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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Usage Report for Scheduled Offerings

Usage Report for Self-Paced Offerings

Utilization of Classrooms in a Month

Utilization of Equipment in a Month

Utilization of Instructor in a Month

Virtual Classroom Report
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.
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.
## Reports Listed by Category

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

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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.

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- 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
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- Internal Learner Curricula
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- NIH CLP Transcript Completions Report for Learner
- NIH Internal Learner History
- NIH Order Approvals by Org/Approver
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## Manager/Supervisor
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- Course Catalog for Manager
- Course Dashboard for Manager
- Curriculum Dashboard By Manager
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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.

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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
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
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
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
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
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
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
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
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
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
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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<table>
<thead>
<tr>
<th>Target Date</th>
<th>Learning Element Status</th>
<th>Learning Element Completion Date</th>
</tr>
</thead>
</table>


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
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
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
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
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
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
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
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
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
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
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
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
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
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
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
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
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

Return to Table of Contents
Total Learners Completions
Total Unassigned Learners
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
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
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
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
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
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
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
<table>
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<tr>
<th>Learning Element Status</th>
<th>Learning Element Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Overall Summary (including Child Organizations) for**

**Total Assigned Learners (including Child Organizations)**

<table>
<thead>
<tr>
<th>Path</th>
</tr>
</thead>
<tbody>
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<table>
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<th>Module</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Learning Element</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Not Complete</th>
</tr>
</thead>
</table>
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
<table>
<thead>
<tr>
<th>Path</th>
<th>Module</th>
<th>Learning Element</th>
<th>Complete</th>
<th>Not Complete</th>
</tr>
</thead>
</table>

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

Learning Element Status
Learning Element Completion Date
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
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

[Return to Table of Contents]
<table>
<thead>
<tr>
<th>Work Phone</th>
<th>Email</th>
<th>Course Title</th>
<th>Version</th>
<th>Delivery Type</th>
<th>Session Name</th>
<th>Offering Date Range</th>
<th>Package</th>
<th>Location</th>
<th>Registration Number</th>
<th>Registration Status</th>
<th>Order Item Status</th>
<th>Order Information</th>
<th>Results</th>
</tr>
</thead>
</table>

---

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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
**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

<table>
<thead>
<tr>
<th>Learner Name</th>
<th>Cancelled</th>
<th>Confirmed</th>
<th>Delivered</th>
<th>Total</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Learner Name</th>
<th>Job Type</th>
<th>Work Phone</th>
</tr>
</thead>
</table>

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

Return to Table of Contents
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
<table>
<thead>
<tr>
<th>Package</th>
<th>Location</th>
<th>Registration Number</th>
<th>Registration Status</th>
<th>Order Item Status</th>
<th>Order Information</th>
<th>Results</th>
</tr>
</thead>
</table>

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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
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
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
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
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
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
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)

Return to Table of Contents
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
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
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
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
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
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
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*
- Stating 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
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
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
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
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
**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
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
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 (Equivalents 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
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
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
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
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
**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
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
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
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
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
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
**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
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
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
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
**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
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)
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
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
**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
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
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
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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<th>End Date</th>
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<td>HHS ID</td>
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<td>Order Creation Date</td>
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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
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)
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
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
**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 form 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
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
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
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
| Course | Delivery Type | Offering Number | Date(s) | Order No | Learners Name | Phone | Organization | Reg Status |
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
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
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
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
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
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
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
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 date before*

Report Output

Location Name
Order No
Order Status
Course Name
Offering No
Item Status
Currency
Price
Revenue
Adjust
Total
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
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
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
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 Units  
List Price  
Unit Price  
Total Cost  
Expected Revenue  
Gross Profit  
Order level totals  
Total
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
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
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
Scheduled Offering Sign-in Sheet
(Learning Administrator)

**Description**

This report enables administrators the ability to print 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
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
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
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
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
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
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
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
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
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
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
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 %
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 (%)
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
Start Time
End Time
Score
Status
Time Connected