What Do these Reports Show?

The Status Ring Charts and PDR Form Status report shows which step each form is in for your area for the PDR year indicated in the report title. This report is helpful when you are trying to identify who is late in completing PDR steps.

Status Ring Charts

Your PDR Home Page includes 2 ring charts, one for Admin/Clinical Staff Forms and one for Support Staff forms. These ring charts provide an at-a-glance view of your area’s current progress for the year indicated in the chart title. Click on a status slice of the ring to see the names of the employees in that status.

PDR Form Status

Step 1: From the PDR Home Page, select PDR Form Status (20xx-xx) from the Links tile.

Step 2: Select how you would like to run your report.

Recommended: **Option 1: Run Online**: The report will appear in the PDR system allowing you to quickly view the data. You will have the option to export the data to Excel. **Option 2: Export**: You will be asked for your preferred file format. Excel is recommended, allowing you to manage the data. Note that this report includes all personnel subareas, so if you wish to only see a certain subarea, such as Support Staff, you will have to export this report to Excel and filter the data.