

LaDIS Reports

Quick Reference Guide

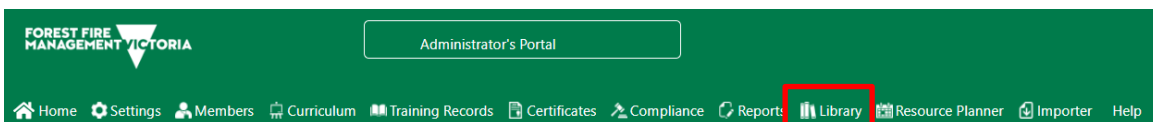
This guide explains how to use reports in LaDIS.

There are a number of reports in the DELWP Reports Library, but we do not use all of them. Below are the key reports and how they are used. The report database is refreshed on a nightly basis.

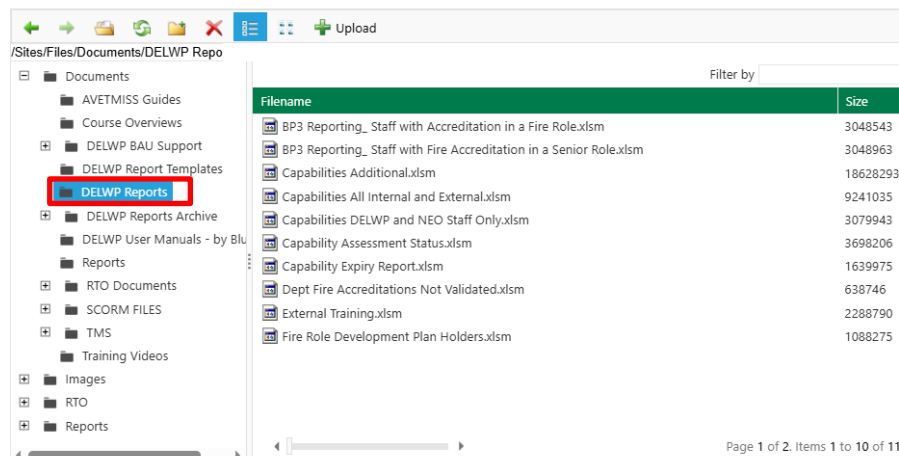
Report Name	Type	Use
Capabilities DELWP and NEO Staff Only	Capability Report	This report contains capability data for Internal (FFMVic) Staff only.
Capabilities All Internal and External	Capability Report	This report contains capability data for Internal and External Staff.
Capabilities Additional	Capability Report	This report contains capability data for Internal and External Staff. It also contains additional data from their profile such as their job role, email address etc.
Total Numbers Trained Statewide	Training Event Attendance	This report contains data relating to training events. If you need to find the number of completions for an online course you will need to use this report.
External Training	Training Event Attendance	This report is anything entered into the external training section of the training profile

