



LEARNING MANAGEMENT SYSTEM (LMS) **RUNNING THE NIH CLP TRANSCRIPT COMPLETIONS REPORT FOR LEARNER**

This QRG will guide approvers through the task of running the NIH CLP Transcript Completions Report for Learner. This report allows Managers and Supervisors to generate a report showing all transcript items that contain a Field of Study for a specific date range. The report can be run for the Learner themselves.

1. Log into the LMS.
2. Click the **Reports** link in the left navigation menu.

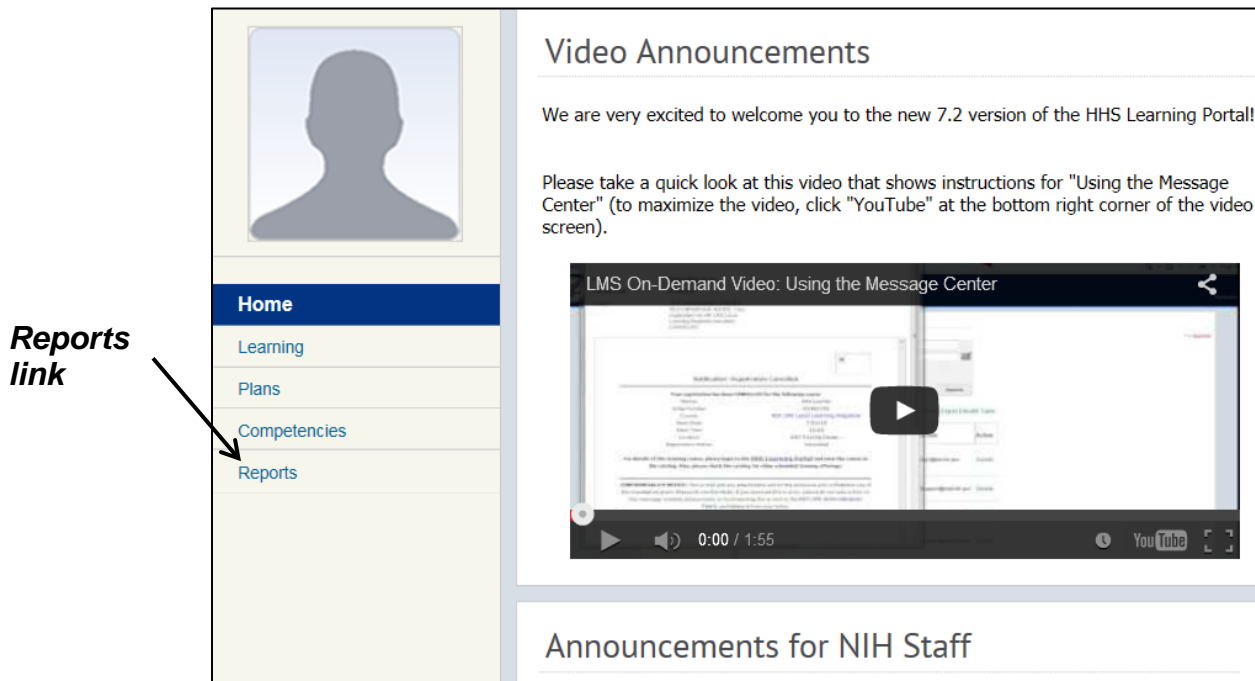


Figure 1 – Reports link

3. Enter NIH CLP in the Name field and click the **Search** button.

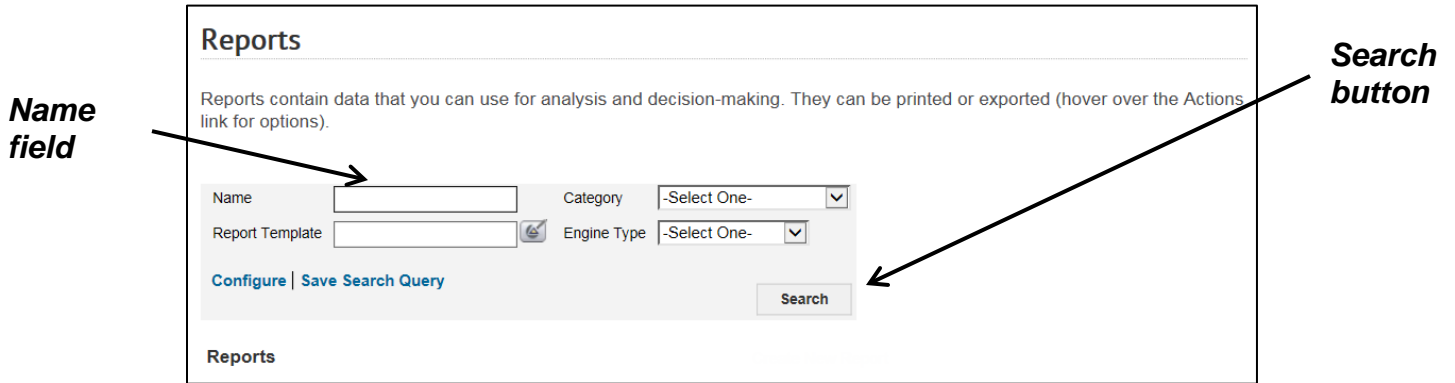


Figure 2 – Name field and Search button

4. Click the **Actions** link.

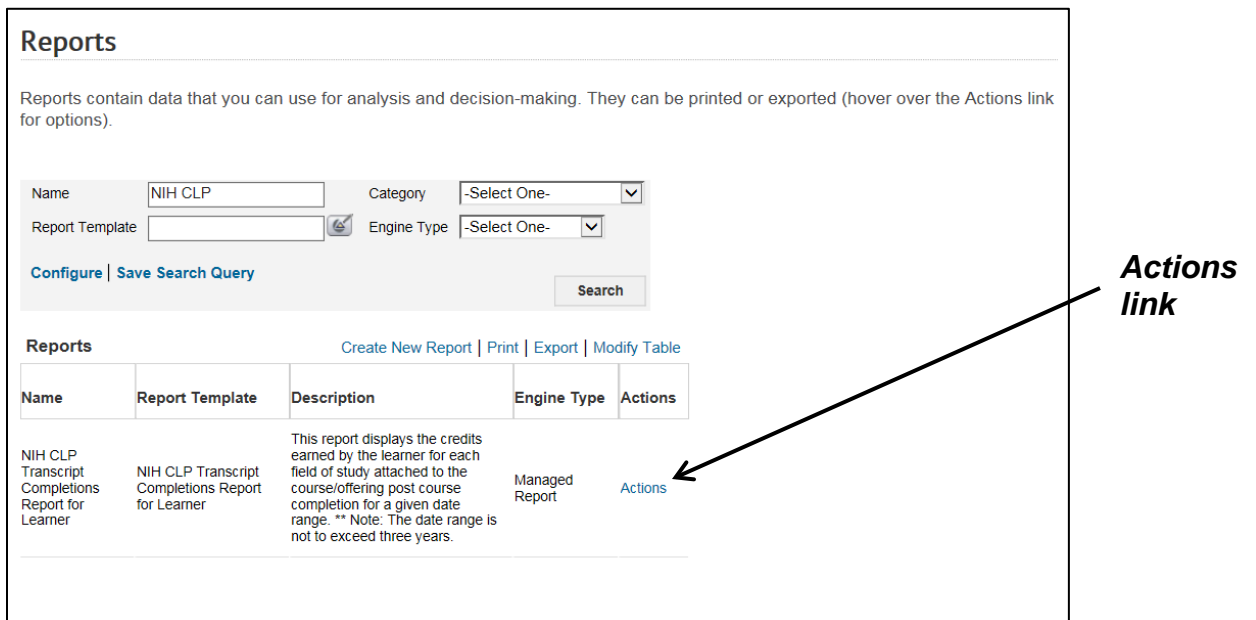


Figure 3 – Actions link

- Click the **Execute** link on the Actions activity menu.

