



National Institutes of Health

ALL REPORTS IN THE HHS LEARNING PORTAL (LMS)

[Abstract](#)

The LMS Reports Dictionary is a resource that describes all of the reports located in the LMS. This document is designed to assist you in choosing a report most applicable to your reporting needs. Please click on the item in the Table of Contents to get to the report description page you need.

The LMS Team

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Tips on How to Determine Which LMS Report You Need

Determining the specific report, or reports, that will provide you with the data and details you need, from the dozens of reports available in the LMS, can feel a bit overwhelming – particularly for users new to the LMS. The following four tips on how to review and use the information compiled in the LMS Reports Dictionary will guide you in selecting the report(s) that yield the data you need.

Tip #1: Determine the data category, sub-category or keyword on which your reporting must focus

The LMS Reports Dictionary now includes two new helpful sections – Reports Listed by Category and Reports Listed by Keyword. The Reports Listed by Category section organizes the complete list of LMS reports based on the type of information the report is designed to yield. The Reports Listed by Keyword section organizes the complete list of LMS reports based on significant words that appear in the report title or report description. Review the lists of categories, sub-categories and keywords to identify those that are relevant to your reporting needs.

Tip #2: Within the list of reports within the category, sub-category, or keyword, review reports with titles that include HHS or NIH first, and then, consider the other reports in the list

Each data category, sub-category and keyword table includes a list of associated reports. After you have identified the categories, sub-categories and/or keywords relevant to your reporting needs, review the list of reports associated with each and select the specific report(s) you think you need.

Note that reports with HHS or NIH in their title are reports that have been customized for the special needs of HHS and NIH in terms of the data yielded and report formatting. Reports that do not have HHS or NIH in their title have not been customized to meet our needs. However, these non-customized reports may provide you with data helpful to your reporting needs and have, therefore, been included in the LMS Reports Dictionary. We recommend that you consider the customized reports first and then consider the other reports associated with the category, sub-category and/or keyword of your choice.

Tip #3: When you've found a report, or reports, that you think will meet your reporting needs, review the report's description page to confirm your selection

Each report has its own report description page that includes a description of what the report is designed to provide and a list of input and output parameters. After you've identified specific reports for review from the Reports Listed by Category and Reports Listed by Keyword sections, find the report in the alphabetized Table of Contents and click on its link to get to the reports description page. Review the report description page(s) to make a final determination that the report will return the data you need.

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Tip #4: Then, confirm that the report is one that your LMS role will allow you to access

The report description page also includes a listing of the specific LMS roles that have permission to access and execute the report described. The listing appears on the report description page in parenthesis directly under the report title. Review the list of roles to confirm that you have the appropriate LMS privileges to access and execute a report. If you find that you do not have the appropriate LMS privileges, submit a LMS Help Desk ticket to request the report be run for you. Your Help Desk ticket must include all of the reporting parameter information required for the report you need executed.

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Reports Listed by Category

The following tables organize the reports list by data category and, where necessary, data sub-category.

Certifications	Certification Dashboard By Learner	
	Certification Dashboard For Admin By Manager	
	Certification Definition Audit Trail	
	Certifications Held by External Learners	
	Certifications Held by Internal Learners	
	Certification's Learning Elements' Completion Status for Internal Learners	
	HHS Certification/Curriculum Compliance/Exception Report	
	Internal Learner Certifications Details by Organization	
	Internal Learner Certifications Details for Manager	
	Internal Learners Certification Details	
Competencies	Competency Details by Learner	
	Experts for a Competency	
	HHS Competency Assessment by Competency Detail	
	HHS Competency Assessment Detail by Job Series/Organization	
	HHS Competency Summary by Job Series/Organization	
Continuing Education	HHS Continuing Education Plan Progress Report	
Course Information	CLPs	Credits Earned For Fields Of Study
		NIH CLP Transcript Completions Report
	Completed Learning	NIH CLP Transcript Completions Report for Learner
		Course Dashboard for Admin by Company
		Course Dashboard for Admin by Learner
		Course Dashboard for Admin by Manager
		Course Dashboard for Admin by Organization
		Course Dashboard for Learner

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		Course Enrollment Summary		
		HHS Course Completion Counts		
		HHS Course Compliance/Exception Report by Organization		
		HHS EEO Compliance Statistics Report		
		HHS Mandatory Training by Audience Type Report		
		HHS Training Completion Detail		
		HHS Training Completions by Offering Domain Report		
		NIH CLP Transcript Completions Report		
		NIH Compliance Statistics		
		NIH Internal Learner History		
		NIH Internal Learner History By Learner		
		NIH Training Completion Details - Wildcard		
		Prerequisite In-Line Report by Internal Organization		
		Course Catalog		Course Catalog for Learner
	Course Catalog for Manager			
	HHS Course Catalog Report			
	Course Offering Details		Course Content	
				Content Results By Learner
				Content Results By Module
				Content Results Detailed Analysis
				Course Definition Audit Trail
			Self-Paced Offering Definition Audit Trail	
			Instructors	Courses with Qualified Instructor
				Qualified Instructors with Course
				Utilization of Instructor in a Month
			Location and Facility	Classroom Assignments for a Location
				Revenue by Location
Room Scheduling Worksheet				
Utilization of Classrooms in a Month				

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			Utilization of Equipment in a Month
			Utilization of Instructor in a Month
		Revenue	HHS No Show
			Monthly Course Enrollments Revenue
			Revenue by Location
			Revenue Distribution: Top Ten
			Revenue Expectations for Physical Offerings
		Roster Management	CIT Training Roster
			Class Tent Cards
			HHS Enrollment Snapshot Report
			HHS No Show
			NIH Roster Report
			Roster
			Roster: All Learners Email Addresses
			Scheduled Offering Sign-in Sheet
			Scheduled Offerings Roster by Order Status
		Private Offerings	Private Offerings Revenue by Location
		Total Offerings Scheduled	Distribution of Scheduled Offerings
			Master Schedule of Open Offerings
			Offering and Learner Day by Learners
			Offering and Learner Days
			Offering and Learner Days by Location
			Offering Utilization Report
			Overbooked Offerings Report
			Popularity of Physical Offerings
			Popularity of Self-Paced Offerings
			Usage report for Physical Offerings
Usage Report for Scheduled Offerings			
Usage Report for Self-Paced Offerings			
Virtual Classroom Report			

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	Current Learning	Course Enrollment Details
		Enrollment Dashboard for Admin by Internal Organization
		Enrollment Dashboard for Admin by External Organization
		Enrollment Dashboard for Admin by Learner
		Enrollment Dashboard for Admin by Manager
		Enrollment Dashboard For Admin - Learner's Registrations
		Enrollment Dashboard for Learner
		Enrollment Dashboard for Manager
		HHS Course Enrollment Details by Audience Type
		Monthly Course Enrollments

Curricula	Curriculum Dashboard By Learner
	Curriculum Dashboard By Manager
	Curriculum Dashboard For Admin By Manager
	Curriculum's Learning Elements' Completion Status for External Learners
	Curriculum's Learning Elements' Completion Status for Internal Learners
	HHS Certification/Curriculum Compliance/Exception Report
	Internal Learner Curricula By Learner
	Internal Learner Curricula

Evaluations	Evaluation Dashboard
	HHS Evaluation Dashboard Report

External Learners	External Learner Record Audit Trail
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Internal Learners	Active Users by Organization
	HHS Accounts: Deactivated/To-Be-Deactivated Report
	HHS All Approvers by Org Report
	Internal Learner Record Audit Trail
	Most Active Users
	NIH All Approvers by AAO Report
	NIH All Approvers by Audience Type Report
	NIH Default AAO by Org Report
	NIH Missing NED Servicing AOs by Org
	NIH Payroll CAN by Org Report
	Security Role Members
Miscellaneous	Compound Security Role Report
	Simple Security Role Report
	System Dis-Engagement Trend Report for Administrator
	System Dis-Engagement Trend Report for Manager
Plans	Approval Analysis for Admin
	Approval Analysis for Manager
	Plan Detail by Manager
NIHTC Registrations/Orders	All Orders by Offering Start Date
	HHS Order History Report
	NIH Order Approvals by Org/Approver
	NIH Order Reconciliation Report
	NIH Registrations Needing Approval
Surveys	Survey Dashboard
	Survey Detailed Results by Question
	Survey Detailed Results by Respondent

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Reports Listed by Keyword

The following tables organize the reports list by significant keywords that appear in either the report title and/or the report description.

Account Deactivations	HHS Accounts: Deactivated/To-Be-Deactivated Report
NIHTC Approvers/Approvals	Approval Analysis for Admin
	Approval Analysis for Manager
	HHS All Approvers by Org Report
	NIH All Approvers by AAO Report
	NIH All Approvers by Audience Type Report
	NIH Default AAO by Org Report
	NIH Missing NED Servicing AOs by Org
	NIH Order Approvals by Org/Approver
NIH Registrations Needing Approval	
Certifications	Certification Dashboard By Learner
	Certification Dashboard For Admin By Manager
	Certification Definition Audit Trail
	Certifications Held by External Learners
	Certifications Held by Internal Learners
	Certification's Learning Elements' Completion Status for Internal Learners
	Course Catalog for Learner
	Course Catalog for Manager
	HHS Certification/Curriculum Compliance/Exception Report
	Internal Learner Certifications Details by Organization
	Internal Learner Certifications Details for Manager
	Internal Learners Certification Details
CLPs	Credits Earned For Fields Of Study
	NIH CLP Transcript Completions Report
	NIH CLP Transcript Completions Report for Learner

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Competencies	Competency Details by Learner
	Course Catalog for Learner
	Course Catalog for Manager
	Experts for a Competency
	HHS Competency Assessment by Competency Detail
	HHS Competency Assessment Detail by Job Series/Organization
	HHS Competency Summary by Job Series/Organization
	HHS Course Catalog Report
Continuing Education Plans	HHS Continuing Education Plan Progress Report
Course Catalog	Course Catalog for Learner
	Course Catalog for Manager
	HHS Course Catalog Report
Managers	Approval Analysis for Manager
	Certification Dashboard For Admin By Manager
	Course Dashboard for Admin by Manager
	Course Catalog for Manager
	Curriculum Dashboard By Manager
	Curriculum Dashboard For Admin By Manager
	Enrollment Dashboard for Admin by Manager
	Enrollment Dashboard for Manager
	HHS All Approvers by Org Report
	Internal Learner Certifications Details for Manager
	NIH All Approvers by AAO Report
	NIH All Approvers by Audience Type Report
	NIH Order Approvals by Org/Approver
	NIH Registrations Needing Approval
	Overbooked Offerings Report
	Plan Detail by Manager
System Dis-Engagement Trend Report for Manager	

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Mandatory Training	HHS Mandatory Training by Audience Type Report
	HHS Course Compliance/Exception Report by Organization
Roster Management	CIT Training Roster
	Class Tent Cards
	HHS Enrollment Snapshot Report
	HHS No Show
	NIH Roster Report
	Roster
	Roster: All Learners Email Addresses
	Scheduled Offering Sign-in Sheet
Scheduled Offerings Roster by Order Status	
Training Completions	Certification's Learning Elements' Completion Status for Internal Learners
	Content Results By Learner
	Content Results By Module
	Course Dashboard for Admin by Company
	Course Dashboard for Admin by Learner
	Course Dashboard for Admin by Manager
	Course Dashboard for Admin by Organization
	Course Dashboard for Learner
	Course Enrollment Details
	Course Enrollment Summary
	Credits Earned For Fields Of Study
	Curriculum's Learning Elements' Completion Status for External Learners
	Curriculum's Learning Elements' Completion Status for Internal Learners
	HHS Certification/Curriculum Compliance/Exception Report
	HHS Course Completion Counts
	HHS Course Compliance/Exception Report by Organization
	HHS EEO Compliance Statistics Report
	HHS Mandatory Training by Audience Type Report
HHS Training Completion Detail	

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	HHS Training Completions by Offering Domain Report
	NIH CLP Transcript Completions Report
	NIH CLP Transcript Completions Report for Learner
	NIH Compliance Statistics
	NIH Internal Learner History
	NIH Internal Learner History By Learner
	NIH Training Completion Details - Wildcard
	Prerequisite In-Line Report by Internal Organization

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Reports Listed by Role

The following tables organize the reports list by LMS role. This list will allow you to determine whether you have the appropriate LMS privileges to access and execute a report.

