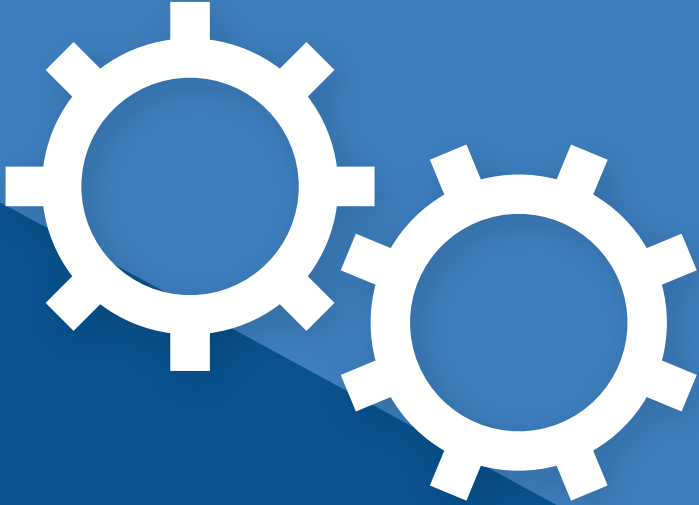# How to run reports in medtrainer®

Learn how to assess your organization's compliance and credentialing status.

Did you know? You can create reports and filter results in our all-in-one compliance platform.

In MedTrainer, **click the Reports module** in the main menu. From here you can run reports for all the modules you subscribe to.

1 GO TO REPORTS MODULE

MedTrainer offers dozens of reports. Find the one you want by scrolling the list or using the search bar. Select the report and **click Run Reports.**

2 CHOOSE YOUR REPORT

Filter report data by employee name, location, department, supervisor and more. **Click Run.**

3 SELECT YOUR FILTERS

Download reports as pre-formatted Excel documents, ready to share with organization leaders. To get the report, **click Download.**

4 DOWNLOAD & SHARE

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