

## How to access your Team and/or multiple Team *Snapshot* Reports

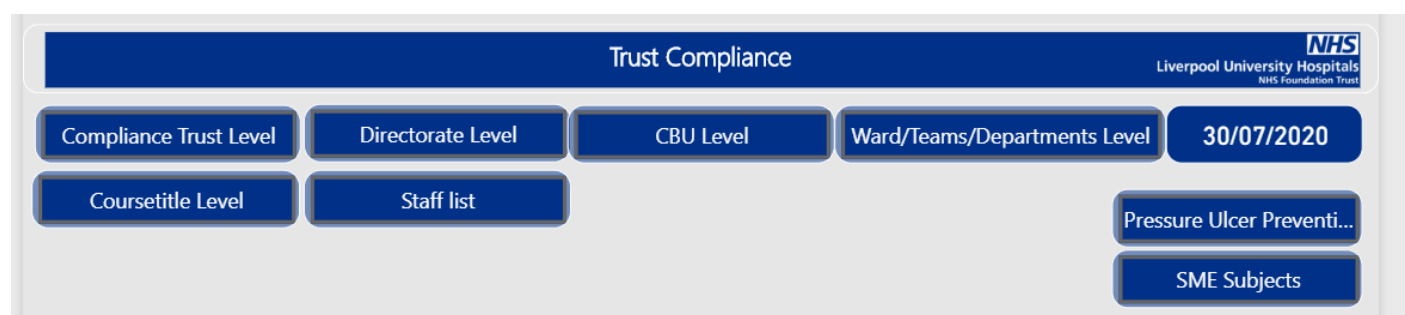
This guide presumes you have access to the LIGHT system, if you do not please [click here](#) , then select “Access to a Report”  
Select the “Me” option then select the following report link in the search function “ID 18335 – Compliance”

### Accessing the Report

To see if you have access already click on the following link - <https://light/Report/View/18335>

If you see the content on the screen you will already have access, if you do not then please request as described above. ***Please note these reports are not live and are updated approx. once a week (Thursday)***

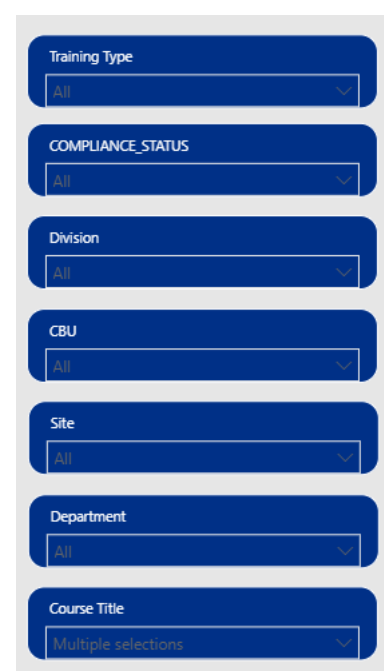
Once you have your access or if you see the following page upon clicking the above link, your page will open and you will have a few options that you can choose from.



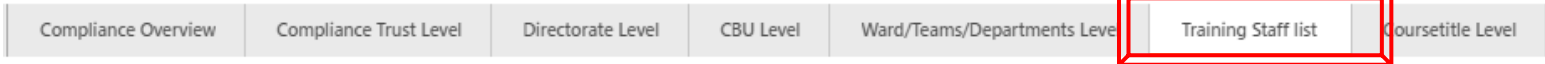
Once you have clicked on an option you will have similar filter to the right hand side of your page, this is where you will now be able to filter down to your choose competencies if required or chosen area/s.

You will be able to filter against the following:

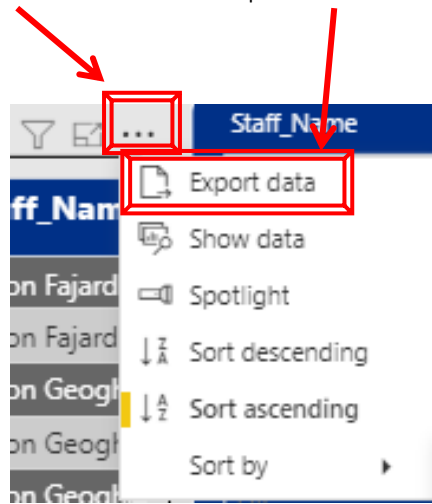
- Training Type (Mandatory or Role Specific)
- Division
- Care Group
- Department
- Site
- Course Title (Competency)



If you wish to view a list of staff that are compliance and none compliant then you can click on the “Training Staff List” option towards the bottom of the screen.



If you wish to export/download any data then you need to hover over the table/graph you wish to export/download and click the 3 dots and select “Export Data” then click “Export and save you document where you wish.”



Once you have opened your data, please remember that in the last column it will state a number 1-4 and this is the description for these numbers;

<b>1. Green = Complaint</b>	<b>2. Amber = Due to Expire in the next 3 months</b>	<b>3. Red = Expired for 1-3 months</b>	<b>4. Purple = Expired for 1-3 months or New starter or Not completed</b>
-----------------------------	--	--	---

Any issues please do not hesitate to contact us on [learninganddevelopmentdepartment@liverpoolft.nhs.uk](mailto:learninganddevelopmentdepartment@liverpoolft.nhs.uk)

Or on 0151-529-6224

Please note the following when looking at the reports.

**Excluded**  
Suspended with pay/ TNA's  
(Trainee nursing Associates)/ Bank post/Long term sick/ Medical and dental/ Recharge / Maternity & Adoption/Career Break

**Included**  
Acting up/ Active/ Internal secondment/ Fixed term/ Permanent/ Students