Learner	Certification Dashboard By Learner
	Competency Details by Learner
	Course Catalog for Learner
	Course Dashboard for Learner
	Curriculum Dashboard By Learner
	Enrollment Dashboard for Learner
	External Learner Completed Courses History
	External Learner Curricula
	Internal Learner Curricula
	Internal Learners Certification Details
	NIH CLP Transcript Completions Report for Learner
	NIH Internal Learner History
	NIH Order Approvals by Org/Approver
	NIH Registrations Needing Approval
Manager/Supervisor	Approval Analysis for Manager
	Certification Dashboard By Manager
	Compliance/Exception Report By Manager
	Course Catalog for Manager
	Course Dashboard for Manager
	Curriculum Dashboard By Manager
	Enrollment Dashboard for Manager
	HHS All Approvers by Org Report
	HHS Course Compliance/Exception Report by Organization
	Internal Learner Certifications Details for Manager
	NIH All Approvers by AAO Report
	NIH CLP Transcript Completions Report
	NIH Order Approvals by Org/Approver

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	NIH Registrations Needing Approval
	Plan Detail by Manager
	System Dis-Engagement Trend Report for Manager
	Talent Indicator Analysis for Manager
	Virtual Classroom Report

Local Learning Registrar	Active Users by Organization
	All Orders by Offering Start Date
	Approval Analysis for Admin
	Certification Dashboard For Admin By Manager
	Certification Definition Audit Trail
	Certifications Held by External Learners
	Certifications Held by Internal Learners
	Certification's Learning Elements' Completion Status for External Learners
	Certification's Learning Elements' Completion Status for Internal Learners
	CIT Training Roster
	Competency Details for Learner
	Compound Security Role Report
	Course Dashboard for Admin by Learner
	Course Enrollment Details
	Course Enrollment Summary
	Credits Earned For Fields Of Study
	Curriculum Dashboard For Admin By Manager
	Curriculum's Learning Elements' Completion Status for External Learners
	Curriculum's Learning Elements' Completion Status for Internal Learners
	Enrollment Dashboard For Admin - Learner's Registrations
	Enrollment Dashboard for Admin by External Organization
	Enrollment Dashboard for Admin by Internal Organization
	Enrollment Dashboard for Admin by Learner
	Enrollment Dashboard for Admin by Manager
	Evaluation Dashboard
	Experts for a Competency

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External Learner Completed Courses History By Learner
External Learner Curricula By Learner
External Learner Record Audit Trail
External Learners Certification Details
External Person Certifications per Organization
HHS Accounts: Deactivated/To-Be-Deactivated Report
HHS All Approvers by Org Report
HHS Certification/Curriculum Compliance/Exception Report
HHS Competency Assessment by Competency Detail
HHS Competency Assessment Detail by Job Series/Organization
HHS Competency Summary by Job Series/Organization
HHS Continuing Education Plan Progress Report
HHS Course Catalog Report
HHS Course Compliance/Exception Report by Organization
HHS Course Enrollment Details by Audience Type
HHS Evaluation Dashboard Report
HHS Manager and Organization Head Audit Report
HHS Mandatory Training by Audience Type Report
HHS No Show
HHS Order History Report
HHS StaffDiv Completions
HHS Training Completion Detail
HHS Training Completions by Offering Domain Report
Internal Learner Certifications Details by Manager
Internal Learner Certifications Details by Organization
Internal Learner Curricula By Learner
Internal Learner Record Audit Trail
Internal Learners Certification Details
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NIH CLP Transcript Completions Report
NIH Default AAO by Org Report
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NIH Missing NED Servicing AOs by Org
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Private Offerings by External Organization
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Questionnaire-Based MRA Dashboard
Revenue by Location
Room Scheduling Worksheet
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Roster: All Learners Email Addresses
Scheduled Offerings Roster by Order Status
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	Usage Report for Self-Paced Offerings
	Utilization of Classrooms in a Month
	Utilization of Equipment in a Month
	Utilization of Instructor in a Month

Learning Administrator	All Orders by Offering Start Date
	Certification Dashboard For Admin By Manager
	Certification Definition Audit Trail
	Certifications Held by External Learners
	Certifications Held by Internal Learners
	Certification's Learning Elements' Completion Status for External Learners
	Certification's Learning Elements' Completion Status for Internal Learners
	CIT Training Roster
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	Classroom Assignments for a Location
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	Content Results By Module
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	Courses with Qualified Instructor
	Credits Earned For Fields Of Study
	Curriculum Dashboard For Admin By Manager
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HHS Course Enrollment Details by Audience Type
HHS Evaluation Dashboard Report
HHS Manager and Organization Head Audit Report
HHS Mandatory Training by Audience Type Report
HHS No Show
HHS Order History Report
HHS StaffDiv Completions
HHS Training Completion Detail
HHS Training Completions by Offering Domain Report
Internal Learner Certifications Details by Manager
Internal Learner Certifications Details by Organization
Internal Learner Curricula By Learner
Internal Learner Record Audit Trail
Internal Learners Certification Details
Job Specific Competency Report
Most Active Users

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MRA Detailed Results by Rater
NIH Admin Role Audit Report for OHR
NIH All Approvers by AAO Report
NIH All Approvers by Audience Type Report
NIH CLP Transcript Completions Report
NIH Default AAO by Org Report
NIH Internal Learner History By Learner
NIH Missing NED Servicing AOs by Org
NIH Order Approvals by Org/Approver
NIH Order Reconciliation Report
NIH Payroll CAN by Org Report
NIH Registrations Needing Approval
NIH Training Completion Details - Wildcard
Orders by Location
Private Offerings by External Organization
Private Offerings Revenue by Location
Questionnaire-Based MRA Dashboard
Revenue by Location
Security Role Members
Simple Security Role Report
Survey Dashboard
Survey Detailed Results by Question
Survey Detailed Results by Respondent
System Dis-Engagement Trend Report for Administrator
Utilization of Instructor in a Month

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Reports Listed by Utilization per Month (FY17)

The following table lists the number of times each report was generated in the specific month for Fiscal Year 2017.

Report Name	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Total
Active Users by Organization	4						1	2					7
All Orders by Offering Start Date	4	1	1	1	1	2	2		4	1	3		20
Approval Analysis for Manager									1	1			2
Certification Activity Overall	9	19	32	17	14	9	3	2	10		11	27	153
Certification Dashboard By Learner	5	6	6	1	1	6	2	2	4	4	2	7	46
Certification Dashboard For Admin By Manager				1		1						1	3
Certification Definition Audit Trail				1	1	1					1		4
Certifications Held by External Learners						1							1
Certifications Held by Internal Learners		1		3		1						1	6
Certification's Learning Elements' Completion Status for Internal Learners	2	3	3	2	1	3	1	1				1	17
CIT Training Roster	168	184	137	138	210	243	288	179	210	275	275	101	2408
Class Tent Cards	2	1	2	2			1	1	2	1	1		13
Classroom Assignments for a Location	3	2	3	2	2	2	2	3	1	7	2	2	31
Competency Details by Learner	1	4			2	1	2	2	2	1	3		18

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Report Name	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Total
Competency Details for Learner	1												1
Compliance/Exception Report By Manager											2		2
Compound Security Role Report	2		1			1							4
Content Results By Learner	11	1	2		1			3	3	3	2		26
Content Results By Module	28	17	14	7	6	5	5	5	9	5	4	10	115
Content Results Detailed Analysis	5	1	3						3	5	2	2	21
Course Catalog for Administrator													0
Course Catalog for Learner	12		3	3		4		1					23
Course Catalog for Manager				1				1					2
Course Dashboard for Admin by Company	3			1		3			6		1		14
Course Dashboard for Admin by Learner	2		7	1	1	6	3				4	2	26
Course Dashboard for Admin by Manager	1				1	20			2	1		2	27
Course Dashboard for Admin by Organization	4		1		1	23					7		36
Course Dashboard for Learner	8			1					2		1	6	18
Course Dashboard for Manager		1		1					16		5		23
Course Definition Audit Trail	1												1
Course Enrollment Details	2		2	6	5	18	17	4	12	3	22	7	98
Course Enrollment Summary	16	25	29	32	29	33	30	31	28	28	29	25	335

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Report Name	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Total
Credits Earned For Fields Of Study	9			1			1			3	3		17
Curriculum Dashboard By Learner	1								3				4
Curriculum Dashboard By Manager											7		7
Curriculum's Learning Elements' Completion Status for Internal Learners	6	1		4		1	11	2		2		1	28
Distribution of Scheduled Offerings					1		1		2			1	5
Enrollment Dashboard For Admin - Learner's Registrations	2	4	2			7			1		6	2	24
Enrollment Dashboard for Admin by External Organization	3											2	5
Enrollment Dashboard for Admin by Internal Organization	32	17	10	13	12	14	13	13	9	19	6	14	172
Enrollment Dashboard for Admin by Learner	1		2				1						4
Enrollment Dashboard for Admin by Manager	1	3											4
Enrollment Dashboard for Learner	1	3	2			1			8				15
Enrollment Dashboard for Manager				6	6						5		17
Evaluation Dashboard	4				1	2	3	7	3	7	4	5	36

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Report Name	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Total
Experts for a Competency	1			1	5					1	1		9
External Learner Completed Courses History	1	1		4	1			1					8
External Learner Curricula													0
External Learners Certification Details													0
HHS Accounts: Deactivated/To-Be-Deactivated Report	38	20	24	64	21	28	18	33	24	19	20	14	323
HHS All Approvers by Org Report	25	31	10	76	10	63	32	22	21	28	22	29	369
HHS Certification/Curriculum Compliance/Exception Report	88	107	140	58	47	112	98	83	95	107	100	199	1234
HHS Competency Assessment by Competency Detail	44	5		1		18		1	3	1	18		91
HHS Competency Assessment Detail by Job Series/Organization	1			7		41	1	2				39	91
HHS Competency Summary by Job Series/Organization	6	5	4			1			1		13	2	32
HHS Continuing Education Plan Progress Report	23	51	66	62	47	46	47	58	74	50	59	66	649
HHS Course Catalog Report	19	5	10	9	5	26	3	19	17	13	25	2	153
HHS Course Completion Counts	32	7	11	6	6	1	7	11	36	4	30	12	163
HHS Course Compliance/Exception Report by Organization	1063	1859	1479	856	617	769	584	607	1110	1394	945	948	12231

