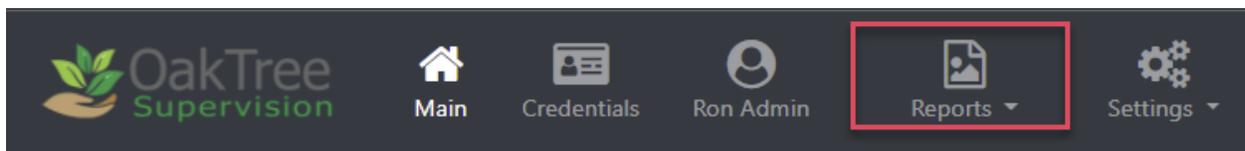# OakTree Credential Snapshot Report

The Credential Snapshot report provides a Supervisee report reflecting the status of their completed and uncompleted credential requirements. The Supervisor level of access can see their report and those users they supervise. The Super Admin can see all users in the database.

Viewing the Credential Snapshot Report

Step 1 – Look for the Reports Icon on the OakTree Supervision Ribbon

Step 2 – Click the dropdown arrow to see all available reports. Depending on your level of access you may or may not see all the reports.

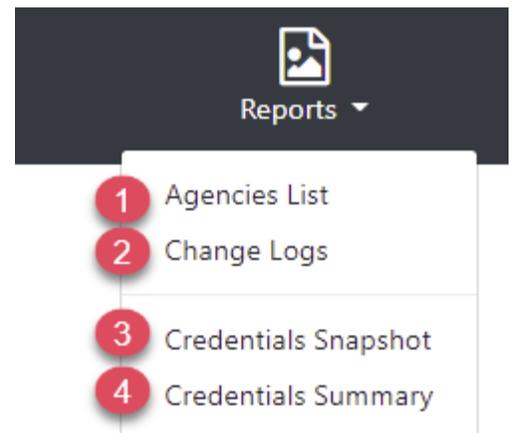*<u>Here is guide showing the access level needed to see reports</u>*

Super Admin 1, 2, 3, 4

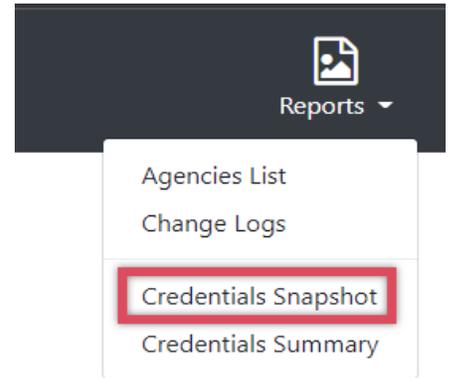**Supervisor All Records 3 and 4**

Supervisor All Records In Agency 3 and 4

Supervisor Supervisee Records 3 and 4

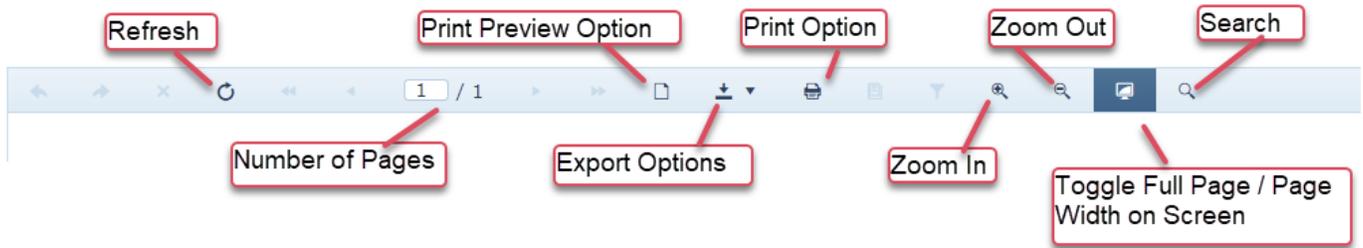**Supervisee 3 and 4**

OakTree Credential Snapshot Report

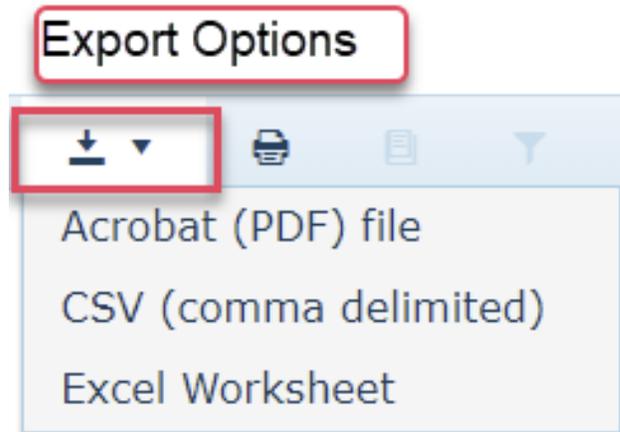**Step 3** – Select the Credentials Snapshot to see a similar display on your screen.

