

## Purpose: Use this guide to utilize our METT Central Reporting Tool

## How To:

Go to <u>www.epri.com</u> and: 1) Login or Register your account.	Q 文 <sub>A</sub> ? Login/register	2
2) Select the letter M button, to access METT Central.	? 🖯 Chad 🙎 Mer	mbercenter
<i>3) Select</i> the download button to see a full report of training participants.	Training # of Participants 2021 vs 2020	Training # of Participants By SectorImage: Constraint of Constraints SectorImage: Constraint of Constraints SectorSector3 20212020Generation65Nuclear270224PDU6144
	GEN NUC PDU	Technology Innovation 0 1
<i>4)</i> If you wish to filter your data, <i>select</i> the <b>My Engagement</b> tab.	<ul> <li>2021 2020</li> <li>METT Central</li> <li>METT Dashboard My Organization My Engaged</li> </ul>	TOTAL 337 274



## View Your Company's Training Participation & Reports

5) Select the Training tab.	METT Dashboard M	My Organization	Ay Engagement Mee	tings and Webcas	ts Resources			
6) <i>Enter</i> the desired date range for your report.		Here, you are ab - View your com	CLIENT DELIVER/ le to: pany's attendance and	r DELIVERABLES WHO ORDERED WHAT EVENTS TRAINING				
7) <i>Select</i> the <b>Generate</b> button.	6	Click on a sec	12021	- <b>T</b> ₀ 12/31/2021 tails	GENE	RATE	7	
		Training Complete vs Registered						
		100% 90% 80% 70% 60% 50% 40% 30% 20%				_		
			GEN	NUC	PDU			
Sample of data pulled in the report.								
Sector 💌 R&D Issue Area 💌 Program #	•	Program Name	e 🗸	WRTC CRT: M	Training Tit	le	▼ rials and	
Nuclear Materials Management 41.01.05	Welding & Repa	ir Technology (	Center (WRTC)	Welding Met	allurgy Part 2	lon to water		
Nuclear Materials Management 41.01.05	Welding & Repa	ir Technology (	Center (WRTC)	WRTC CBT: M	lodule 6 – Introduct	ion to ASME	Code	
Nuclear Materials Management 41.01.05	Welding & Repa	air Technology (	Lenter (WRTC)	WRIC CBT: M	iodule 6 – Introduct	ion to ASME	Lode	
Registration     Completed       Training Type	Contact Name 💌	Status 🔻	Transcript Scor	re 🔻 PDH	•			
Training CBT LMS 6/29/2021 6/29/2021 D	oe, Jane	Completed		1.00				
Training CBT LMS 6/29/2021 6/29/2021 D	)oe, John	Completed		1.00				
Training CBT LMS 4/16/2021 4/16/2021 D	oe, Jack	Completed		1.00				