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Report Name	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Total
HHS Course Enrollment Details by Audience Type	115	70	73	25	54	10	7	32	78	71	74	36	645
HHS EEO Compliance Statistics Report				2	1								3
HHS Enrollment Snapshot Report	490	434	302	304	278	356	370	389	365	442	388	432	4550
HHS Evaluation Dashboard Report	7	3	6	2	8	2	2	2	13	11	10	12	78
HHS Mandatory Training by Audience Type Report	138	76	552	361	67	242	32	188	324	217	300	257	2754
HHS No Show	7	2	3	7	3	10	6	12	7	22	10	5	94
HHS Order History Report	13	14	1	4	25	19	6	8	4	4	29	15	142
HHS Security Role Members	24	9	14	13	16	20	12	19	23	10	8	7	175
HHS Training Completion Detail	424	384	1741	353	588	1552	465	401	346	695	609	1629	9187
HHS Training Completions by Offering Domain Report	45	30	63	56	43	141	84	94	171	132	109	85	1053
Instructor Assignments			5					11	27	30	43	26	142
Internal Learner Certifications Details by Manager								1					1
Internal Learner Certifications Details by Organization		3	2	1		1					2		9
Internal Learner Curricula								1	1				2
Internal Learner Record Audit Trail	1					1	1						3
Internal Learners Certification Details	5	3	14	4	2	6	2	6	4	4	3	7	60
Learning Plan by Manager, Internal Learner													0

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Report Name	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Total
Learning Plan by Organization, Internal Learner													0
Learning Plan for a Manager, Internal Learner													0
Master Schedule of Open Offerings	2		2			3	1	3	3	9	5	1	29
Monthly Course Enrollments					3	2	1		1	1	2	1	11
Monthly Course Enrollments Revenue	2				1	3			1		1		8
MRA Detailed Results by Rater	6												6
NIH Admin Role Audit Report for OHR		5	1	5		5	1	1		2	5	9	34
NIH All Approvers by AAO Report	2	4	3			3	8	21	3	3	5	6	58
NIH All Approvers by Audience Type Report	21		2			1	1		12	1			38
NIH CLP Transcript Completions Report	6	35	31		19	11	45	91	15	17	52	29	351
NIH CLP Transcript Completions Report for Learner				9	2	7	34	6		4	12	9	83
NIH Compliance Statistics	3	4							20	2			29
NIH Default AAO by Org Report	8	1	6			6	2	5	2	2	12		44
NIH Internal Learner History	7	25	7			3	5	13	4	6	3	4	77
NIH Internal Learner History By Learner	13	24	13		19	13	6	17	6	13	25		149

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Report Name	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Total
NIH Missing NED Servicing AOs by Org	78	77	66	69	68	69	66	67	59	69	54	53	795
NIH Order Approvals by Org/Approver	18	20	29		50	24	10	37	26	10	74	24	322
NIH Order Reconciliation Report	423	385	364	399	383	393	377	461	411	431	444	412	4883
NIH Payroll CAN by Org Report	21	3	5	2			1	1	3	3		9	48
NIH Registrations Needing Approval	400	409	404	380	360	191	187	184	148	170	143	143	3119
NIH Roster Report	124	98	112	133	125	121	119	116	143	152	182	142	1567
NIH Training Completion Details - Wildcard	74	34	40	39	48	38	52	17	75	48	35	112	612
Offering and Learner Day by Learners													0
Offering and Learner Days												1	1
Offering and Learner Days by Location													0
Offering Enrollments in a Year	5		1	8	1								15
Offering Utilization Report			1				1				2		4
Orders by Location			1										1
Overbooked Offerings Report													0
Plan Detail by Manager													0
Popularity of Physical Offerings													0
Popularity Of Scheduled Offerings													0
Popularity of Self-Paced Offerings					1								1

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Report Name	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Total
Prerequisite In-Line Report by Internal Organization	3	2											5
Private Offerings by External Organization	2												2
Private Offerings Revenue by Location	3												3
Qualified Instructors with Course											5		5
Questionnaire-Based MRA Dashboard													0
Report Usage Trend													0
Reports Usage Summary	7					4						9	21
Revenue by Location						1							1
Revenue Distribution: Top Ten													0
Revenue Expectations for Physical Offerings													0
Room Scheduling Worksheet		1				4		9		1			15
Roster	1111	184	144	214	145	254	432	386	220	175	295	178	3738
Roster: All Learner Email Addresses	34	14	14	13	5	14	28	39	30	8	12	2	213
Roster: All Learners Email Addresses	97	121	101	81	106	77	79	82	95	70	83	97	1089
Scheduled Offering Audit Report				1				1	2				4
Scheduled Offering Sign-in Sheet	62	62	46	78	62	38	60	47	70	26	16	37	604
Scheduled Offerings Roster by Order Status	8	13	2	3	9	4	4	7		1	4	4	59

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Report Name	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Total
Security Role Members	1	1	2	1		2	1					4	12
Self-Paced Offering Definition Audit Trail								1					1
Simple Security Role Report	1	2		1		2	6	1	9	29	25	38	114
Survey Dashboard													0
Survey Detailed Results by Question													0
Survey Detailed Results by Respondent													0
System Dis-Engagement Trend Report for Administrator	2			1									3
Usage Report for Physical Offerings				1	1								2
Usage Report for Scheduled Offerings								1					1
Usage Report for Scheduled Offerings													0
Usage Report for Self-Paced Offerings	29	29	22	25	25	30	25	27	25	29	27	25	318
Utilization of Classrooms in a Month		5				2		5		1			13
Utilization of Equipment in a Month													0
Utilization of Instructor in a Month	1		1	1				2			1		6
Virtual Classroom Report	1						1						2

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The Top 15 Most Utilized Reports (FY17)

The following table lists the top 15 reports most utilized in Fiscal Year 2017.

Report Name	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Total
1. HHS Course Compliance/Exception Report by Organization	1063	1859	1479	856	617	769	584	607	1110	1394	945	948	12231
2. HHS Training Completion Detail	424	384	1741	353	588	1552	465	401	346	695	609	1629	9187
3. NIH Order Reconciliation Report	423	385	364	399	383	393	377	461	411	431	444	412	4883
4. HHS Enrollment Snapshot Report	490	434	302	304	278	356	370	389	365	442	388	432	4550
5. Roster	1111	184	144	214	145	254	432	386	220	175	295	178	3738
6. NIH Registrations Needing Approval	400	409	404	380	360	191	187	184	148	170	143	143	3119
7. HHS Mandatory Training By Audience Type Report	138	76	552	361	67	242	32	188	324	217	300	257	2754
8. CIT Training Roster	168	184	137	138	210	243	288	179	210	275	275	101	2408
9. NIH Roster Report	124	98	112	133	125	121	119	116	143	152	182	142	1567
10. HHS Certification/Curriculum Compliance/Exception Report	88	107	140	58	47	112	98	83	95	107	100	199	1234
11. Roster: All Learners Email Addresses	97	121	101	81	106	77	79	82	95	70	83	97	1089
12. HHS Training Completions by Offering Domain Report	45	30	63	56	43	141	84	94	171	132	109	85	1053

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Report Name	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Total
13. NIH Missing NED Servicing AOs by Org	78	77	66	69	68	69	66	67	59	69	54	53	795
14. HHS Continuing Education Plan Progress Report	23	51	66	62	47	46	47	58	74	50	59	66	649
15. HHS Course Enrollment Details by Audience Type	115	70	73	25	54	10	7	32	78	71	74	36	645

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Active Users by Organization

(People Administrator, Local Learning Registrar)

Description

This report enables an administrator to see the number of active users in the system by organization.

Report Parameters

Start Date

End Date

Report Output

Period Start Date

Period End Date

Total Number of Active Users

Organization Name

Active Users

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All Orders by Offering Start Date

(People Administrator, Local Learning Registrar, Learning Administrator)

Description

This report enables administrators to identify the orders placed by all learners for an offering start date range.

Report Parameters

Offering Date Beginning Range*

Offering Date Ending Range*

Report Output

Learner Name

Username

Email

Workphone

Fax

Organization

Parent Organization

Title

Offering Number

Date(s)

Order No

Delivery Type

Location

Price

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Approval Analysis for Admin

(People Administrator, Local Learning Registrar)

Description

This report enables administrators to identify plans, which are in pending approval/rejected status in an organization and its sub organizations or across all the organizations.

Report Parameters

Plan Form*
Organization

Report Output

Plan Form Selected
Organization Selected
Total Number of Plans
Total Number of Plans Pending Approval
Total Number of Plans Pending Acknowledgement
Total Number of Rejected Plans

Organization
Parent Organization
Total Number of Plans
Number of Plans Pending Approval
Number of Plans Pending Acknowledgement

Total

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Approval Analysis for Manager (Manager/Supervisor)

Description

This enables managers to identify the plans belonging to his/her direct reports, which have been rejected or are in pending approval or pending acknowledgement state.

Report Parameters

Plan Form*
Show Terminated User

Report Output

Plan Form Selected

Total Number of Plans
Total Number of Plans Pending Approval
Total Number of Plans Pending Acknowledgement
Total Number of Rejected Plans

Plan Form
Total Number of Plans
Total Number of Plans Pending Approval
Total Number of Plans Pending Acknowledgement

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Certification Dashboard by Learner

(Content Admin, Learner)

Description

This report enables a learner to see all certification-related information.

Report Parameters

Show Status Acquired

In Progress

Assigned

Overdue

Report Output

Learner name

Work Phone

Email

Curriculum Title

Status

Assigned On

Acquired On

Target Date

Expires On

Valid For Days

Recertification

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Certification Dashboard for Admin by Manager

(People Administrator, Local Learning Registrar, Learning Administrator)

Description

This report enables an administrator to see all certification-related information for a manager.

Report Parameters

Manager Name*

Certification Title

Number of Days to Expire

Report Output

Summary graph of Certification Status Count per Learner

Number of Acquired Certifications

Number of Overdue Certifications

Number of Expired Certifications

Summary table of Certification Status Count per Learner

Number of Acquired Certifications

Number of Overdue Certifications

Number of Expired Certifications

Learner Name

Work Phone

Email address

Certification Title

Status

Assigned On

Acquired On

Target Date

Expires On

Valid for Days

Recertification

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Certification Definition Audit Trail

(People Administrator, Local Learning Registrar, Learning Administrator)

Description

This report enables administrators to monitor all the audited changes made to a certification.

Report Parameters

Certification Name*

Certification Version

Report Output

Date of Change (Date and Time Stamp)

By User (Last Name, First Name and Username)

Action

Previous Value

Reason

Version

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Certifications Held by External Learners

(People Administrator, Local Learning Registrar, Learning Administrator)

Description

This report enables administrators to identify external learners who have ever acquired a specified certification.

Report Parameters

Certification Name*
Version

Report Output

Learner
Phone
Email
Organization
Manager Name
Status
Acquired on
Expiration Date
Item
Completed
Authorized By

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Certifications Held by Internal Learners

(People Administrator, Local Learning Registrar, Learning Administrator)

Description

This report enables administrators to identify internal learners who have acquired a specified certification.

Report Parameters

Certification Name*

Version

Show Terminated User

Report Output

Learner

Phone

Email

Termination Date

Organization

Manager Name

Status

Acquired on

Expiration Date

Item

Completed

Authorized By

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Certification's Learning Elements' Completion Status for External Learners

(Local Learning Registrar, Learning Administrator)

Description

This report enables an administrator to identify the organization wise completion status of all the assigned external learners in the learning element(s) within the specified certification.

Report Parameters

Certification*
Certification Version
Organization
Include Child Organization
Domain
Learner Status
Show Learner Details

Report Output

Certification
Organization (selected)
Learner Status
Domain
Version
Include Child Organizations
Show Learner Details

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Certification's Learning Elements' Completion Status for Internal Learners

(People Administrator, Local Learning Registrar, Learning Administrator)

Description

This report enables an administrator to identify the organization wise completion status of all the assigned internal learners in the learning element(s) within the specified certification.

Report Parameters

Certification*
Certification Version
Organization
Include Child Organization
Domain
Learner Status
Show Learner Details

Report Output

Certification
Version
Organization
Include Child Organizations
Learner Status
Show Learner Details
Domain

Organization
Assigned Learners in Organization
Path
Module
Learning Element
Complete
Not Complete

Learner Name
Organization
Location
Manager
Learner Status
Assigned On

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Target Date
Learning Element Status
Learning Element Completion Date

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CIT Training Roster

(Learning Administrator)

Description

This report enables administrators to identify all learners in a given offering, including email addresses, by registration status, and print a class sign-in sheet.