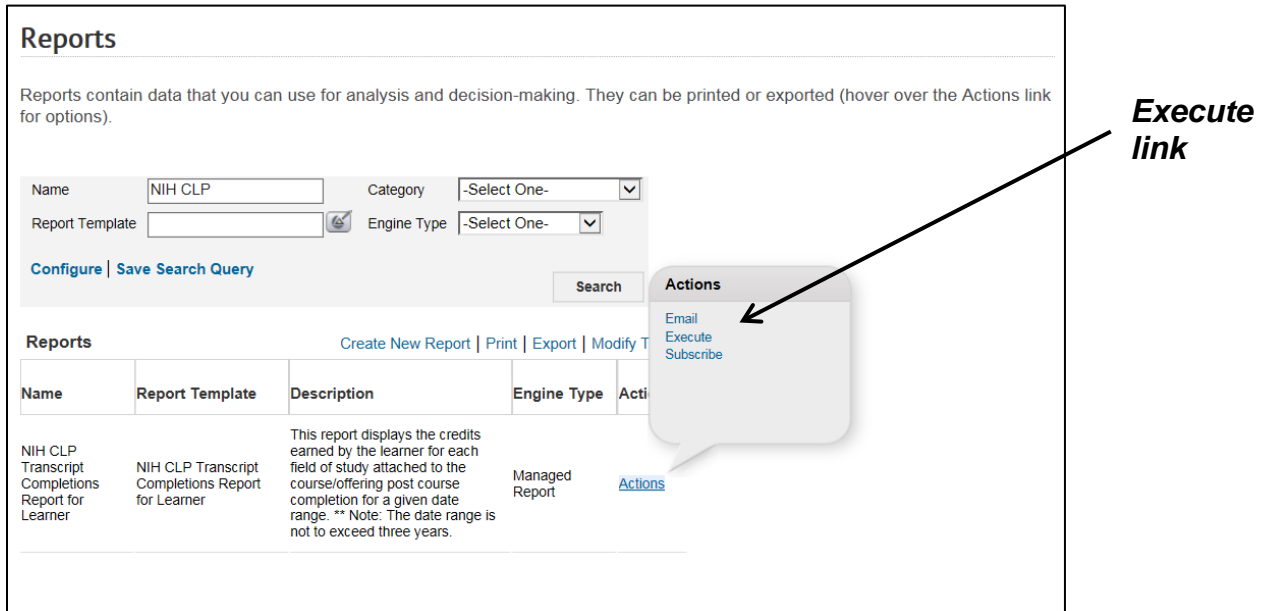


Figure 4 – Execute link on the Actions activity menu

- The report parameters screen appears. The CLPs From Date and CLPs To Date fields will be populated with the last three calendar years date range by default. You can use the CLPs From Date and CLPs To Date fields to change the date range, manually entering a date in MM/DD/YYYY format, or you can use the CLPs From Date and CLPs To Date pick icons to select a date range.

NOTE: The date range for the report cannot exceed 3 years.

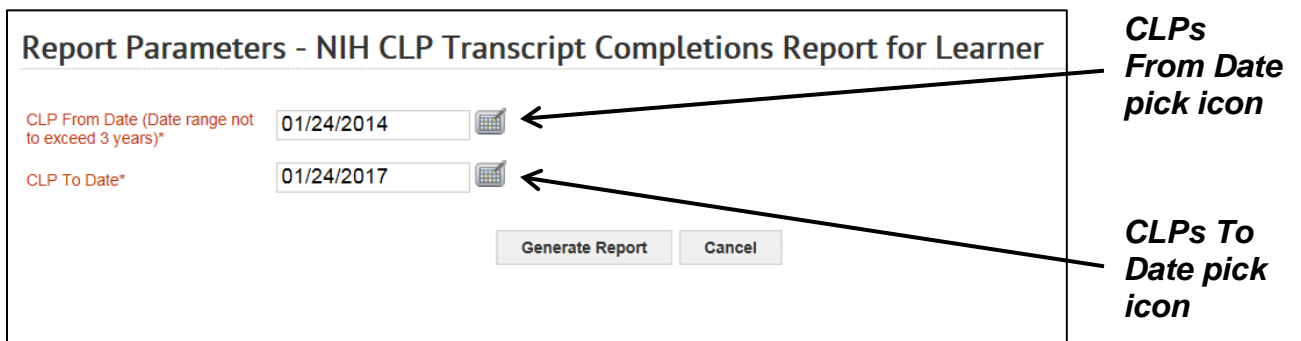


Figure 5 – CLPs From Date and CLPs To Date pick icons

- Click the **Generate Report** button.

