Agriculture
and Forestry

Reporting
Training Manual
GINA

Revision Date:

1 August 2018

TABLE OF CONTENTS

INTRODUCTION

Several pre-existing reports have been created for your use. Some reports are available to all users and some are restricted.

When a report is selected you will be prompted to enter search criteria. The criteria for each report will be different. The report will be generated in either PDF or Excel format and displayed in a new window.

The list of reports within GINA is:

Report Name	Description	Who has Access
Testers by Region, by Specialty	A listing of the testers within a region by specialty. Output = PDF	Regional Coordinator, Green Certificate Program Administrator
Testers for Trainees by Region, by Specialty	Displays which testers have tested a trainee. Assists in scheduling testers and trainees. Output = PDF	Regional Coordinator, Green Certificate Program Administrator
Trainee Status by Region, by School, by Specialty	Displays information about trainees, their registration and test results Output = PDF	School Coordinator and School Financial Administrator (can only see information for their school), Regional Coordinator, Green Certificate Program Administrator
Test Results	Displays test results for trainees which aids in evaluating testers. Output = Excel	Regional Coordinator, Green Certificate Program Administrator
Skill Test Results	Displays skill test results for trainees which aids in evaluating testers and which skills are being tested Output = Excel	Regional Coordinator, Green Certificate Program Administrator
Successful Trainees per Trainer	Lists trainers who have successfully trained 2 or more trainees through to certification. Output = PDF	Regional Coordinator, Green Certificate Program Administrator
Test Schedule Results	A summary of all test results for a specific test schedule Output = Excel	Regional Coordinator, Green Certificate Program Administrator
Monthly Active	A statistical summary of active trainees over a time period. Output = PDF	Regional Coordinator, Green Certificate Program Administrator

Report Name	Description	Who has Access
Registration Report	Lists basic registration information which can aid in assessing registration statistics. Includes registrations at any status Output = Excel	School and Division Coordinator (can only see information for their school/division), School and Division Financial Administrator (can only see information for their school/division), Regional Coordinator, Green Certificate Program Administrator
Registration Reconciliation Report	Lists detailed registration information which aids in reconciling enrolments over a time period. Displays more billing information than the Registration Report Includes registrations at the Active status only Output = Excel	School and Division Coordinator (can only see information for their school/division), School and Division Financial Administrator (can only see information for their school/division), Regional Coordinator, Green Certificate Program Administrator
Region Invoice Report – Registration Component	Lists "new registrations" for a specific region, and time-frame, in which the Regional Coordinator can invoice the Green Certificate Program. Only registrations which have been APPROVED FOR INVOICING are included in the results Output = Excel or PDF	Regional Coordinator Program Admin Section Director Financial Coordinator System Admin (can see all data for the province)
Region Invoice Report – Testing Component	Lists "tests administered" for a specific region, and time-frame, in which the Regional Coordinator can invoice the Green Certificate Program. Only registrations which have been APPROVED FOR INVOICING are included in the results Report includes both a Summary and Detail version, where: • the Detail version exposes all testing details making up the counts • the Summary version only includes counts Output = Excel or PDF	Regional Coordinator Program Admin Section Director Financial Coordinator System Admin (can see all data for the province)
Revenue Recognition	Report provides counts and calculations of "Revenue Recognition" to report for the	Program Admin

Report Name	Description	Who has Access
Report	Green Certificate Program. Counts and calculations are based on the refund policy, registration fee, and any revenue recognition milestones achieved by individual registrations. Report is used with budget tracking and forecasting. Quarterly reports are compared to each other to identify trends. Report includes both a Summary and Detail version, where: • the Detail version exposes all registrations and their associated revenue recognition milestones which contribute to the counts/calculations. • the Summary version only includes counts and calculations Output = Excel or PDF	Section Director Financial Coordinator System Admin

G ENERATE A R EPORT

The list of reports you see is dependent on your security access in GINA.

1. Click the *Report* menu and the report you would like to run. This example shows the Registration Report. The Search criterion is shown for the chosen report (each report can be different).

Home	Persons	Schools / Divisions	Registrations	Testing	Withdrawals / Terminations	Reports

Registration Export

> Trainee Status by Region,
> by School, by Specialty
> Registration Report
> Registration Reconciliation

Start Date

2015-06-01

End Date

Regions

☐ 1 - Southern
☐ 2 - Central
☐ 3 - Northeast
☐ 4 - Northwest
☐ 5 - Peace

School Divisions

☐ St. Paul Education Regional Division 1

Schools

☐ St Paul Regional High School

Registration Status

☐ Pre-Registration
☐ Pending School Approval
☐ Pending Regional Approval
☐ Active
☐ Complete
☐ Terminated
☐ Withdrawn

✔ Generate

2. Enter search criteria and click *Generate*.

Registration Export

Start Date

| 2015-05-01 | 📅 |

End Date

| | 📅 |

Regions

- ☐ 1 - Southern
- ☐ 2 - Central
- ☑ 3 - Northeast
- ☐ 4 - Northwest
- ☐ 5 - Peace

School Divisions

- ☐ St. Paul Education Regional Division 1

Schools

- ☐ St Paul Regional High School

Registration Status

- ☐ Pre-Registration
- ☐ Pending School Approval
- ☐ Pending Regional Approval
- ☑ Active
- ☐ Complete
- ☑ Terminated
- ☐ Withdrawn

✔ Generate

3. The results are shown in either PDF or in Excel.