Report Parameters

Offering Number(Offering cannot exceed more than 5 sessions)*
Only Waitlisted*

Report Output

Last Name
First Name
Email
IC Name
Reg Status
Session Initials
Signature

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Classroom Assignments for a Location

(Learning Administrator)

Description

This report enables administrators to identify offerings assigned to classrooms for a specified location and date range. The report also displays the number of enrollments (Current, Minimum, and Maximum) for each offering in each classroom.

Report Parameters

Location Name*

Room Name

Offering Start Date Beginning Range*

Offering Start Date Ending Range*

Report Output

Offering Title

Offering Number

Offering Date Range

Session Template

Offering Status

Delivery Type

Instructor

Current Enrolls

Max Enrolls

Min Enrolls

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Class Tent Cards

(Learning Administrator)

Description

This report prints the tent card for each learner in a given class.

Report Parameters

Offering Number*

Report Output

Course Name

Learner

Org ID

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Competency Details by Learner

(Content Admin, Learner, People Administrator, Local Learning Registrar)

Description

The report is for all the competencies attached to a learner.

Report Parameters

None - run on demand

Report Output

Competency Levels of Learner

Radar chart

Competency Name

Required Level

Held Level

Gap

Competency Required Source

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Compound Security Role Report (Local Learning Registrar)

Description

Lists all the Simple Security Roles contained by the Compound Security Roles

Report Parameters

None

Report Output

Compound Security Role Name
Simple Security Role Name
Simple Security Role Description

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Content Results by Learner

(Learning Administrator)

Description

Content Results by Learner for the specified Offering that is completed in the given date range

Report Parameters

Offering Part Number*

Start Date*

End Date*

Report Output

Offering Name

Average Score

Learner

Score

Status

Content Module

Title

Score

Status

Total Attempts

Time Spent

Mastery Score

Lesson Detail

Lesson Title

Score

Status

Total Attempts

Time Spent

Mastery Score

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Content Results by Module

(Learning Administrator)

Description

This report enables administrators to monitor the completed content results by module for a specified offering and date range

Report Parameters

Offering Part Number*
Start Date*
End Date*

Report Output

Offering Name
Offering Part Number
Date Range

Overall Result for
Average Score

Learner
Score
Completion Status

Content Module Detail
Mastery Score
Average Score

Learner
Score
Completion Status

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Content Results Detailed Analysis

(Learning Administrator)

Description

Generates an analysis of the content results for selected content in the provided date range

Report Parameters

Content Name*

Learners Completion Period From*

Learners Completion Period To*

Report Output

Content Name

Version

Format

Content Completion Date Range

Overall Results

Number of Learner Completions

Average Overall Score

Score Distribution

Range

Lesson Detail

Mastery Score

Average Score

Question Detail for

Question Name

Question Type

Question Text

Average Time Spent

Learner Response

Responses

Response %

Correct Response

Result

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Course Catalog for Learner

(Content Admin, Learner)

Description

This report enables the learner to view a list of all courses that are available in the learning catalog within the specified date range. The report also displays the certifications, the competencies and the categories associated with the listed courses.

Report Parameters

Course Available From*

Course Available Upto*

Course Title

Report Output

Course Available From

Course Available Upto

Course Title

Course Title

ID

Abstract

Description

Vendor

Course base Price

Currency Code

Category

Competency

Certificate

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Course Catalog for Manager (Manager/Supervisor)

Description

This report enables the manager to view a list of courses in the learning catalog belonging to the learners directly reporting to the manager within the specified date range. The report also displays the certifications, the competencies and the categories associated with the listed courses.

Report Parameters

Course Available From*
Course Available Upto*
Course Title

Report Output

Course Available From
Course Available Upto
Course Title

Course Title
ID
Abstract
Description
Vendor
Course Base Price
Currency Code
Category
Competency
Certificate

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Course Dashboard for Admin by Company (Learning Administrator)

Description

This report shows an administrator all completed courses-related information about a company's learners.

Report Parameters

Organization Name*
Course Title
Learner Name
Show Status Successful
Unsuccessful
Show Chart
Show Summary
Show Details
Sort By
Show Terminated Learner
Display Unformatted Records

Report Output

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Course Dashboard for Admin by Learner

(People Administrator, Local Learning Registrar, Learning Administrator)

Description

This report shows an administrator all completed courses-related information about a learner.

Report Parameters

Learner Name*

Show Status Successful

Unsuccessful

Display Unformatted Records

Report Output

Learner Name

Work Phone

Email

Course Title

Status

Start Date

Completion Date

Score

Grade

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Course Dashboard for Admin by Manager (Learning Administrator)

Description

This report shows an administrator all completed courses-related information about a manager's directly reporting learners.

Report Parameters

Manager Name*
Course Title
Learner Name
Show Status Successful
Unsuccessful
Show Chart
Show Summary
Show Details
Sort By
Show Terminated Learner
Display Unformatted Records

Report Output

Completed Course Status Count Per Learner

Learner Name
Count of Completed Courses

Learner Name
Successful
Unsuccessful
Total

Learner Name
Work Phone
Email
Course Title
Status
Start Date
Completion Date
Score
Grade

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Course Dashboard for Admin by Organization (Learning Administrator)

Description

This report shows an administrator all completed courses-related information about an organization's learners.

Report Parameters

Organization Name*
Course Title
Learner Name
Show Status Successful
Unsuccessful
Show Chart
Show Summary
Show Details
Sort By
Show Terminated Learner
Display Unformatted Records

Report Output

Completed Course Status Count Per Learner
Learner Name
Completion Count

Learner Name
Successful
Unsuccessful
Total

Learner Name
Work Phone
Email
Course Title
Status
Start Date
Completion Date
Score
Grade

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Course Dashboard for Learner (Content Admin)

Description

This report shows a learner all completed courses-related information about the learner.

Report Parameters

Show Status Successful
Unsuccessful
Display Unformatted Records

Report Output

Learner Name
Work Phone
Email

Course Title
Status
Start Date
Completion Date
Score
Grade

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Course Definition Audit Trail

(Learning Administrator)

Description

This report enables administrators to monitor all the audited changes made to a course.

Report Parameters

Course Name*

Report Output

Date of Change
By User
Action
Attribute Change
Previous Value
Reason

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Course Enrollment Details

(Learning Administrator)

Description

This report enables administrators to identify, by course, all learners enrollment details by location and by organization for a given date range. The report summary for location and for organization the total number of learners enrolled and the total number of learners' completions

Report Parameters

Course Title*
Enrollment Date From*
Enrollment Date Upto*
Completion Date From
Completion Date Upto
Show Completions Only
Show Terminated User

Report Output

Location

Organization
Learner Name
Job Type
Manager
Enrollment Status
Delivery Type
Enrollment Date
Start Date
End Date
Completion Date
Offering ID

Summary for Organization
Total Learners Enrolled
Total Learners Completions
Total Unassigned Learners

Overall Summary
Total Learners Enrolled

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Total Learners Completions
Total Unassigned Learners

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Course Enrollment Summary

(Learning Administrator)

Description

This report enables administrators to identify, by course, a summary by location and by organization with the total number of learners enrolled and the total number of learner's completion for a given date range

Report Parameters

Course Title*

Enrollment Date From*

Enrollment Date Upto*

Completion Date From

Completion Date Upto

Show Completions Only

Show Terminated User

Report Output

Location

Summary for Organization

Total Learners Enrolled

Total Learners Completions

Total Unassigned Learners

Overall Summary

Total Learners Enrolled

Total Learners Completions

Total Unassigned Learners

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Courses with Qualified Instructor (Learning Administrator)

Description

This report shows an administrator all completed courses-related information about an organization's learners.

Report Parameters

Username*

Report Output

Instructor Name

Email

Work Phone

Organization

Manager

Manager Phone

Title

Course ID

Delivery Type

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Credits Earned For Fields of Study

(People Administrator, Local Learning Registrar, Learning Administrator)

Description

This report displays the credits earned by the learner for each field of study attached to the course/offering post course completion. It also provides the learner's details along with the transcripts.

Report Parameters

Course Title
Organization
Manager
Location
Learner
Field of Study
Course Completion Date >=*
Course Completion Date <=*
Show Credits Summary for Learner

Report Output

Course Title
Organization
Manager
Location
Learner
Field of Study
Completion Date After
Completion Date Before
Show Credit Summary for Learner

Learner
Learner Location
Organization
Manager
Course Title
Offering ID
Completion Date
Field of Study
Credits Earned

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Curriculum Dashboard for Admin by Manager

(People Administrator, Local Learning Registrar, Learning Administrator)

Description

This report enables an administrator to see all curriculum-related information for a manager.

Report Parameters

Manager Name*
Curriculum Title
Show Status Acquired
In Progress
Assigned
Overdue
Show Chart
Show Summary
Show Details
Sort By
Show Terminated User

Report Output

Graphical Curriculum Status Count Per Learner
Learner Name

Tabular Curriculum Status Count Per Learner
Learner Name

Learner Details

Learner Name
Work Phone
Email

Curriculum Title
Status
Assigned On
Acquired On
Target Date
Expires On
Valid For Days
Recertification

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Curriculum Dashboard by Learner

(Content Admin, Learner)

Description

This report enables a learner to see all curriculum-related information.

Report Parameters

Show Status Acquired
In Progress
Assigned
Overdue

Report Output

Learner Name
Work Phone
Email

Curriculum Title
Status
Assigned On
Acquired On
Target Date
Expires On
Valid For Days
Recertification

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Curriculum Dashboard by Manager (Manager/Supervisor)

Description

This report enables a manager to see all curriculum-related information.

Report Parameters

Curriculum Title
Show Status Acquired
In Progress
Assigned
Overdue
Show Chart
Show Summary
Show Details
Sort By
Show Terminated User

Report Output

Curriculum Status Count Per Learner
Learner Name

Acquired
Total
Learner Name
Work Phone
Email
Curriculum Title
Status
Assigned On
Acquired On
Expires On
Valid For Days
Recertification

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Curriculum's Learning Elements' Completion Status for External Learners (Local Learning Registrar, Learning Administrator)

Description

This report enables an administrator to identify the organization wise completion status of all the assigned external learners in the learning element(s) within the specified curriculum.

Report Parameters

Curriculum*
Curriculum Version
Organization
Include Child Organizations
Domain
Learner Status
Show Learner Details

Report Output

Curriculum
Version
Organization
Include Child Organizations
Learner Status
Show Learner Details
Domain

Organization
Assigned Learners in Organization
Path
Module
Learning Element
Complete
Not Complete

Learner Name
Organization
Location
Manager
Learner Status
Assigned On
Target Date

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Learning Element Status

Learning Element Completion Date

Overall Summary (including Child Organizations) for
Total Assigned Learners (including Child Organizations)

Path

Module

Learning Element

Complete

Not Complete

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Curriculum's Learning Elements' Completion Status for Internal Learners (People Administrator, Local Learning Registrar, Learning Administrator)

Description

This report enables an administrator to identify the organization wise completion status of all the assigned internal learners in the learning element(s) within the specified curriculum.

Report Parameters

Curriculum*
Curriculum Version
Organization
Include Child Organizations
Domain
Learner Status
Show Learner Details

Report Output

Curriculum
Version
Organization
Include Child Organizations
Learner Status
Show Learner Details
Domain

Organization
Assigned Learners in Organization
Path
Module
Learning Element
Complete
Not Complete

Learner Name
Organization
Location
Manager
Learner Status
Assigned On
Target Date

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Learning Element Status

Learning Element Completion Date

Overall Summary (including Child Organizations) for
Total Assigned Learners (including Child Organizations)

Path

Module

Learning Element

Complete

Not Complete

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Distribution of Scheduled Offerings

(Learning Administrator)

Description

This report enables administrators to identify total scheduled offerings for a specified course measured by the number of times scheduled during a period, top 10 offering templates.

