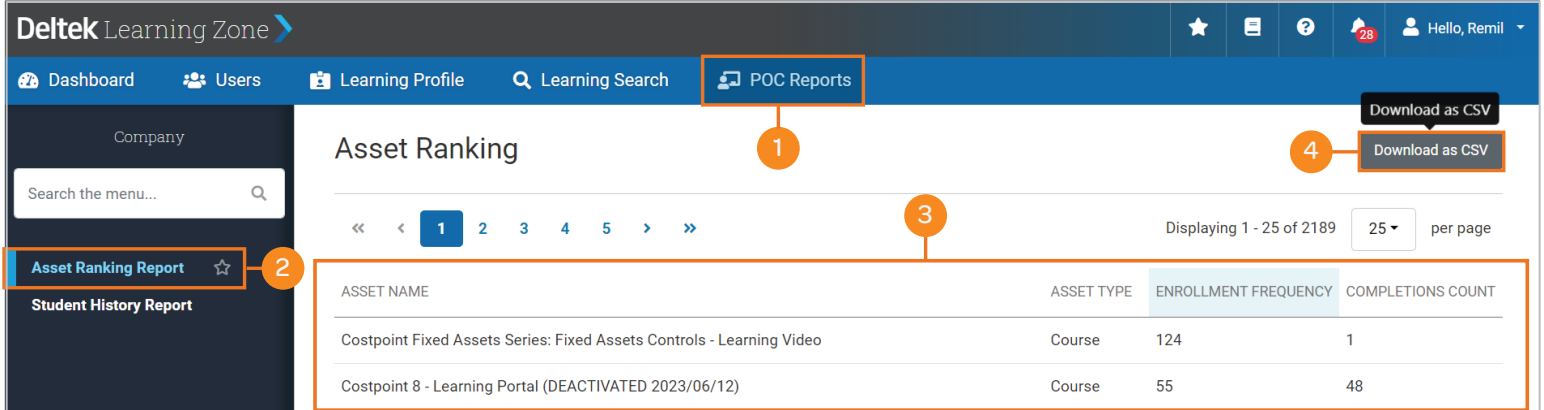
Student History Report
Paginated display of learning paths and courses taken by students.

Generate and Download an Asset Ranking Report

- 1 Click **POC Reports** in the top Navigation Menu.
- 2 Click **Asset Ranking Report** in the left Navigation panel.
- 3 The **Asset Ranking Page** will display all enrolled and completed assets according to Frequency and Count.
- 4 Click **Download as CSV** to generate an editable file.

The following standard columns are available in the report:

- **Asset Name**
- **Asset Type**
- **Enrollment Frequency and**
- **Completions Count**



Deltek Learning Zone

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Asset Ranking Report ☆ **2**

Student History Report

Asset Ranking **1**

Download as CSV **4**

Download as CSV

« < **1** 2 3 4 5 > » **3** Displaying 1 - 25 of 2189 25 per page

ASSET NAME	ASSET TYPE	ENROLLMENT FREQUENCY	COMPLETIONS COUNT
Costpoint Fixed Assets Series: Fixed Assets Controls - Learning Video	Course	124	1
Costpoint 8 - Learning Portal (DEACTIVATED 2023/06/12)	Course	55	48

	A	B	C	D
1	ASSET NAME	ASSET TYPE	ENROLLMENT FREQUENCY	COMPLETIONS COUNT
2	Talent Management Release Series: v16.1 New Features and Enhancements Overview - Clickguide	Course	3	1
3	Costpoint Contract Management Series: Contract Management - Clickguide	Course	1	0
4	Talent Management Getting Started Series for Administrators: Quick Start - Clickguide	Course	1	0



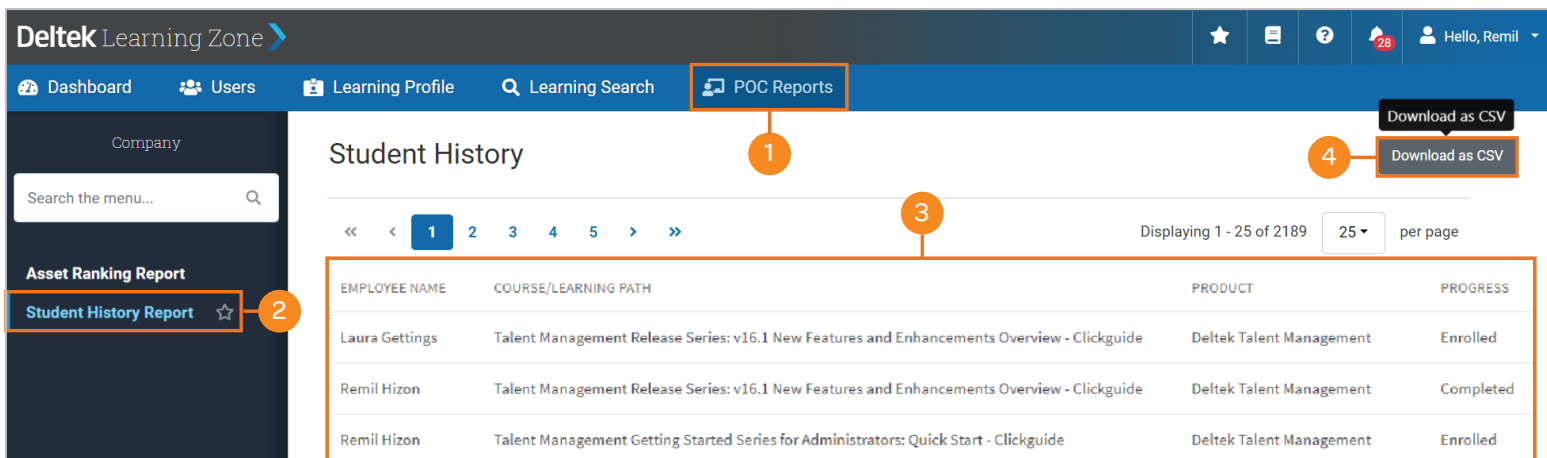
Note: Downloading a CSV file will always export ALL the found results. This covers all page results regardless on what display has been selected on the screen.

Generate and Download a Student History Report

- 1 Click **POC Reports** in the top Navigation Menu.
- 2 Click **Student History Report** in the left Navigation panel.
- 3 The **Student History Page** will display the progress status of all enrolled learning paths and courses.
- 4 Click **Download as CSV** to generate an editable file.

The following standard columns are available in the report:

- **Employee Name**
- **Course/Learning Path**
- **Product**
- **Progress**
- **Date Started**
- **Date Completed**



	A	B	C	D	E	F
1	EMPLOYEE NAME	COURSE/LEARNING PATH	PRODUCT	PROGRESS	DATE STARTED	DATE COMPLETED
2	Laura Gettings	Talent Management Release Series: v16.1 New Features and Enhancements Overview - Clickguide	Deltek Talent Management	Enrolled	9/19/2020	
3	Remil Hizon	Talent Management Release Series: v16.1 New Features and Enhancements Overview - Clickguide	Deltek Talent Management	Completed	9/19/2020	9/19/2020
4	Remil Hizon	Talent Management Getting Started Series for Administrators: Quick Start - Clickguide	Deltek Talent Management	Enrolled	9/20/2020	
5	Remil Hizon	Costpoint Contract Management Series: Contract Management - Clickguide	Deltek Costpoint	Enrolled	9/20/2020	



Questions? Email us at DeltekUniversity@dlz.deltek.com.