OakTree Credential Snapshot Report

Explanation of controls found above the on-screen report

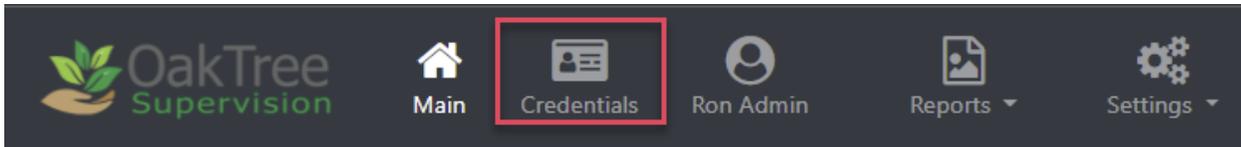**List of export options available this report**

OakTree Credential Snapshot Report

********** Special Note for Supervisors **********

Step 3 – As a supervisor assigned supervisees you will have the ability to look up their Credential Snapshot report as well.

    a) **Before Selecting the Credentials Snapshot report, you will first need to select your supervisees from the Credentials Icon on the Ribbon**.
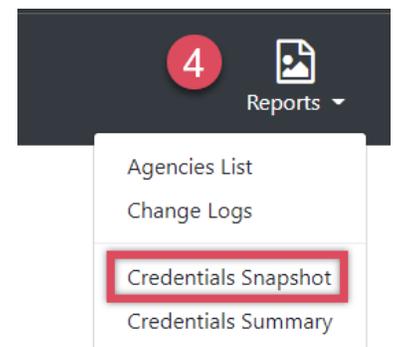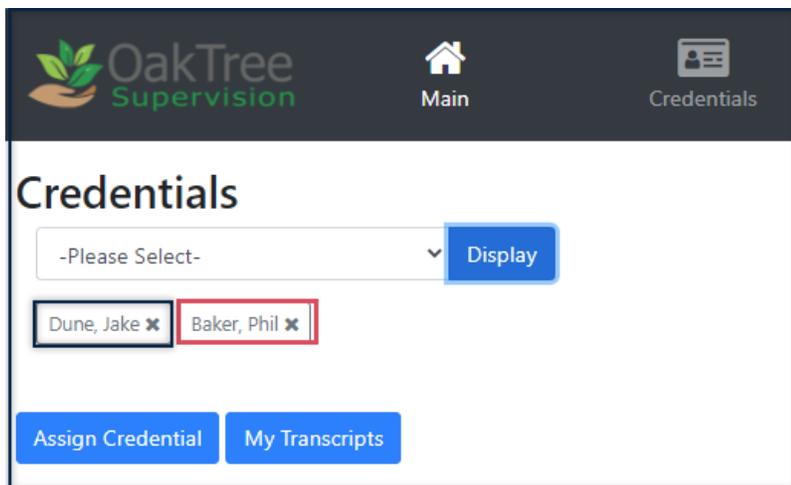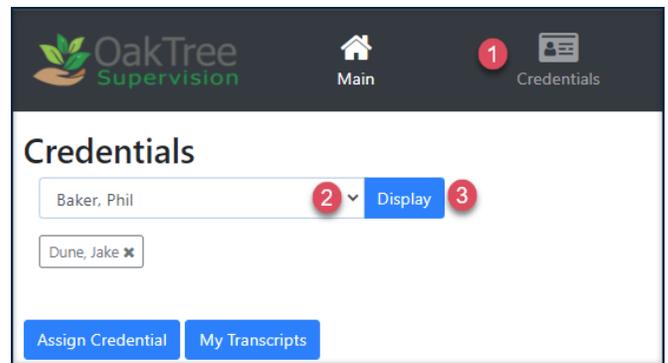

1. Click Credential Icon

2. Choose your Supervisee

3. Click Display to add them below

4. Select Reports

OakTree Credential Snapshot Report

b) **Your selection of supervisees will show in the Credentials Snapshot report**