How to Download Training Reports

1. From the Portal, click on **Reports**
2. Then click **My Training Report**
3. Download by clicking on the save icon (💾) above your name.

Results: Andrew Lum
2/15/2019 2:47:47 PM (Hawaiian Standard Time)

Result summary (=30)

15 Incomplete
4 Not attempted
11 Passed

Status summary (=30)

19 Started
11 Finished

Learning activity	Type	Result date	Time spent	Progress	Score	Result status	Status
SPO 001 - Procurement Basics	E-learning module	9/27/2018	01:45:09	100%	100/100	Passed	Finished
SPO 100 Part 1 - Competitive Sealed Bidding	E-learning module		00:00:00			Not attempted	Started
SPO 105 Part 1 - Competitive Sealed Proposals	E-learning module	2/16/2019	00:00:59		0/100	Incomplete	Started
SPO 105 Part 2 - Competitive Sealed Proposals	E-learning module	2/16/2019	00:01:18		0/100	Incomplete	Started
SPO 110 - Emergency and Sole Source Procurements	E-learning module	8/23/2018	5:12:25.00		65/130	Incomplete	Started
SPO 115 - Professional Services	E-learning module	2/16/2019	00:03:30	100%	100/100	Passed	Finished
SPO 120 - Small Purchase Method of Procurement	E-learning module	1/25/2019	00:15:26	100%	100/100	Passed	Finished
SPO 122 - Basics of Writing Specifications/Scope of Work	E-learning module	2/16/2019	00:29:38	100%	100/100	Passed	Finished
SPO 126 - Procurement Code of Ethics and Compliance	E-learning module	2/16/2019	00:02:47	100%	100/100	Passed	Finished
SPO 127 - Understanding, Detecting and Preventing Antitrust Violations	E-learning module	2/16/2019	00:06:17	100%	100/100	Passed	Finished
SPO 128 - Information Session on Hawaii Compliance Express (HCE)	E-learning module	2/16/2019	00:01:24		0/100	Incomplete	Started
SPO 130 Part 1 - Construction Procurements	E-learning module	2/16/2019	00:06:04		40/100	Incomplete	Started
SPO 135 - Contract Administration	E-learning module	2/16/2019	00:06:21		0/100	Incomplete	Started
SPO 137 - Contract Law Fundamentals	E-learning module	2/16/2019	02:05:28	100%	100/100	Passed	Finished
SPO 145 - Green Purchasing	E-learning module	2/16/2019	00:06:35	100%	100/100	Passed	Finished
SPO 150 - Insurance Requirements for Contracts	E-learning module	2/16/2019	00:03:38	100%	100/100	Passed	Finished
SPO 155 - Intra and Out-of-State Travel Procedures	E-learning module		00:00:00			Not attempted	Started
SPO 160 - Inventory Management	E-learning module	8/22/2018	0:02:03.00		60/100	Incomplete	Started
SPO 175 - pCard Overview and Updates	E-learning module	9/28/2018	0:22:36.00		80/100	Incomplete	Started
SPO 176 - pCard Program Changes and Updates	E-learning module	8/22/2018	0:03:57.00		0/100	Incomplete	Started