Report Parameters

Enter 2 digit month (eg: 01-12)*

Enter 4 digit year (eg: 2000)*

Report Output

Offering

Total Offerings this month

Total Offerings scheduled for the month of MM YYYY

Pie chart with percentage representations

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Enrollment Dashboard for Admin - Learner's Registrations (Learning Administrator)

Description

This report enables administrators to identify all learners' registrations for a specified date range.

Report Parameters

Manager Name*
Learner Name
Offering Start Date After* (today's date - 90)
Offering Start Date Before* (today's date)
Show Scheduled Offerings
Show Self-paced Offerings
Show Physical Offerings
Show Cancelled, Late Cancelled, Dropped Enrollments
Show Confirmed Enrollments
Show Back Ordered Enrollments
Show Delivered and Shipped Enrollments
Show Enrollments With Pending Approval
Show Graph
Show Summary
Sort by
Show Terminated User
Display Unformatted Records

Report Output

Graphical Course of Enrollments in Different Statuses per Learner

Learner Name
Cancelled
Delivered

Tabular Course of Enrollments in Different Statuses per Learner

Learner Name
Cancelled
Delivered

Per Learner
Learner Name
Job Type

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Work Phone
Email
Course Title
Version
Delivery Type
Session Name
Offering Date Range
Package
Location
Registration Number
Registration Status
Order Item Status
Order Information
Results

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Enrollment Dashboard for Admin by External Organization (Local Learning Registrar)

Description

This report enables administrators to identify all external learner enrollments for a specified external organization.

Report Parameters

Evaluation Name*
Evaluation Submitted After* (today - 30)
Evaluation Submitted Before* (today)
Show Chart per Question
Show Details on Drilldown
Show Terminated Respondent
Display Unformatted Records

Report Output

Response Submitted From (date range)
Evaluation Title
Total Number of Respondents
Section Title
Question (text)
Total Responses (count)

Count of Respondents per Response
Graphical Chart
Tabular list

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Enrollment Dashboard for Admin by Internal Organization (People Administrator, Local Learning Registrar)

Description

This report enables administrators to identify all learner enrollments for a specified internal organization.

Report Parameters

Organization Name*
Learner Name
Offering Start Date After*
Offering Start Date Before*
Show Scheduled Offerings
Show Self-Paced Offerings
Show Physical Offerings
Show Cancelled/Late Cancelled/Dropped Enrolls
Show Confirmed Enrolls
Show Back Ordered Enrolls
Show Delivered/ Shipped Enrolls
Show Enrolls for Pending Approval
Show Graph
Show Summary
Sort by
Show Terminated Users
Display unformatted records

Report Output

Count of Enrollments in Different Statuses per Learner

Learner Name

Learner Name
Cancelled
Confirmed
Delivered
Total

Learner Name
Job Type
Work Phone

[Return to Table of Contents](#)

Email
Course Title
Version
Delivery Type
Session Name
Offering Date Range
Package
Location
Registration Number
Registration Status
Order Item Status
Order Information
Results

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Enrollment Dashboard for Admin by Learner (People Administrator, Local Learning Registrar)

Description

This report displays enrollment information for a given internal learner

Report Parameters

Learner Name*
Offering Start Date After*
Offering Start Date Before*
Show Scheduled Offerings
Show Self-Paced Offerings
Show Physical Offerings
Show Cancelled/Late Cancelled/Dropped Enrolls
Show Confirmed Enrolls
Show Back Ordered Enrolls
Show Delivered/ Shipped Enrolls
Show Enrolls for Pending Approval
Display unformatted records

Report Output

Learner Name
Job Type
Work Phone
Email

Course Title
Version
Delivery Type
Session Name
Offering Date Range
Package
Location
Registration Number
Registration Status
Order Item Status
Order Information
Results

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Enrollment Dashboard for Admin by Manager

(People Administrator, Local Learning Registrar)

Description

This report displays all learner enrollments for a given Manager's direct reports

Report Parameters

Manager Name*
Learner Name
Offering Start Date After*
Offering Start Date Before*
Show Scheduled Offerings
Show Self-Paced Offerings
Show Physical Offerings
Show Cancelled/Late Cancelled/Dropped Enrolls
Show Confirmed Enrolls
Show Back Ordered Enrolls
Show Delivered/ Shipped Enrolls
Show Enrolls for Pending Approval
Show Graph
Show Summary
Sort by
Show Terminated Users
Display unformatted records

Report Output

Count of Enrollments in Different Statuses per Learner

Learner Name
Cancelled
Confirmed
Delivered
Total

Learner Name
Job Type
Work Phone
Email
Course Title
Version
Delivery Type

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Session Name
Offering Date Range
Package
Location
Registration Number
Registration Status
Order Item Status
Order Information
Results

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Enrollment Dashboard for Learner

(Content Admin, Learner)

Description

This report displays enrollment information for a learner

Report Parameters

Offering Start Date After
Offering Start Date Before
Show Scheduled Offerings
Show Self-Paced Offerings
Show Physical Offerings
Show Cancelled/Late Cancelled/Dropped Enrolls
Show Confirmed Enrolls
Show Back Ordered Enrolls
Show Delivered/ Shipped Enrolls
Show Enrolls for Pending Approval
Display unformatted records

Report Output

Learner Name
Job Type
Work Phone
Email

Course Title
Version
Delivery Type
Session Name
Offering Date Range
Package
Location
Registration Number
Registration Status
Order Item Status
Order Information
Results

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Enrollment Dashboard for Manager

(Manager/Supervisor)

Description

This report displays all learner enrollments for a given Manager's direct reports

Report Parameters

Learner Name
Offering Start Date After*
Offering Start Date Before*
Show Scheduled Offerings
Show Self-Paced Offerings
Show Physical Offerings
Show Cancelled/Late Cancelled/Dropped Enrolls
Show Confirmed Enrolls
Show Back Ordered Enrolls
Show Delivered/ Shipped Enrolls
Show Enrolls for Pending Approval
Show Graph
Show Summary
Sort by
Show Terminated Users
Display unformatted records

Report Output

Count of Enrollments in Different Statuses per Learner

Learner Name

Cancelled

Delivered

Total

Learner name

Job Type

Work Phone

Email

Course Title

Version

Delivery Type

Session Name

Offering Date Range

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Package
Location
Registration Number
Registration Status
Order Item Status
Order Information
Results

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Evaluation Dashboard

(People Administrator, Local Learning Registrar, Learning Administrator)

Description

This report enables an administrator to see and analyze the responses submitted for an evaluation in a given date range.

Report Parameters

Evaluation Name*
Evaluation Submitted After*
Evaluation Submitted Before*
Show Chart per Question
Show Details on Drilldown
Show Terminated Respondent
Display Unformatted Records

Report Output

Response Submitted From (date range)
Evaluation Title
Total Number of Respondents
Section Title

Question (text)
Total Responses (count)

Count of Respondents per Response

Graphical Chart
Tabular list

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Experts for a Competency

(People Administrator, Local Learning Registrar)

Description

Experts for a Competency Organized by Proficiency across Organization.

Report Parameters

Competency Name*
Organization Name
Held Competency Level
Held Competency Level Operator
Experts Only

Report Output

Competency Name
Competency Description
Competency Group
Organization Name
Experts Only

Held Proficiency Level
Learner Name
Learner Username
Location
Organization
Expert
Number of Experts

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External Learner Record Audit Trail

(Local Learning Registrar)

Description

This report enables administrators to monitor all the audited changes made to an external learner record.

Report Parameters

External Learner Username*

Report Output

Date of Change
By User
Action
Attribute Change
Previous Value
Reason

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HHS Accounts: Deactivated/To-Be-Deactivated Report

(People Administrator, Local Learning Registrar, Learning Administrator)

Description

This report will provide a list of learner accounts that will be deactivated by a specific date or a list of learner accounts that have already been deactivated.

Report Parameters

Report Type*

Select One of the following: Organization ID (Use % to include sub-orgs)

Or Domain

Person Type

Number of Days (No entry will return all available results for the Deactivated report; Entry may not be greater than 120 for the To-Be-Deactivated report)

Report Output

Org ID

Last Name

First Name

HHS ID

Person Type

Manager/Supervisor

Email Address

Last Login Date

Deactivation Date

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HHS All Approvers by Org Report

(Manager/Supervisor, People Administrator, Local Learning Registrar, Learning Administrator)

Description

This report returns all the learners in an org and lists their Manager, Additional Approver on Orders and Alternate Manager(s).

Report Parameters

Org Name (Use % to include sub-orgs)*

Report Output

Last Name

First Name

HHS ID

Org Name

Person Status

Manager

Additional Approver on Orders

Alternate Manager

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HHS Certification/Curriculum Compliance/Exception Report

(People Administrator, Local Learning Registrar, Learning Administrator)

Description

Report on people in an organization (or its sub-orgs) who have, or have not, completed a specific certification/curriculum during the date range you specify. The results can be further refined using the employee EOD Date, Certification/Curriculum Domain, and Person Type. This report was custom developed by NIH.

Report Parameters

Certification Title
Curriculum Title
From Date*
To Date*
Organization ID (Use % to include sub-orgs)*
EOD Start Date (mm/dd/yyyy)
EOD End Date (mm/dd/yyyy)
Certification/Curriculum Domain Certification/Curriculum Domain
Person Type
Report Type*
Person Status

Report Output

Org ID
Last Name
First Name
HHS ID
EOD Date
Person Type
Manager
Email
Completion Date

Compliance/Exception Percentage

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HHS Competency Assessment by Competency Detail

(People Administrator, Local Learning Registrar, Learning Administrator)

Description

This report will provide competency assessment information on learner, by competency.

Report Parameters

Competency Name*
Organization ID*
Grade, Level, Class, Rank, or Pay Band
Start Date
End Date

Report Output

Last Name
First Name
HHS ID
Grade, Level, Class, Rank, or Pay Band
Org ID
Target Level
Manager Levels
Self Level
Held Level
Gap
Assessment Date

Totals (summary)

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HHS Competency Assessment Detail by Job Series/Organization (People Administrator, Local Learning Registrar, Learning Administrator)

Description

This report will provide competency assessment information on learner, by job type.

Report Parameters

Job Series
Organization ID*
Grade, Level, Class, Rank, or Pay Band
Start Date (mm/dd/yyyy)
End Date (mm/dd/yyyy)

Report Output

Job Series
Organization ID
Grade, Level, Class, Rank, or Pay Band
Start Date
End Date

Org ID
Last Name
First Name
HHS ID
Grade, Level, Class, Rank, or Pay Band
Competency Name
Assessment Date
Target Level
Manager Level
Self Level
Held Level
Gap
Total Gap

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HHS Competency Summary by Job Series/Organization

(People Administrator, Local Learning Registrar, Learning Administrator)

Description

This report will provide competency assessment information on learner, by job series and/or organization.

Report Parameters

Organization ID*
Job Series
Grade, Level, Class, Rank, or Pay Band
Start Date (mm/dd/yyyy)
End Date (mm/dd/yyyy)

Report Output

Competency Name
% Below
% On Target
% Above
People Assessed Below
People Assessed Above
Total # Assessed

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HHS Continuing Education Plan Progress Report

(People Administrator, Local Learning Registrar, Learning Administrator)

Description

This report will allow admins to see the total credits earned by those individuals toward a specified CE Plan.

