Expiring Certifications Report

GMS allows you to track expiring certifications within your program using the Expiring Certification Report. To launch this tool, from the Reports Panel, select Expiring certifications link.

Once launched, this tool allows you to customize the report to capture the exact expiring certification data in which you are interested.

**Certification type:** Use this field to select which certification’s expiration you are interested in capturing.

**Expanding between:** Use this field to configure the expiration date range in which you are interested.

**Groups:** Use this field to select all the Groups whose expiration data you wish to capture.
People types: Use this field to select all of the People types whose expiration data you wish to capture.

Exclude people who are: Use this field to filter your report by specific statuses.

Sorting and Output options can be configured from the left-hand tools panel.

When configuration is complete, select Print to run report.