Accessing LaDIS Reports

1. Open the **Library** tab



2. Open the **DELWP Reports** Folder

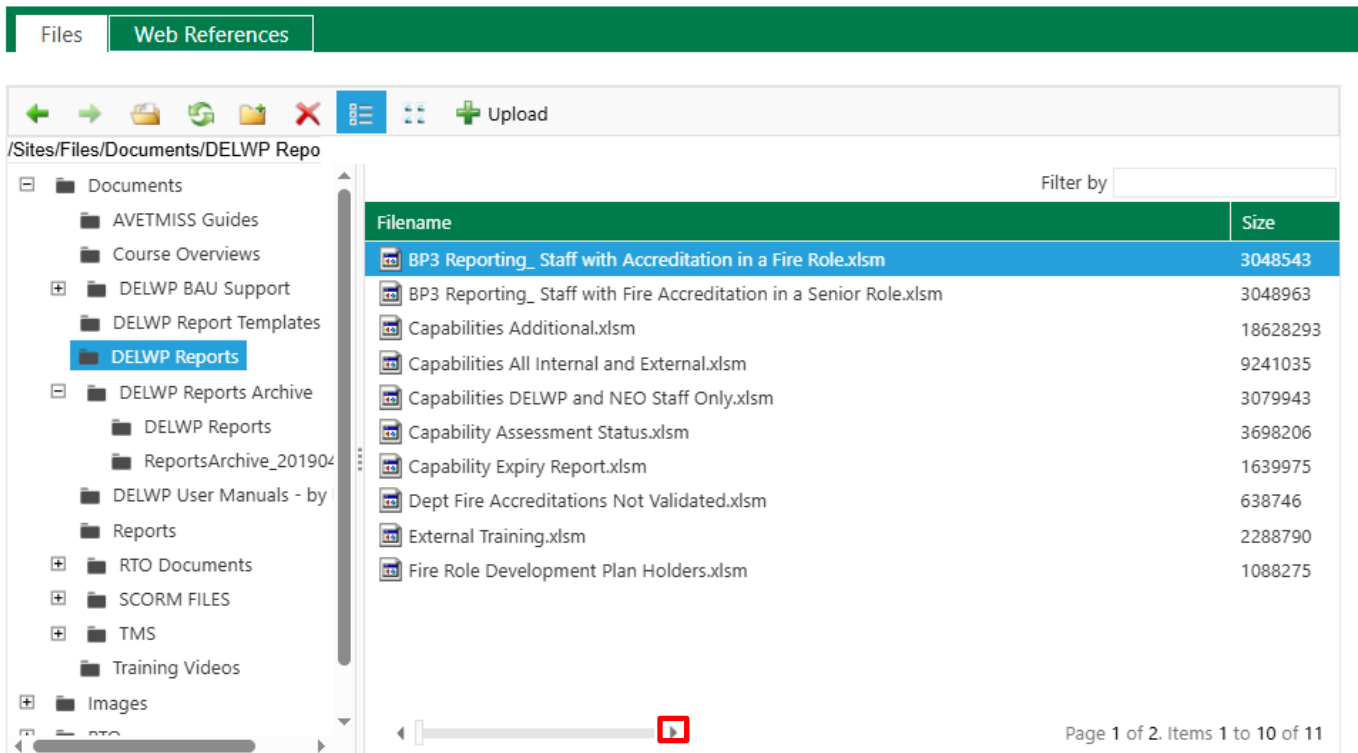


3. Double click on the desired report to download
4. Filter and edit the data as required

Reporting Tips:

- Accessing the Total Numbers Trained Statewide Report

This report is on page 2 of the reports folder, navigate to page 2 by clicking the arrow outlined in the image below



- Running a Capability Report, e.g. how many people accredited as “X” are in a region/district etc
 1. Download the **Capabilities DELWP and NEO Staff Only** report
 2. Delete Column A the “Ref” Column – this is not required
 3. Format the data as a Table
 - Select Cell A1
 - On your keyboard use the shortcut CTRL + A to select all the data
 - Then use the shortcut CTRL + T to create a table – ensure “my table has headers” is ticked
 4. Filter Column G – Capability Category to only “Dept Fire Accreditation” and “Readiness and Response Role”
 5. Filter Column H – Capability Type to the capability you want a total for e.g. Crew Leader
 6. Filter Column I – Capability Status to “Validated” this will then only show current accreditations and excludes expired accreditations and trained not yet accredited.

Note: For an accurate reporting result, you use a formula to remove duplicates.

7. Select Cell A1
8. On your keyboard use the shortcut CTRL + A to select all the data
9. Copy the table data, either CTRL + C or right click on your mouse and select copy
10. Add a new sheet to your workbook
11. Paste the copied data, either CTRL + V or right click on your mouse and select paste
12. Follow Step 3 again to format as a table

13. Insert an empty column between Column A and Column B by selecting Column B, right click and select "Insert"
14. Using the Filter on Column A – TMS ID, sort the data by smallest to largest. This is important as we want any numbers that are the same to be grouped together for the formula to work
15. In Column B add the duplicate check formula. Select cell B2 and enter the following
`=IF(A2=A1,"DUP","KEEP")`
 - This formula is going to compare the data in Cell A2 and A1
 - If it is True i.e. they are the same it will return the value "DUP"
 - If it is false and they are different it will return the value "KEEP"
16. Using the Filter on Column B, you can filter to show the duplicates by selecting "DUP"
 - If "DUP" is not an option there are no duplicates
17. Delete the line(s) of duplicate data

Now you will have an accurate number of total accreditations