Report Parameters

CEP Title 1 (min 6 characters, not including spaces or wild cards)*

CEP Title 2

CEP Title 3

CEP Title 4

CEP Title 5

Person Status*

Organization ID*

Include Child Organizations

Audience Type

Report Output

CEP Title

Start Date

End Date

Grace Period

FOS/Total Credits

Org

Last Name

First Name

HHS ID

Person Type

Status

Manager

Email

Pay Plan

SUP Status

Total Credits

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HHS Course Catalog Report

(People Administrator, Local Learning Registrar, Learning Administrator)

Description

This report enables an administrator to pull a Course Catalog by Domain, Course Title, Category, Delivery Type, Competency and/or Job.

Report Parameters

Domain*
Course Title
Category
Competency Name
Delivery Type
Keyword
Display Course URL

Report Output

Course Title
Course ID
Description
Category
Competency
Delivery Type
Domain
Open Offering

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HHS Course Completion Counts

(Learning Administrator)

Description

Custom report that gathers all course completion counts for a month-year combination

Report Parameters

Course Completion Date (Only month and year will be utilized)*

Domain*

Organization ID

Include Child Organizations

Report Output

Title

Completion Count

Grand Total

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HHS Course Compliance/Exception Report by Organization

(Manager/Supervisor, People Administrator, Local Learning Registrar, Learning Administrator)

Description

Report on people in an organization (or its sub-orgs) who have, or have not, completed a specific course or equivalent during the date range you specify. The results can be further refined using the employee EOD Date, Course Domain, and Person Type. This report was custom developed by NIH.

Report Parameters

Course Title (Equivalents incl. in results)*

From Date*

To Date*

Organization ID*

Include Child Organizations

EOD Start Date (mm/dd/yyyy)

EOD End Date (mm/dd/yyyy)

Course Domain

Person Type -

Person Status*

Report Output

Org ID

Last Name

First Name

HHS ID

EOD Date

Manager

Email

Completion Date

Pay Plan

Person Status

Suprv Code

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HHS Course Enrollment Details by Audience Type (Learning Administrator)

Description

The Course Enrollment Details by Audience Type report enables administrators to identify by course, organization, and Audience Type/Sub-Type, all learner enrollment details for a given date range. The report provides the option to return course enrollments by organization grouped by all of the learner's Audience Type/Sub-Types, or just for a specific Audience Type/Sub-Type.

Report Parameters

Course Title*
Starting Enrollment Date*
Ending Enrollment Date*
Person Type
Organization ID
Enrollment Status
Audience Type/Sub-Type

Report Output

Last Name
First Name
HHS ID
Org ID
Person Type
Stats
Enrollment Status
Enrollment Date
Start Date
Offering ID
Completion Date
Supervisory Code

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HHS EEO Compliance Statistics Report (Learning Administrator)

Description

HHS EEO Compliance Statistics Report

Report Parameters

Course Title*

Start Date*

End Date*

Renewal Period (# Days)*

Compliance Value (# of Days)*

Domain

Person Type

Report Output

Total number of FTE

Total # of completion

Number of FTW within EOD date range

Compliance within (Compliance Value) days

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HHS Enrollment Snapshot Report

(Learning Administrator)

Description

This report returns a snapshot of roster details for offerings of a given owner, course or domain in a given date range.

** Note: One of the following parameters shall also be required: Offering Owner, Course ID, Domain. The Date range not to exceed one year.

Report Parameters

Offering Owner
Course ID
Domain
From Date*
To Date*

Report Output

Title
Course ID
Offering ID
Start Date
Min Cnt
Max Cnt
Approved
Pending
Waitlisted
Approval Not Required
Customer Service Representative

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HHS Evaluation Dashboard Report

(People Administrator, Local Learning Registrar, Learning Administrator)

Description

This report enables an administrator to see and analyze the responses submitted for an evaluation in a given date range.

Report Parameters

Evaluation Name*

Evaluation Submitted After*

Evaluation Submitted Before*

Show Terminated Respondent

Show Chart Per Question

Show Details on Drilldown

Display Unformatted Records

Report Output

Evaluation Title

Section Question

Question

Respondent

Response

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HHS Mandatory Training by Audience Type Report

(People Administrator, Local Learning Registrar, Learning Administrator)

Description

Report on people in an organization (or its sub-orgs) who have, or have not, completed a specific course or equivalent during the date range you specify by an audience type. You may also exempt an audience type from the report. The results can be further refined using the Person Type or Person Status.

Report Parameters

Course Title*
Course Equivalents
From Date*
To Date*
Organization ID (Use % to include sub-orgs)*
Mandatory Audience Type*
Exempt Audience Type
Person Type
Person Status*

Report Output

Org ID
Last Name
First Name
HHS ID
EOD Date
Person Type
Manager
Email
Audience Type
Completion Date
Pay Plan
Person Status
Suprv Code

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HHS No Show Report

(People Administrator, Local Learning Registrar, Learning Administrator)

Description

The No-Show report will allow OPDIVs to generate statistics and tabulate lost training dollars caused by seats not being occupied.

Report Parameters

Offering – Start Date (Greater Than or Equal)*

Offering – End Date (Less Than or Equal)*

Organization ID*

Include Child Organizations

Course Domain

Report Output

Org Name

Last Name

First Name

HHS ID

Email

Manager

Manager Email

Title

Offering ID

Offering Start Date

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HHS Order History Report

(People Administrator, Local Learning Registrar, Learning Administrator)

Description

This report enables administrators to create an order history report for a specific organization, audience type or learner.

Report Parameters

Order Creation From*

Order Creation To*

Org ID (must be 2 char. min., use % to inc.sub-orgs, 3 months max.)

Audience Type (3 months max.)

Learner Name (no restriction on date range)

Delivery Type (Optional)

Report Output

Org ID

Learner Name

HHS ID

Offering Domain

Order Creation Date

Order Number

Document/Order Item Number

Order Item Status

Delivery Type

Course Name

Course ID

CAN Number

Price

Offering Start Date

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HHS Training Completion Detail

(People Administrator, Local Learning Registrar, Learning Administrator)

Description

Custom report that displays transcript detail based on 3 required parameters and 4 optional parameters

Report Parameters

Course Title (Equivalent incl. in results)*
Completion Start Date*
Completion End Date*
Organization ID (Use % to include sub-orgs)*
EOD Start Date (mm/dd/yyyy)
EOD End Date (mm/dd/yyyy)
Person Type
Person Status

Report Output

Order ID
Last Name
First Name
HHS ID
EOD Date
Manager
Email
Completion Date
Course Title

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HHS Training Completions by Offering Domain Report

(People Administrator, Local Learning Registrar, Learning Administrator)

Description

This report returns learner completion details for offerings for a given date range and offering domain. Required parameters are the date range, Offering Domain, Org Code, and Delivery Type. Optional parameters are Category, Course ID, Supervisory Code, and Job Series. ** Note: The date range, offering domain, org code, and delivery type parameters are required. The date range is not to exceed six months.

Report Parameters

Completion Date From*
Completion Date To (Date range not to exceed 365 days)*
Offering Domain*
Org Code (1 characters required. Use % to include sub-orgs)*
Delivery Type*
Category
Course ID
Audience Type
Supervisory Code
Job Series

Report Output

Sub Op Div
Org Code
Delivery Type
HHS ID
Last Name
First Name
Person Type
Person Status
Course Title
Course ID
Offering Start Date
Offering End Date
Date Marked Complete

Class Location

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HHS Course Completion Counts

(Learning Administrator)

Description

Custom report that gathers all course completion counts for a month-year combination

Report Parameters

Course Completion Date*

Course Domain*

Organization ID

Include Child Organizations

Report Output

Title

Completion Count

Grand Total

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Internal Learner Certifications Details for Manager

(Manager/Supervisor, People Administrator, Learning Administrator)

Description

This report enables managers to identify all certification details associated with their direct reports. Any E-signature information is also displayed.

Report Parameters

Manager Username*

Show Terminated User

Report Output

Manager

Internal Learner

Certification

E-Signature Information

Granted On

Owner

Reason

Certification History

Certification Version

Status

Acquired On

Expiration Date

Path

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Internal Learner Certifications Details by Organization (Learning Administrator)

Description

This report enables administrators to identify all certification details associated with internal learners for a given organization. Any E-signature information is also displayed.

Report Parameters

Organization Name*

Report Output

Organization
Internal Learner
Certification
E-Signature Information
Granted On
Owner
Reason
Certification History

Certification Version
Status
Acquired On
Expiration Date
Path

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Internal Learner Curricula

(Content Admin, Learner)

Description

This report displays all courses for each curriculum associated with a specific internal learner.

Report Parameters

None - run on demand

Report Output

Learner
Organization
Work Phone
Email

Curriculum
Title
Reg #
Completed
Score
Grade
Start Date
Location

[Return to Table of Contents](#)

Internal Learner Curricula by Learner

(People Administrator, Local Learning Registrar)

Description

This report displays all courses for each curriculum associated with a given internal learner.

Report Parameters

Internal Learner Username*

Report Output

Learner
Organization
Work Phone
Email

Curriculum
Title
Reg #
Completed
Score
Grade
Start Date
Location

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Internal Learner Record Audit Trail

(People Administrator, Local Learning Registrar)

Description

This report enables administrators to monitor all the audited changes made to an internal learner record.

Report Parameters

Internal Learner Username*

Report Output

Internal Learner Name

Date of Change

By User

Action

Attribute Change

Previous Value

Reason

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Internal Learners Certification Details

(Content Admin, Learner, People Administrator, Local Learning Registrar, Learning Administrator)

Description

This report enables administrators to identify all certification details associated with an internal learner. Any E-signature information is also displayed.

Report Parameters

Learner Username*

Report Output

Internal Learner

Certification

E-Signature Information

Granted On

Owner

Reason

Certification History

Certification Version

Status

Acquired On

Expiration Date

Path

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Master Schedule of Open Offerings (Learning Administrator)

Description

Master schedule of open scheduled offerings

Report Parameters

Offering Start Date Beginning Range*

Offering Start Date Ending Range*

Report Output

Offering No

Dates

Course ID/Title

Location

Instructor(s)

Offering Status

Display on Web?

Max Seats

Taken

Waitlisted

Total Offerings Listed

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Monthly Course Enrollments

(Learning Administrator)

Description

This report enables administrators the ability to view all monthly course enrollments for one year.

Report Parameters

Year*

Month (Enter month number)

Report Output

Course Name

JAN

FEB

MAR

APR

MAY

JUN

JUL

AUG

SEP

OCT

NOV

DEC

Total

Monthly Average

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Monthly Course Enrollments Revenue

(Learning Administrator)

Description

This report enables administrators the ability to view all monthly course enrollment revenue for one year.

Report Parameters

Year*

Report Output

Course Name

JAN

FEB

MAR

APR

MAY

JUN

JUL

AUG

SEP

OCT

NOV

DEC

Total

Monthly Average

Total

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Most Active Users

(Local Learning Registrar)

Description

This report enables an administrator to see the top N most active users based on their logins.

Report Parameters

Start Date*
End Date*
Show Top N (N Between 1 and 500)*
Organization
Location
Job Type

Report Output

Period From
Period To
Show Top
Organization
Job Type
Location

User Name
Total Logins

[Return to Table of Contents](#)

NIH All Approvers by AAO Report

(Manager/Supervisor, People Administrator, Local Learning Registrar, Learning Administrator)

Description

This report returns all the learners in an org and lists their Manager, Additional Approver on Orders and Alternate Manager(s).

Report Parameters

Additional Approver On Order (AAO)*

Report Output

Last Name

First Name

HHS ID

Org Name

Person Status

Manager

Additional Approver on Orders

Alternate Manager

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NIH All Approvers by Audience Type Report

(People Administrator, Local Learning Registrar, Learning Administrator)

Description

This report returns all the learners in an audience type and lists their Manager, Additional Approver on Orders and Alternate Manager(s).

