

## How to Print a Report of Completed Training

Printing this report will provide you with an itemized list of training and training hours completed by each individual on your personnel roster within the selected timeframe.

## To Print a Report of Completed Training

- 1. Open a web browser and go to FTACS <u>https://acadisportal.tci.tn.gov</u>.
- 2. Enter username and password then click **SIGN IN**. If you have issues with your username or password use the *forgot your password* link.
- 3. Under Training & Events, find and click Print a Report of Completed Training.

Tennessee Corrections Institute										
Home	Training & Events	Registration	Organization	Personnel	TCI Resources					
My	Browse or Sign up for View Training Catalog	r Training g								
	Submit Completed T	raining for Approv								
	View Submitted Trair	ning								
	Print a Report of Con	pleted Training	<b>+</b>							

4. Enter desired dates as the Timeframe and then click Continue.

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Report Preferences	Completed	Date format: mm/dd/yyyy Enter '?' in the date field for a list of keyboard shortc	ıts.
Timeframe	1/1/2016	m to 12/31/2016	_
		Cance	l Continue

5. A window will popup displaying a report for everyone one the personnel roster. These reports can be downloaded or printed by clicking the icons in the upper right hand corner of the popup window.

PdfReportViewer.aspx - Google Chrome									
https://acadisportal.tci.tn.gov/AcadisViewer/Reports/PdfReportViewer.aspx									
PdfReportViewer.aspx	1 / 18	Ċ	Ŧ	Ę. ^					
Completed Training By Person R Tennessee Corrections Institute	Report Reported	d by Acadis® Readiness Suite Name Aney, Rob Dates 01/01/2016 - 12/31/201	16	Print					