See who's overdue, in progress and completed (Training Status report)

One page with every overdue, in-progress, not-started and completed course by employee name, executive charts, and PDF, Excel and CSV exports.

For: Administrators, Managers · Updated November 22, 2026 ·
https://hipaacertify.com/index.php/support/article/training-status-report

The **Training Status** report shows the full list of people who are overdue, in progress, not started or done — not just the first 10 on the dashboard — and exports it for managers and executives.

Open the report

1. Click **Training Status** in the sidebar. You can also click **View list** under a number on your dashboard, or **View all** on the Pending Training card.
2. The numbers at the top are clickable. Click **Overdue**, **In progress**, **Not started**, **Due in 14 days** or **Fully up to date** to jump to that list.

What each list means

Every assigned course is in exactly one list:

List	Means
Overdue	Past the due date and not completed — including people who started
In progress	Started, not completed, not yet past the due date
Not started	Assigned but never opened, not yet past the due date
Completed	Finished, with the completion date. **Late** means finished after the due date

> **NOTE**
> Courses with no due date are never overdue. They show under In progress or Not started.

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By employee or by course

- **By employee** (the default) lists each person once, with all their courses for that list under their name. The tab counts show **people**.
- **By course** lists one row per course, with columns you can sort by clicking the heading. The tab counts show **courses**.

Filter the report

- Search by name or email.
- Pick a **Department**, a **Course**, or a **Team** (a team lead's departments).
- Under **More filters**:
  - **Include administrators**: on by default, so admins' own training counts too.
  - **Include inactive & removed people**: off by default; turn it on for audit history.
  - **Only the latest assignment of each course**: on by default, so last year's completion doesn't count once this year's training is assigned.
  - **Completed between**: dates for the Completed list.

The filters are saved in the page address, so you can bookmark a view.

Export to PDF, Excel or CSV

Click **Export** and choose:

- **PDF — Executive summary**: one page with the key numbers and charts.
- **PDF — Full report**: the summary plus every list by employee name. A PDF lists up to 1,000 rows. For more, use Excel.
- **Excel workbook**: a Summary sheet plus one sheet each for Overdue, In progress, Not started and Completed, with filter buttons and frozen headings. Rows more than 30 days overdue are shaded.
- **CSV**: every row, with a Status column.

Exports use the filters you have on. Each download is recorded with who downloaded it and when.

Send reminders from the list

1. In Overdue, In progress or Not started, tick the people (or courses) to remind.

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2. Click **Send reminder email**, then click again to confirm.

Reminders are skipped for anyone reminded in the last 24 hours and for employees who haven't been invited yet (send their invitation from Employees first). The message after sending says how many went out and why any were skipped.

Executive overview charts

Click **Executive overview** to show or hide the charts:

- status of all assignments
- completion by department
- completions per month
- how long people have been overdue
- the courses with the most overdue

The same charts are in the PDF.

Need more help? Visit https://hipaacertify.com/index.php/support or contact us at https://hipaacertify.com/index.php/contact.

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