Report Parameters

Additional Approver On Order (AAO)*

Report Output

Last Name
First Name
HHS ID
Org Name
Person Status
Manager
Additional Approver on Orders
Alternate Manager

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NIH CLP Transcript Completions Report

(Manager/Supervisor, People Administrator, Local Learning Registrar, Learning Administrator)

Description

This report returns learner completion details for offerings for a given date range and offering domain. Required parameters are the Field of Study name, CLPs From Date, CLPs To Date, and Delivery Type. An optional parameter is the Supervisory Code. ** Note: The date range is not to exceed three years.

Report Parameters

Field of Study Name*

CLPs From Date*

CLPs To Date (Date range not to exceed 3 years)*

Org Code (2 characters required. Use % to include sub-orgs)

Person Name

Supervisory Code

Report Output

Org Code

Last Name

First Name

NIH ID

Supervisory Code

Course Name

Course ID

Offering Start Date

Offering End Date

Completion Date

CLP's (Credits)

CLP Total for Learner Name

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NIH CLP Transcript Completions Report for Learner (Learner)

Description

This report displays the credits earned by the learner for each field of study attached to the course/offering post course completion for a given date range. ** Note: The date range is not to exceed three years.

Report Parameters

CLPs From Date (Date range not to exceed 3 years)*
CLPs To Date*

Report Output

Course Name
Course ID
Offering Start Date
Offering End Date
CLP's (Credits)

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NIH Compliance Statistics

(Learning Administrator)

Description

Report on the percentage of learners who took a specified course (or its equivalents) during a specific date range, as well as the percentage of new learners who took the specified training (or its equivalents) within a specified number of days after their Entry On Duty (EOD) date. When no Organizational ID is specified, the report returns the results for all ICs. The results can be further refined using a specific Organizational ID and Person Type.

Report Parameters

Course Title*
Compliance Start Date*
Compliance End Date*
Person Type
Organization ID (3 characters max.)
EOD Start Date*
EOD End Date*
Compliance Days for New Employees (# of Days)*

Report Output

IC Name
Total # Accounts
Total # Completions (Compliance Date Range)
% of Completions
Total # Accounts w/EOD (EOD Date Range)
Accounts Targeted for Compliance
Compliance within (Compliance Days) days
% of Completions

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NIH Default AAO by Org Report

(People Administrator, Learning Administrator)

Description

This report returns all the default Additional Approvers for Orders (AAOs) for NIH as new staff are on-boarded.

Report Parameters

Org Name (Use % to include sub-orgs)*

Report Output

Org Name
AAO Last Name
AAO First Name
AAO HHS ID
AAO Org Name

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NIH Internal Learner History

(Content Admin, Learner)

Description

This report displays transcript information for an internal learner.

Report Parameters

Completion Date After
Completion Date Before

Report Output

Internal Learner
Job Type
Organization ID
Organization Name
Email

Title
Version
Delivery
Completion Status
Completion Date
Credits

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NIH Internal Learner History by Learner

(People Administrator, Local Learning Registrar, Learning Administrator)

Description

This report displays transcript information for a given internal learner during a period of time.

Report Parameters

Internal Learner Name*
Completion Date After*
Completion Date Before*

Report Output

Internal Learner
Job Type
Organization ID
Organization Name
Email
Title
Version
Delivery
Completion Status
Completion Date
Credits

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NIH Missing NED Servicing AOs by Org

(People Administrator, Local Learning Registrar, Learning Administrator)

Description

This report returns individuals in each Organization whose Additional Approver for Orders is missing. The report lists the learner's name, HHSID, Org ID and Person Type.

Report Parameters

Org Code (2 characters minimum required. Use % to include sub-orgs)*

Report Output

Last Name

First Name

HHS ID

Org Code

Person Type

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NIH Order Approvals by Org/Approver

(Content Admin, Manager/Supervisor, Learner, People Administrator, Local Learning Registrar, Learning Administrator)

Description

This report returns all FULLY APPROVED NIHTC orders (not cancelled or dropped) by Org or Approver. These are order approvals made by a Manager, Alternate Manager, AAO, or a LMS administrator during a specified date range (not to exceed 365 days).

Report Parameters

From Order Approval Date*

To Order Approval Date* (the date range must not exceed 365 days)*

Org Name (Use % to include sub-orgs)

Approver Name (If Org and Approver not populated, default to user running report)

Report Output

From Order Approval Date

To Order Approval Date

Org Name

Approver Username

Additional Approver

HHS ID

Learner Name

Order Creation Date

Order Number

Document # for Order Line Item

Course Title

Course ID

Start Date

End Date

Price

CAN

Approval Date

Approver Name

Approver HHS ID

Manager

HHS ID

Learner Name

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Order Creation Date
Order Number
Document # for Order Line Item
Course Title
Course ID
Start Date
End Date
Price
CAN
Approval Date
Approver Name
Approver HHS ID

Other
HHS ID
Learner Name
Order Creation Date
Order Number
Document # for Order Line Item
Course Title
Course ID
Start Date
End Date
Price
CAN
Approval Date
Approver Name
Approver HHS ID

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NIH Order Reconciliation Report

(People Administrator, Local Learning Registrar, Learning Administrator)

Description

This report is needed to reconcile the NIHTC training orders in the LMS with the NBS financial transaction data. The results can be further refined using the Organization, Document Number, or a specific CAN.

Report Parameters

From Order Creation Date*

To Order Creation Date (the date range must not exceed 1 year)*

Enter at least one option:

Organization ID (must be three (3) character minimum, use % to include sub-orgs)

Document # / Order Line Item (you must enter eight (8) numeric characters Ex: 01435560)

CAN # (you must enter seven (7) numeric characters Ex: 8339269)

Report Output

Org Code

Order Creation Date

Order #

Document # Order Line Item

Order Item Status

Last Name

First Name

Person Type

Person Status

Course Title

Course ID

Offering Start Date

CAN

NBS Process Status

Price

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NIH Payroll CAN by Org Report

(People Administrator, Local Learning Registrar, Learning Administrator)

Description

This report returns all the learners in an org and lists their Payroll CAN (Account Code).

Report Parameters

Org Name (Use % to include sub-orgs)*

Report Output

Last Name

First Name

HHS ID

Org Name

Person Status

Person Type

Payroll CAN (Account Code)

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NIH Registrations Needing Approval

(Content Admin, Manager/Supervisor, Learner, People Administrator, Local Learning Registrar, Learning Administrator)

Description

This report shows the pending registrations that need the current user's and/or approver's approval as a Manager, Alternate Manager and/or Additional Approver on Orders.

Report Parameters

Do NOT generate my pending approvals list
Approver Name

Report Output

Do NOT generate my pending approvals list
Approver Name

As Manager
Username
Learner Name
Order Number
Title
Code
Start Date
End Date
Price
Can Entered
Payroll Can (Account
Pending Approval By

As Additional Approvers On Orders
Username
Learner Name
Order Number
Title
Code
Start Date
End Date
Price
Can Entered

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Payroll Can (Account)
Pending Approval By

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NIH Roster Report (Learning Administrator)

Description

This report enables administrators to identify all learners in a given offering, including email addresses, by registration status, and print a class sign-in sheet.

Report Parameters

Offering Number(Offering cannot exceed more than 5 sessions)*

Report Output

Course Title
Offering ID
Start Date
End Date
Owner/CSR
Location Name
Facility Name
Room
Session Name
Student Count
Last Name
First Name
Org ID
Order #
Reg. Status
Session Initials
Signature

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NIH Training Completion Details - Wildcard

(People Administrator, Local Learning Registrar, Learning Administrator)

Description

Custom report that displays transcript detail based on 3 required parameters and 4 optional parameters. The title field is a free from text box where the user can put in all or a portion of the course title. However they must enter in at least eight (8) alphanumeric characters.

Report Parameters

Course Title (you must enter at least eight(8) alphanumeric characters)*

Completion Start Date*

Completion End Date*

Organization ID (Use % to include sub-orgs)*

EOD Start Date (mm/dd/yyyy)

EOD End Date (mm/dd/yyyy)

Person Type

Person Status

Report Output

Course Title

From Date

To Date

Organization ID

EOD Start Date

EOD End Date

Person Type

Person Status

Org ID

Last Name

First Name

Username

EOD Date

Manager

Email

Completion Date

Person Status

Course Title

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Offering and Learner Day by Learners

(Learning Administrator)

Description

Offering and Learner Days for Internal Vs External Learners for a given month. Also described within the report.

Report Parameters

Enter a 2 digit month (eg: 01-12)*

Enter a 4 digit year (eg: 2000)*

Report Type

Report Output

External Learners

Course

Offering Days

Learner Days

Learner Count

Totals for External

Internal Learners

Course

Offering Days

Learner Days

Learner Count

Totals for Internal

[Return to Table of Contents](#)

Offering and Learner Days

(Learning Administrator)

Description

Offering and learner days comparison for a given month. Also described within the report.

Report Parameters

Enter a 2 digit month (eg: 01-12)*

Enter a 4 digit year (eg: 2000)*

Report Type

Report Output

Course

Offering Days

Learner Days

Learner Count

Totals for Month

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Offering and Learner Days by Location

(Learning Administrator)

Description

Offering and learner days comparison for each location, for a given month.

Report Parameters

Enter a 2 digit month (eg: 01-12)*

Enter a 4 digit year (eg: 2000)*

Report Output

Location

Course

Offering Days

Learner Days

Learner Count

Totals for Location

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Offering Utilization Report

(Learning Administrator)

Description

This report enables an administrator to identify the utilization of session based offerings by classifying them as over booked, under booked or filled capacity.

Report Parameters

Start Date*
End Date*
Offering Location

Report Output

Period From:
Period To:
Offering Location:
Offering Utilization Summary pie chart
Offering Utilization
Offering Name
Offering ID
Location
Planned Seats
Registrations
Utilization %
Utilization Status
Orders by Location

Description

Offering registrations by Location for scheduled offerings

Report Parameters

Location Name
Offering Start Date Beginning Range*
Offering Start Date Ending Range*

Report Output

Location

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Course
Delivery Type
Offering Number
Date(s)
Order No
Learners Name
Phone
Organization
Reg Status

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Overbooked Offerings Report (Learning Administrator)

Description

This report enables an administrator to view the top 10 overbooking managers, organizations, locations and jobs.

Report Parameters

Period From*

Period To*

Show Chart For Top 10:*

Report Output

Job Type:

Top 10 Overbooking Job Types bar chart

Manager:

Top 10 Overbooking Managers bar chart

Location:

Top 10 Overbooking Locations bar chart

Organization:

Top 10 Overbooking Organization bar chart

Overbooked Offerings

Offering Name and Offering ID

Location

Planned Seats

Registrations

Overbooked Seats

Overbooked Users

Job Type

Manager

Organization

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Plan Detail by Manager

(Manager/Supervisor)

Description

This report provides the manager the ability to view the summary and status of various activities that have been assigned to the team. The managers using the report can select the plan type and the name of the plan for which report is being fetched

Report Parameters

Plan Form*

Plan Status*

Show Terminated User

Report Output

Plan Form Name

Plan Status

Manager Name

Person Name

Total Number of Items

Number of Items Completed on Time

Number of Items Completed Late

Number of Items Past Due

Number of Items Incomplete

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Popularity of Physical Offerings

(Learning Administrator)

Description

This report shows the top Physical Offerings based on the registrations for a given date range

Report Parameters

Offering Start Date Beginning Range*

Offering Start Date Ending Range*

Report Output

Top 3 Physical offering pie chart

Course Name

Count

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Popularity of Scheduled Offerings

(Learning Administrator)

Description

Scheduled offering popularity determined by open and waitlisted registrations, top 10 offerings

Report Parameters

Offering Start Date Beginning Range*

Offering Start Date Ending Range*

Report Output

Top 10 Scheduled Offerings pie chart

Offering No

Total Registrations

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Popularity of Self-Paced Offerings

(Learning Administrator)

Description

Self-paced offering popularity determined by registrations, top 10 offerings

Report Parameters

Offering Start Date Beginning Range*

Offering Start Date Ending Range*

Report Output

Top 10 Self-Paced Offering totals

Top 10 Self-Paced Offering pie chart

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Prerequisite In-Line Report by Internal Organization (Learning Administrator)

Description

This report enables administrators to identify the names of internal persons who have completed the prerequisite for an offering and are in-line to take the next offering.

