Training Tracker Manual

Contents

The Training Tracker is a tool developed to give employees and managers an easy way to access their learning history in one location. The system displays completed research administration training details, current certifications information, and certification renewals. It is housed in myRESEARCHhome, maintained by OASIS, and populated by information in the Learning Management System The Tracker is limited to Company Code 0010 employees and does not provide information for certificate holders in DUHS.

TRAINING TRACKER TOOLS

Training Search

Search completed training records for any Company Code 0010 employee to see a detailed list of their profile data, certificates achieved over time, full history of classes completed, and continuing education credits earned.

Certification Search

Quickly check the certifications held by Company Code 0010 employees and their total continuing education (CE) credits for the current and previous Fiscal Year (FY). You can access other employees' My Transcript report view from

My Transcript

Review a printable copy of your training history, including current certifications, date the certification was completed, when they renewed their certification, and previous years' continuing education totals.

HOW TO SELECT THE RIGHT TOOL

Review the different features and learn how to choose the best option for your needs.

Tool Features	Training Search	Certification Search	My Transcript
Find your transcript information	Yes	Yes	Yes
Find transcript information for others	Yes	Yes	No
Search by Employee Name, ID, or Unit	Yes	Yes	No
Filter by Date range	Yes	No	No
Filter by RACI Job Code	Yes	Yes	No
Filter search results by keywords	Yes	Yes	No
Get calculated CE totals by Fiscal Year	No	Yes	Yes
Check employees' completed classes	Yes	No	No
Check employees' completed certifications	No	Yes	No
Export results to spreadsheet	Yes	Yes	No
Provides printable view for export	No	No	Yes

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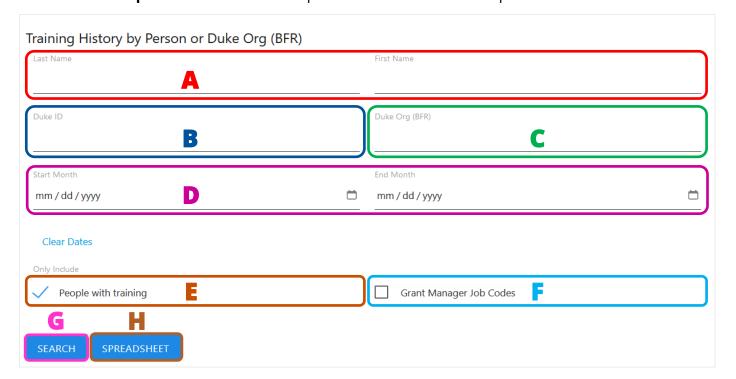
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▶ Part 1 - Access

1. Go to https://radapps.duke.edu/rcc.

2. Log in with your Net ID and password.

▶ Part 2 - Training Search

Tool Search Functions

1. Go to https://radapps.duke.edu/rcc/training_search or click the **Training Search** tab.

2. The Training Search tool includes many search fields to narrow down your results.

   a. Search by the employee's **Last** and/or **First Name**

   b. Search by their **Duke ID** (the numerical employee identification number)

   c. Run the report by the **Duke Org (BFR)** number (10-digit BFR number)

   d. Search by time period with the **Start/End Month** selections

3. Additional controls filter the results further

   e. *Recommended!* Keep **People with training** checked avoid including employees with no training results and when using BFR or Date searches

   f. Using the **Grant Manager Job Codes** checkbox will limit results to people in RACI job Codes (2627, 2628, 2629, 2647, 2648, 2649)

   g. Use the **Search** button to display results on the web in the Training Tracker

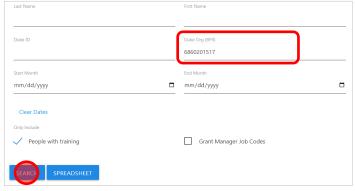   h. Use the **Spreadsheet** button to export the results in an Excel spreadsheet

