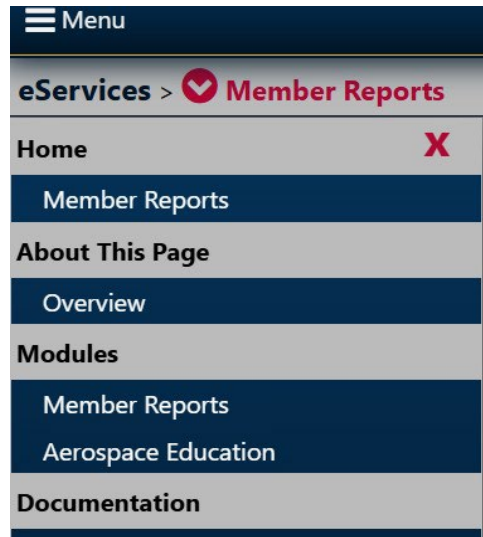


CPPT Completion Report Help Guide

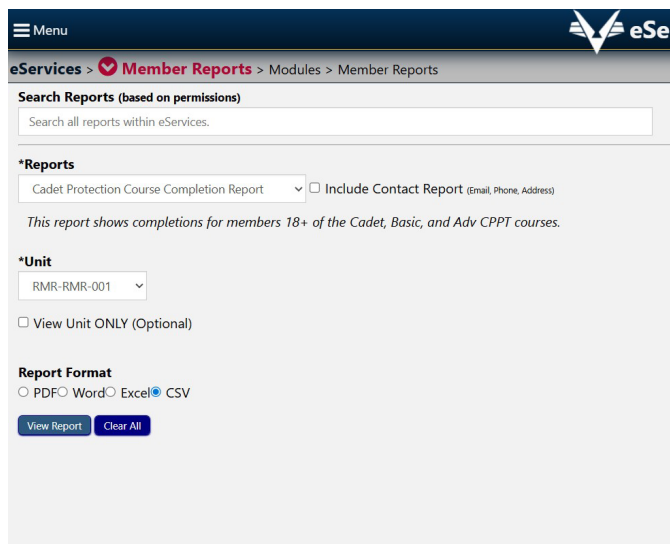
Navigate to Member Reports, in eServices (under Reports).



Click on Member Reports, under Modules.



Select the Cadet Protection Course Completion Report, your unit (the 001 unit will bring in all wing data), and **for report format select CSV.**

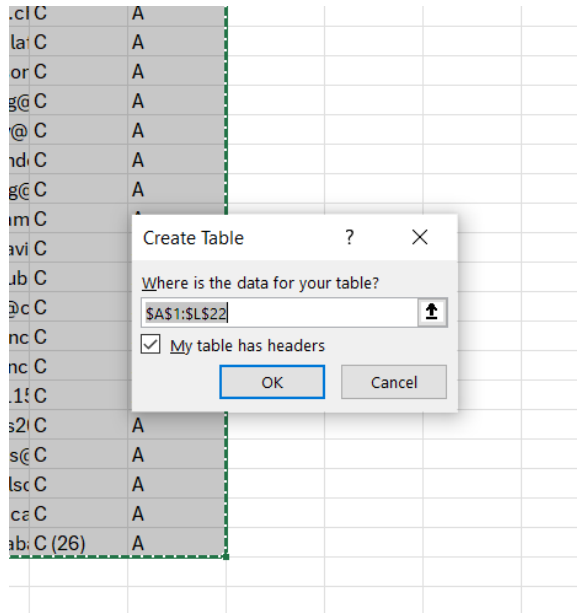


CPPT Completion Report Help Guide

Your CSV file will download, and when you open in Excel it should look something like this (blocked for PII for training purposes).

Org	CAPID	FullName	Type	BasicQuiz	BasicConv	CPPTBasic	CPPTCode	CPPTAdva	PrimaryEr	Current
				X	X					
				AF X	X					
				X	X					
				X	X	#####				
				X	X					
				X	X					
				X	X					
				X	X	#####				
				X	X					
				AF X	X					
				X	X					
				X	X	#####				
				X	X					
				X	X					
				AF X	X					
				X	X					
				AF X	X	#####				
				X	X					
				X	X					
				X	X	#####				

Select all (highlight the data) and hit the Ctrl and T keys at the same time on your keyboard. Click ok to create the table.



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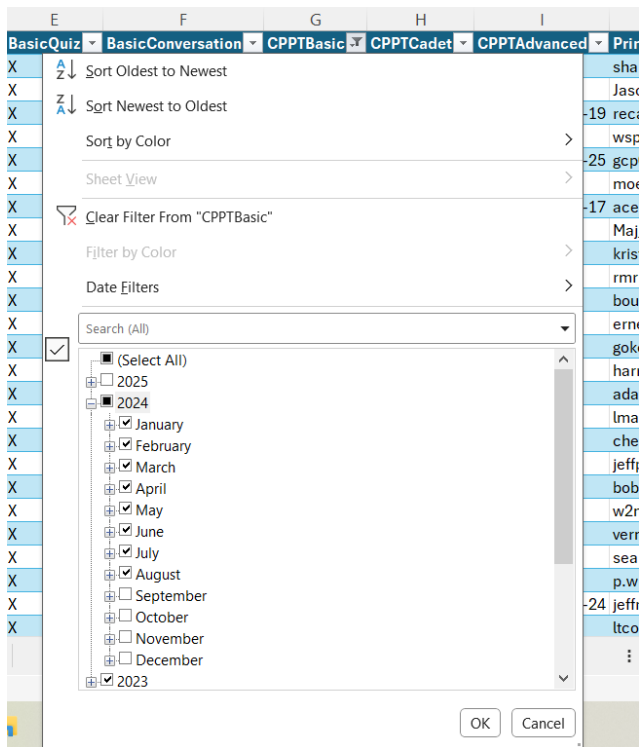
Now, your data should look like this (this allows for much simpler filtering – blocked for PII).

Org	CAPID	FullName	Type	BasicQuiz	BasicConversation	CPPTBasic	CPPTCadet	CPPTAdvanced	Primary
				X	X				29-Jun-25
				X	X				18-Jul-25
				X	X				19-Jun-25
				X	X				15-Jul-25
				X	X				23-Mar-25
				X	X				25-Jun-25
				X	X				21-Jun-25
				X	X				7-May-25
				X	X				3-Jun-25
				X	X				24-Jun-25
				X	X				26-May-25
				X	X				14-Jul-25
				X	X				2-Jun-25
				X	X				4-Jun-25
				X	X				13-May-25
				X	X				7-May-25
				X	X				10-Apr-25
				X	X				23-May-25
				X	X				15-Jul-25
				X	X				7-May-25
				X	X				15-May-25
				X	X				3-Jun-25
				X	X				3-Jun-25
				X	X				9-May-25
				X	X				24-Aug-21

Click the white arrow next to CPPT Basic to open the filter menu. This is the trickiest step—almost done!

To find members whose CPPT credit will be expired as of **31 August 2025**, do this:

Select all dates **before 31 August 2024**. (This means anything from **2023 or earlier**, and dates in **2024 before August 31**.)



Now, your CPPT Basic column will look like this (no dates after 31 August 2024).

Type	BasicQuiz	BasicConversation	CPPTBasic
SENIOR	X	X	24-Aug-21
SENIOR	X	X	14-Aug-22
SENIOR	X	X	12-Aug-24
SENIOR	X	X	10-May-21
SENIOR	X	X	3-Jun-23
SENIOR	X	X	3-Feb-22
SENIOR	X	X	10-Nov-21

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