Report Parameters - NIH CLP Transcript Completions Report for Learner

CLP From Date (Date range not to exceed 3 years)*

CLP To Date*

Generate Report

Figure 6 – Generate Report button

8. Click the **Print this report** icon.

NIH CLP Transcript Completions Report for Learner

Name: [REDACTED] CLP From Date: 01/24/2014
 HHS ID: [REDACTED] CLP To Date: 01/24/2017
 Organization ID: [REDACTED]
 Supervisory Status: 8

Course Name	Course ID	Offering Start Date	Offering End Date	Completion Date
NIH NBS Buyer Contracts Course	NIHBCLMS2015		02/16/2016	02/16/2016
Supervisors and Managers: What You Need to Know about Whistleblower Protection and Prohibited Personnel Practices	HHS-WPP		05/18/2015	05/18/2015
			Total CLPs for NIH Acquisition CLPs:	

Print this report icon

Figure 7 – Print this report button

9. Click the **Export** button on the Print to PDF message box.

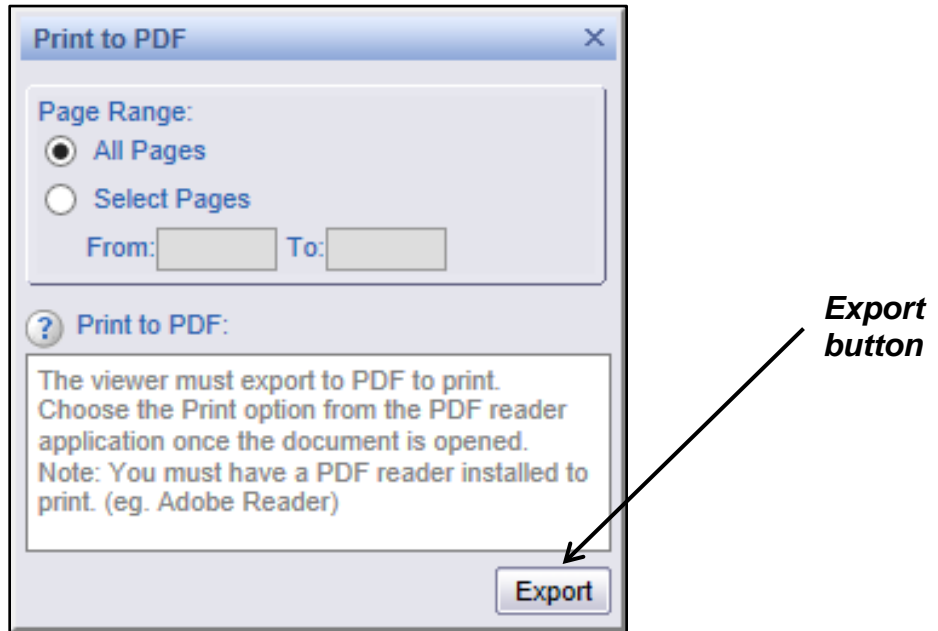


Figure 8 – Export button

10. Depending on the amount of data in the report, it could take up to five minutes for the LMS to export the report data into a pdf file. A notification bar will display at the bottom of the screen in the Internet Explorer browser when the pdf has been created. Click the **Open** button on the notification bar to open the pdf file in Adobe Reader/Acrobat.

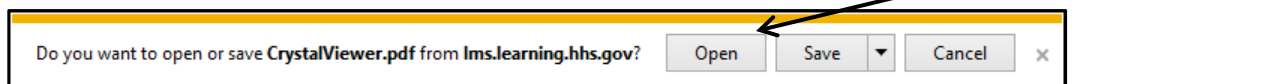


Figure 9 – Open button

11. Print the file from Adobe Reader/Acrobat.

If you experience trouble with this process, please submit a helpdesk ticket at: <http://intrahr.od.nih.gov/helpdeskform.htm>