

# ***PCI Compliance, Bribery Act 2010 & Modern Slavery Act Training Reports***

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## **Background**

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Three simple reports have been developed so that **CUFS Key Contacts** can see who has successfully completed in their departments the online courses for *PCI Compliance, Bribery Act 2010 and Modern Slavery Act 2015*.

The reports are accessed through the University Training Booking System (UTBS) and provide a simple listing that can be downloaded into Excel of individuals who have completed the training. The reports aren't real time, the training team endeavour to update by lunchtime each day with the details of the previous day's completions.

Please let the training team know if there is anyone extra in your department that you would like to have access to these reports. The security and reporting within UTBS is not as sophisticated as CUFS and Cognos therefore you will still need to contact the Finance Training Team if you have:

- responsibility for more than one institution or
- more complex institutional set up with numerous sub-departments etc

## **What reports should I run?**

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There are many reports that could be run, but there are three reports that will show you a list of users in your department who have the respective training. These are prefixed with 'Institution Booking Data for...'

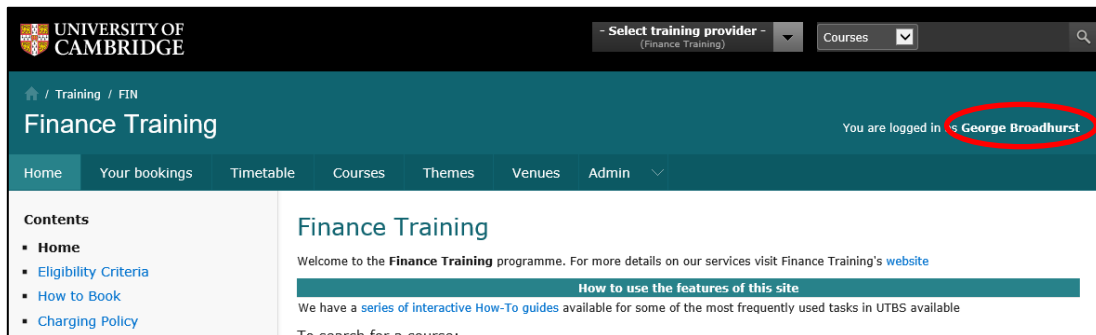
Anti-Bribery & Corruption – This lists all users who have completed the course with the required pass mark, in compliance with the **Bribery Act 2010**. This course must be completed every two years.

Modern Slavery Act - This lists all users who have completed this course, in compliance with the **Modern Slavery Act 2015**.

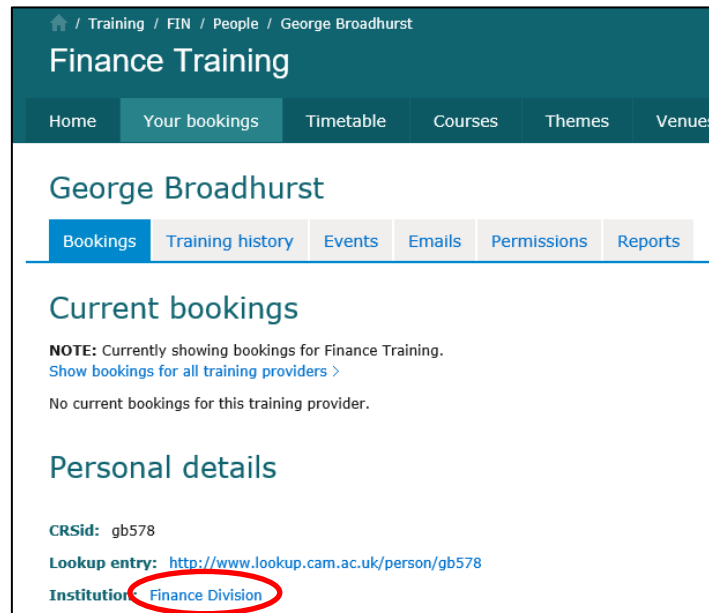
PCI Compliance - This lists all users who have completed the course with the required pass mark, in compliance with **Payment Card Industry Data Security Standard (PCI DSS)**. This course must be completed every year in order to maintain compliance.