Report Parameters

Course No.*
Organization Name*
City Name
Show Graph
Show Terminated Users
Display Unformatted Records

Report Output

Prerequisite Course
Student Name
Organization Name
Manager Name
Job Type
City Name
Next Course No.
Next Course Name

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Private Offerings by External Organization

(People Administrator, Local Learning Registrar, Learning Administrator)

Description

This report enables administrators to identify all private offerings for a specified External organization.

Report Parameters

External Organization Name*

Report Output

Organization Details
Organization Address
Name
Account #
Phone
Fax

Course Name
Offering ID
Dates
Sessions
Order No
Order Status
Instructor
Total Price
Location

[Return to Table of Contents](#)

Private Offerings Revenue by Location

(Local Learning Registrar, Learning Administrator)

Description

This report enables administrators the ability to view the revenue generated by private offerings ordered by all locations.

Report Parameters

Start date after*
Start dare before*

Report Output

Location Name
Order No
Order Status
Course Name
Offering No
Item Status
Currency
Price
Revenue
Adjust
Total

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Qualified Instructors with Course (Learning Administrator)

Description

Courses and all delivery types, with qualified instructors

Report Parameters

Course Name*

Report Output

Instructor Name

Phone

Organization

Manager

MgrPhone

Delivery Type

Total Number of Qualified Instructors for this offering

[Return to Table of Contents](#)

Revenue by Location

(Learning Administrator)

Description

Revenue by Location

Report Parameters

Order Creation Date Beginning*

Order Creation Date Ending*

Report Output

Revenue by Location line chart

Location

Course

Delivery Type

Offering Number

Start Date

Max Seats

Sold Seats

Available Seats

Reg No

List Price

Currency

Offering Revenue

Adjust

Offering Status

Total for Offering

Total for Delivery Type

Total for Course

Total for Location

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Revenue Distribution: Top Ten (Learning Administrator)

Description

This report enables administrators to identify the top ten (10) revenue generating learning offerings for a specific period.

Report Parameters

Start date after*
Start date before*

Report Output

Revenue Distribution: Top Ten pie chart
Offering Type
Offering Name
Currency
Total Revenue
Grand Total

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Revenue Expectations for Physical Offerings

(Learning Administrator)

Description

This report enable administrators the ability to view the expected profit/loss for physical offerings for a specific period.

Report Parameters

Ship date after*
Ship date before*

Report Output

Ship Date
Order Number
Item Title
Currency
No of Unites
List Price
Unit Price
Total Cost
Expected Revenue
Gross Profit
Order level totals
Total

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Room Scheduling Worksheet

(Learning Administrator)

Description

This report enables administrators the ability to view the calendar, for the next five weeks, showing classrooms in a specified location with descriptions of what classes are happening in those rooms. Specifically, it displays instructor name, scheduled offering name, session template, session number and scheduled offering time.

Report Parameters

Begin Date*

Location Name*

Report Output

Location Name

Room Name

Capacity

Weekly list

Date

Session

Offering Start and End Time

Offering ID

Course Name

Instructor Name

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Roster

(Learning Administrator)

Description

This report enables administrator to identify all learners in a given offering, including email addresses, by registration status.

Report Parameters

Offering Number*

Show Terminated Learner

Show Confirmed Users Only

Show Email Address

Report Output

Offering Number

Offering Date Range

Offering Template No

Location

Facility

Room Name

Offering Status

Enrolled

Class Type

Delivery Type

Instructor

Learner Name (and Username)

Reg No

Reg Status

Manager Approval

Work Phone

Fax

Organization Unit

Email Address

Order Item Status

Attendance Signature

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Roster: All Learners Email Addresses

(Learning Administrator)

Description

This report enables administrator to identify all learners in a given offering, including email addresses, by registration status.

Report Parameters

Offering Number*

Show Terminated Learner

Show Confirmed Users Only

Show Email Address

Report Output

Offering Number

Offering Date Range

Offering Template No

Location

Facility

Room Name

Offering Status

Enrolled

Class Type

Delivery Type

Instructor

Learner Name (and Username)

Reg No

Reg Status

Manager Approval

Work Phone

Fax

Organization Unit

Email Address

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Scheduled Offering Sign-in Sheet

(Learning Administrator)

Description

This report enables administrators the ability to prints out a sign-in sheet with a list of all registered learners for a specified scheduled offering. All confirmed registrations and number of empty seats are displayed.

Report Parameters

Offering Number*

Report Output

Course Title
Offering Number
Instructor Name
Location Name
Facility Name
Offering Date(s)
Offering Status
Room(s)
Session Name
Reg #
Student Name
Organization Name
Signature
Correct Spelling
Walk-ins

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Scheduled Offerings Roster by Order Status (Learning Administrator)

Description

This report enables administrator to identify all learners for offerings, including email addresses, by order item status with given date range.

Report Parameters

Location Name
Offering Start Date after*
Offering Start Date before*
Show Terminated Learner
Show Confirmed Users Only
Show Email Address

Report Output

Offering Number
Offering Date Range
Offering Template No
Location
Facility
Room Name
Offering Status
Enrolled
Class Type
Delivery Type
Instructor
Order Item Status
Learner Name
Reg No
Reg Status
Manager Approval
Work Phone
Fax
Organization Unit
Email Address
Order Item Status
Attendance Signature

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Security Role Members

(People Administrator, Local Learning Registrar)

Description

All people who belong to a given security role

Report Parameters

Security Role Name*

Report Output

Username

Organization

Security Role Domain

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Self-Paced Offering Definition Audit Trail (Learning Administrator)

Description

This report enables administrator to identify all the audited changes made to a self-paced offering. The Audited changes to Product (SOP) can have implications for Regulated industries, so this report shows all the changes that are tracked by Saba.

Report Parameters

Offering Number*

Report Output

Offering No
Date of change
By user
Action
Attribute Change
Previous Value
New Value
Reason

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Simple Security Role Report

(People Administrator, Local Learning Registrar)

Description

Displays granted privileges on all objects for a given Simple Security Role

Report Parameters

Security Role Name*

Report Output

Object Name

Privileges Granted

Assigned in Domain

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Survey Dashboard

(People Administrator, Local Learning Registrar)

Description

This report enables administrators to monitor the response summary and details for a given survey.

Report Parameters

Survey Name*
Response Submitted After*
Response Submitted Before*
Show Chart per Question
Show Details On Drilldown
Show Terminated Respondent
Display Unformatted Records

Report Output

Response Submitted From date range

Survey Title
Total Number of Respondents

Section Title

Question
Total Responses
Count of Respondents per Response chart
Response
Total Response
% Responses

Question
Response
Total Responses
% Responses
Respondent
Response

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Survey Detailed Results by Question

(People Administrator, Local Learning Registrar)

Description

Presents all responses and corresponding respondent, for a given Survey

Report Parameters

Survey Name*

Report Output

Survey Name

Section

Question Text

Answer

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Survey Detailed Results by Respondent

(People Administrator, Local Learning Registrar)

Description

This report enables administrators to monitor the answers of learners for a given survey

Report Parameters

Survey Name*
Response Submitted After*
Response Submitted Before*
Respondent Name Respondent
Show Terminated Respondent
Display Unformatted Records

Report Output

Response Submitted from Response Submitted After to Response Submitted Before
Survey Title

Respondent
Section Title
Question
Response

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System Dis-Engagement Trend Report for Administrator (People Administrator, Local Learning Registrar)

Description

This report enables an administrator to see the System Dis-Engagement Trend by Organization based on last logins of users in the system.

Report Parameters

Start Date*
End Date*
Organization*
Location
Job Type
Manager Name
Sort By
Group By Month
User Type

Report Output

Timeframe
Organization
Location
Manager
Job

System Dis-Engagement Trend
Non-Returning Users

Timeframe
Dis-Engagement Trend

Metrics Details
Month
Person Name
Manager Name
Job
Location
Last Login

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System Dis-Engagement Trend Report for Manager (Manager/Supervisor)

Description

This report enables a manager to see the System Dis-Engagement Trend for direct reportees based on their last logins in the system.

Report Parameters

Start Date*
End Date*
Sort By
Group By Month

Report Output

Timeframe
Organization
Location
Manager

System Dis-Engagement Trend
Non-Returning Users
Dis-Engagement Trend

Metrics Details
Person Name
Manager Name
Job
Location
Last Login
Date

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Usage report for Physical Offerings (Learning Administrator)

Description

Usage report for Physical Offerings

Report Parameters

Course Name

Offering Start Date Beginning Range*

Offering Start Date Ending Range*

Report Output

Offering Number

Registration Number

Registration Status

Learner Name

Username

Email

Organization Name

Parent Organization name

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Usage Report for Scheduled Offerings

(Learning Administrator)

Description

For a date range, scheduled offering seats available vs. seats filled

Report Parameters

Course ID

Offering Start Date Beginning Range*

Offering Start Date Ending Range*

Report Output

Course Name

Course (ID)

Offerings

Offering No

Session (template)

Dates

Location

Open/Delivered Registration

Waitlisted Registration

Cancelled Registration

Max Seats

Seats Avail

Seats Filled

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Usage Report for Self-Paced Offerings

(Learning Administrator)

Description

For a date range, registrations by self-paced offering

Report Parameters

Self-Paced Title

Order Creation Date Beginning Range*

Order Creation Date Ending Range*

Report Output

Offering name

Offering No

Registration No

Registration Status

Learner Name (and Username)

Email

Organization Name

Parent Organization Name

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Utilization of Classrooms in a Month

(Learning Administrator)

Description

Monthly classroom utilization for a given offering date range, by location

Report Parameters

Offering Start Date Beginning Range*

Offering Start Date Ending Range*

Report Output

Classroom Utilization bar chart

Room Name

Days Assign in MON/YEAR

Utilization Rate %

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Utilization of Equipment in a Month

(Learning Administrator)

Description

Monthly equipment utilization for a given offering date range, by location

Report Parameters

Offering Start Date Beginning Range*

Offering Start Date Ending Range*

Report Output

Equipment for
Utilization Rate % chart
Resource Name
Description
Days Assigned In
Utilization Rate (%)

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Utilization of Instructor in a Month

(People Administrator, Local Learning Registrar, Learning Administrator)

Description

Monthly person-resource utilization for a given offering date range, by location

Report Parameters

Offering Start Date Beginning Range*

Offering Start Date Ending Range*

Report Output

Resources in (Location)

Utilization Rate % bar chart

Resource Name

Days Assigned in Mon/Year

Utilization Rate (%)

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Virtual Classroom Report

(Manager/Supervisor, Learning Administrator)

Description

This report enables administrator to summarize user attendance and assessment details for any virtual classroom. The report displays the following information: time spent in the Centra session, attendance details, and evaluations taken by the student in the Centra session.

Report Parameters

Offering Number*

Report Output

Offering Name

Start Time

Duration

Leader

Attended

Absent

Report Date

First name

Last Name

Session

Start Time

End Time

Score

Status

Time Connected

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