



# 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.

**Expiring 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.