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Using the Tool

4. Enter your search parameters.

5. Click **Search** to display the results in Training Tracker or click **Spreadsheet** to export the results.

6. Search results provide the following information:

- **Last Name**: Employee last name
- **First Name**: Employee first name
- **Duke ID**: Numeric employee ID number
- **Duke Org**: 10-digit unit BFR number
- **Org Description**: Unit name text
- **Job Code**: Employee's 4-digit job description
- **Title**: Employee's HR job title
- **Year**: Current Fiscal Year
- **Training**: Name of the training event
- **Training Date**: Completion or LMS entry date
- **Cr**: Number of Continuing Education credits

Name	Last Name	First Name	Duke ID	Duke Org	Org Description	Job Code	Title	Year	Training	Training Date	Cr
Tirpak, Megan	Tirpak	Megan	0493710	3224000213	Ofc of Educ for Research	00002507	Research Compliance Educ & Training Coor	FY24	The Duke Way - Research Administration@Duke	09/22/2023	2
Tirpak,	Tirpak	Megan	0493710	3224000213	Ofc of Educ for	00002507	Research Compliance	FY23	FY23 CE Credit - Category C	05/22/2023	3

7. You can also filter search results further by using text keywords in the **Search** field.

Show entries

Search: Town Hall

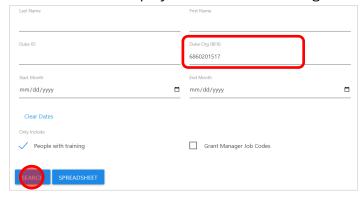| Name	Last Name	First Name	Duke ID	Duke Org	Org Description	Job Code	Title	Year	Training	Training Date	Cr
Tirpak, Megan	Tirpak	Megan	0493710	3224000213	Ofc of Educ for Research	00002507	Research Compliance Educ & Training Coor	FY23	Research Administration Town Hall	10/12/2022	1.5

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▶ *Part 3 - Certification Search*
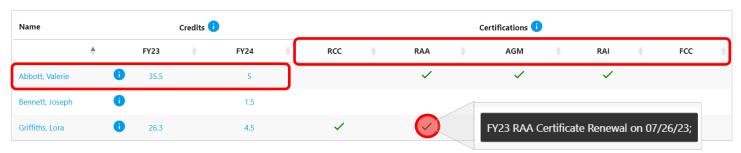
Tool Search Functions

- Certification Search uses the same criteria as the [Training Search](#) without Start/End Month fields.
- Results include content for the current and last fiscal years.

Using the Tool

1. Go to https://radapps.duke.edu/rcc/certification_search or click the **Certification Search** tab.

2. Enter your search parameters.

3. Click **Search** to display results in the Training Tracker or **Spreadsheet** to export the results.

4. Search results provide the following information:

- **Name**: Employee's name. Click on their name to open that employee's **My Transcript*** view.
- **Info Icon**: Click here to get an abbreviated transcript report of the previous and current Fiscal Years training.
- **Credits** (Previous Fiscal Year): Last year's Continuing Education credits total (shown here as FY23). Click on the total to open an abbreviated transcript report for that fiscal year only.
- **Credits** (Current Fiscal Year): This year's Continuing Education credits total (shown here as FY24). Click on the total to open an abbreviated transcript report for that fiscal year only.
- **Certifications**: List of available Research Administration Certificates with active certifications for the current year shown with a **Green Checkmark**.
- **Checkmark Hover**: You can hover over the checkmarks to view renewal date information.

▶ *Part 4 - My Transcript*

- My Transcript is a printable view of **your training history only**.

Reading the Report

1. Go to https://radapps.duke.edu/rcc/

2. Click on the **My Transcript** tab.

3. A print-friendly report of your transcript will be displayed.

4. Content includes:
   - Employee Details: Name, ID, Department, Job Code
   - Certification Details: Original date a certification was earned and renewal dates
   - Coursework Details - by Fiscal Year: List of CE completed with annual totals by fiscal year

5. Use **Ctrl + P** (Windows) or ⌘ **+ P** (Mac) and Print to PDF to save the report as a .pdf file.

Name:	Megan Tirpak
Duke ID:	0493710
Department:	Ofc of Educ for Research
Job Code:	2507

Certification Details

Certification	Fiscal Year Earned
RAI-LS Certificate FY22	2022

Coursework Details - FY 2024

Course	Date Completed	Credits
The Duke Way - Research Administration@Duke	09/22/23	2
FY 2024 Total Credits		2