How to Run a Credentials Report

Credentials Report:

Detailed Reports → Case Management Reports → Case Load →Credentials

Select:

• Program: ConstructionWorks
• Customer Group: leave as "none selected" to return all customer groups
• Office Location: Select if you work across multiple offices
• Filter by Date: Credential Date (for credentials earned during the selected date range)
• Date Range: Select your desired date range Leave other filters at default
• Click Run Report