

Reporting 1



Totara allows you to manage your reporting requirements, with the inbuilt [Report Builder](#). This is a powerful and flexible tool that allows you to build custom reports on users, course progress, and competency achievement across your business.

Reports can be built by the system administrator and viewed by users on the '[My Reports](#)' tab. Report access can be controlled by system role and where in the organisation the user is.

Reports can also be exported to Microsoft Excel for further analysis and reporting if required.

See also...

- [Report Builder](#)
- [Totara Reports](#)