

Information for your Report Manager

A Guide for Accessing Reports



Dementia
Training
Australia[®]

Your organisation has signed up to Commissioned Training with Dementia Training Australia.

As a report manager, you can check how your staff are progressing in their online training by viewing reports. Please follow these instructions to access your reports.

Step 1.

Create a **DTA account and enrol** into your Commissioned Training.



Need assistance? You can find instructions on how to get started here: [**Starter Guide 1: How to Start Commissioned Training on DTA**](#)

You can find instructions on how to enrol into your Commissioned Training here:

[**Starter Guide 3: How to Enrol in a Workshop**](#)

[**Starter Guide 4: How to Enrol in e-Learning**](#)

Step 2.

Advise the **key contact person** in your organisation that you have created your DTA account.

- Ensure you provide them with the email you used to create your DTA account
- The key contact person in your organisation will liaise with their DTA representative to grant you access to the reports

Step 3.

After you receive confirmation that you have been given report access, log back into your DTA account and navigate to your Commissioned Training.

Need assistance? You can find instructions on how to access your Commissioned Training here: [Starter Guide 2: How to Access and Navigate Commissioned Training](#)

Commissioned Training

Welcome Sample

Get Started

Not You? Switch Accounts

Reports

* Not you? Please login again to switch accounts

After navigating to your Commissioned Training, you will see this welcome page. Click the **Reports** button to view reports.

Can't see the 'Reports' button?

You have not been granted access. Please advise the key contact person in your organisation and they will liaise with their DTA representative to review access settings.

Step 4.

You have **successfully** accessed your Commissioned Training reports. To export reports, you can click the **Export to CSV** button.

Commissioned Training

Completion Report Sample Commissioned Training

[Back to training activities](#)

All Enrolments: Sample Commissioned Training

Export to CSV	6 entries	<input type="text" value="Search enrolments"/>					
ID	NAME	EMAIL	COURSE/MODULE	ORGANISATION	STATUS	START DATE	COMPLETION
223602	Sample Account	sample.account@dta.com.au	decoding_delirium		Completed	11 Jul 2024	15 Jul 2024
223613	Sample Account	sample.account@dta.com.au	Dementia-Discovery		In Progress	15 Jul 2024	Incomplete

Showing 1 to 2 of 2 Entries

Contact DTA

If you need further assistance, please:

- Consult the [Commissioned Training Support Page](#) on our website
- Call us on **1300 229 092**
- Email support@dta.com.au