## How to run the reports

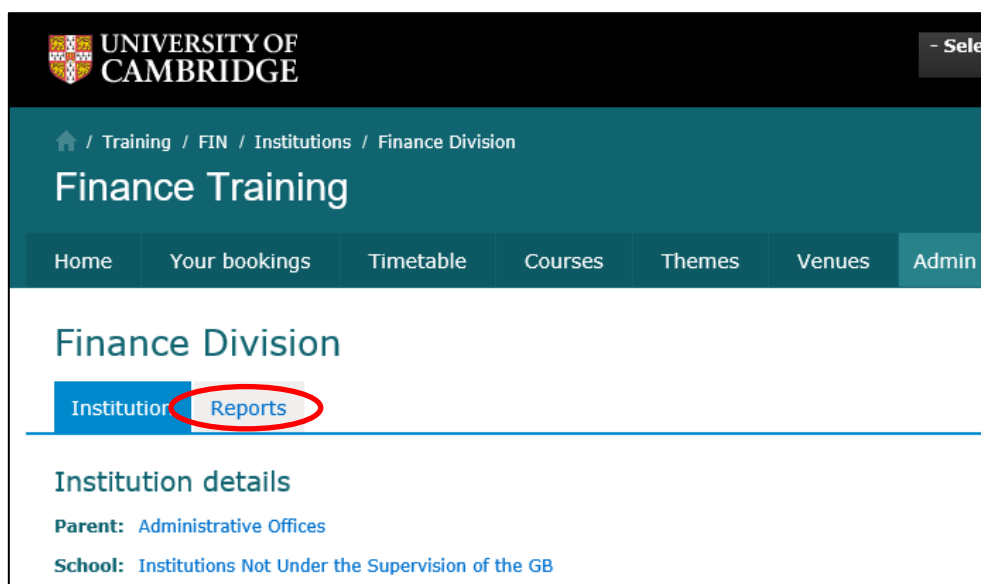
1. Simply log into UTBS <http://www.training.cam.ac.uk/fin/>
2. Log in as yourself, with your own Raven/CRSid details and then click on **own name**.



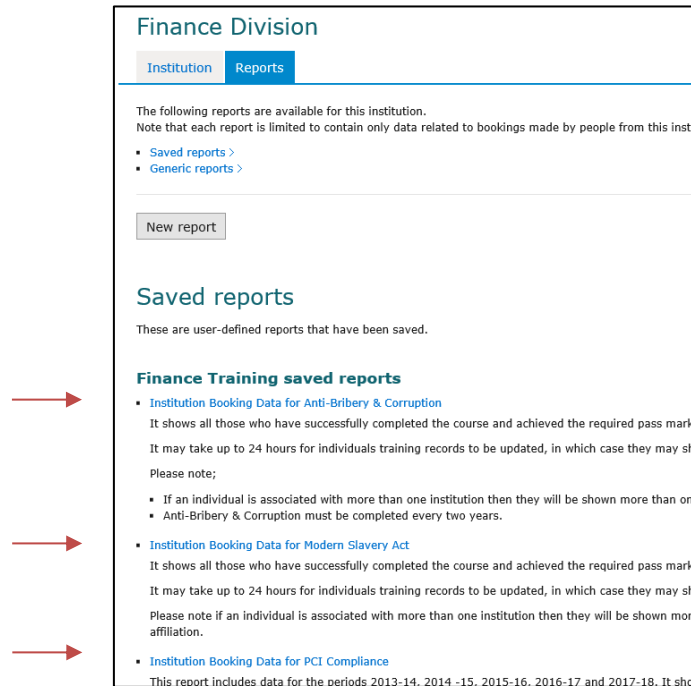
3. From your own record click on the name for your **institution**.



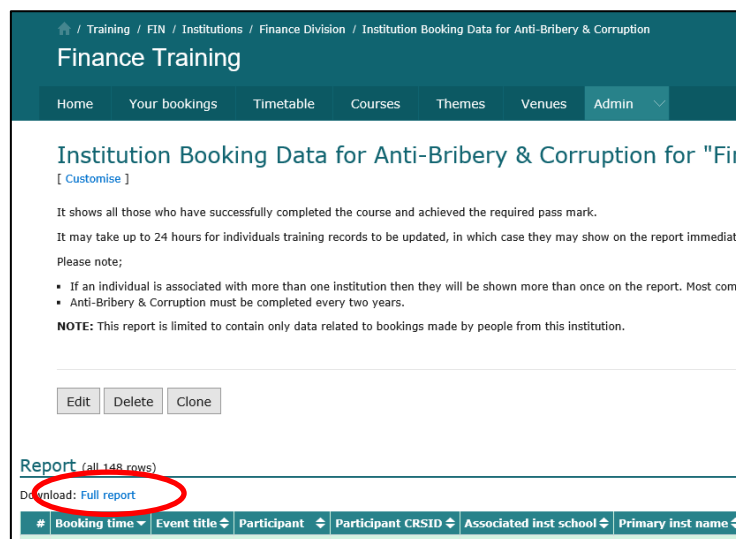
4. Select the **Reports** tab



5. Select the report required from the *Saved Reports* section.



6. Click on the **Download: Full report** link to get full details in Excel.



The data is a bit rough and ready at the moment for example if someone also has a college affiliation they will be displayed twice, but this can be filtered out using Excel.

*Don't worry if the completed date is prior to the booked date – this is just a result of us having to transfer information between two systems, as sometimes people do not access these courses through UTBS initially.*