National Institutes of Health
Office of Management

LEARNING MANAGEMENT SYSTEM (LMS)

RUNNING THE HHS MANDATORY TRAINING BY AUDIENCE TYPE REPORT

This report delivers data based on audience for NIH staff to determine whether or not they completed a specific mandatory course during a specified date range.

The report can also be configured to show NIH staff that are exempt (i.e. staff are not required to take the training) from the mandatory training initiative. This report returns only the last, most recent completions (in the event the course was completed multiple times in that timeframe).

1. Log into the LMS.

2. Select the **Admin** icon.

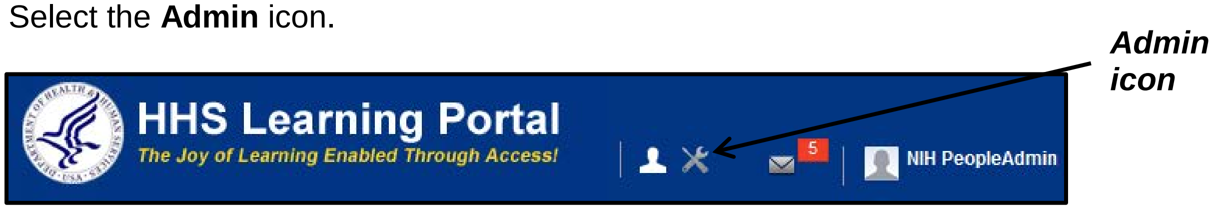

Figure 1 – Admin icon

3. Select the **Reports** link in the left navigation menu.

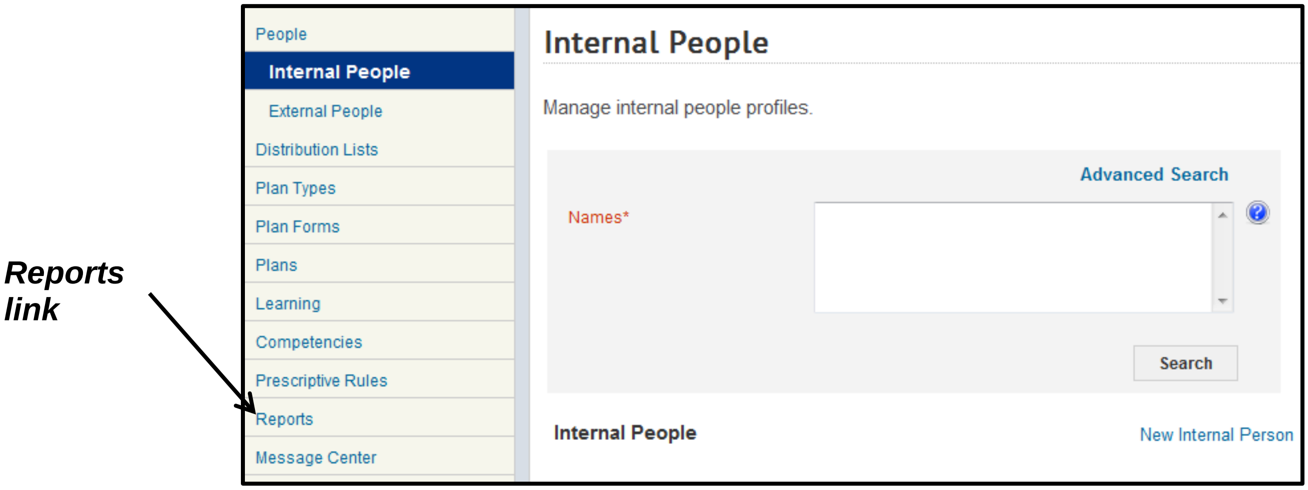

Figure 2 – Reports link

4. Enter HHS Mandatory in the Name field and select the **Search** button.

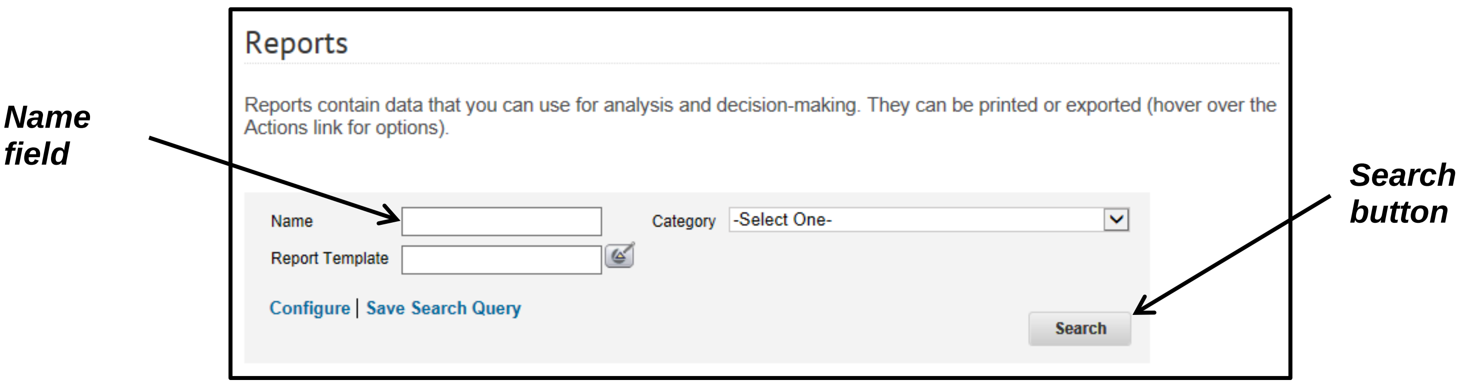

Figure 3 – Name field and Search button

5. Select the **Actions** link for the HHS Mandatory Training by Audience Type Report.

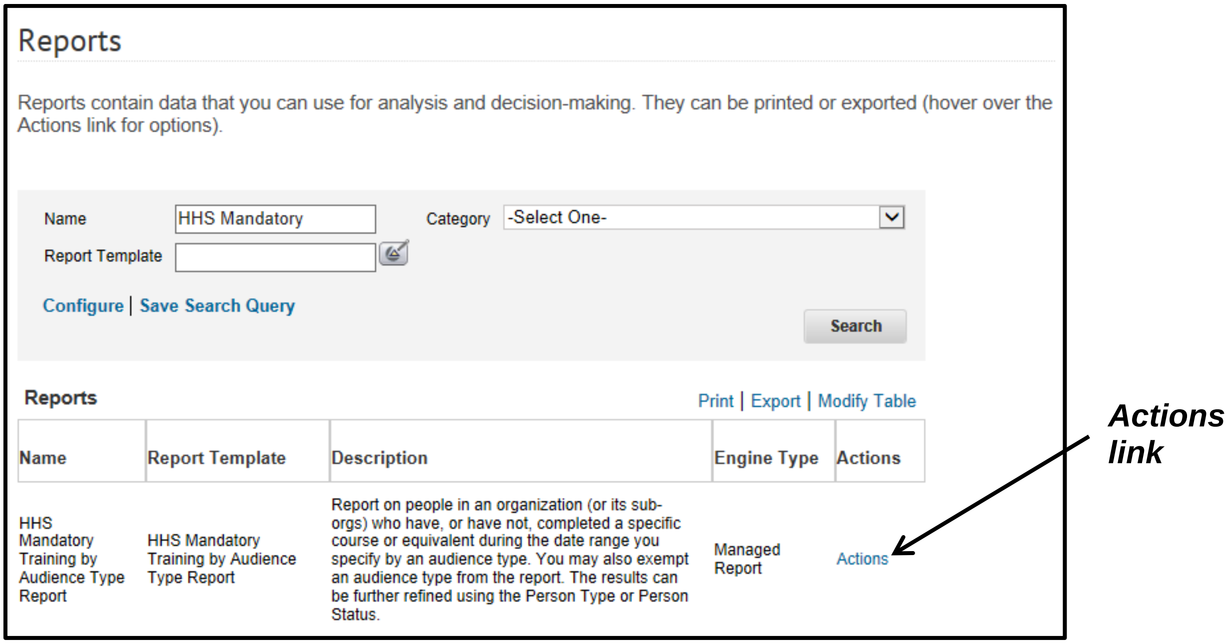

Figure 4 – Actions link

6. Select the **Execute** link on the Actions activity menu.

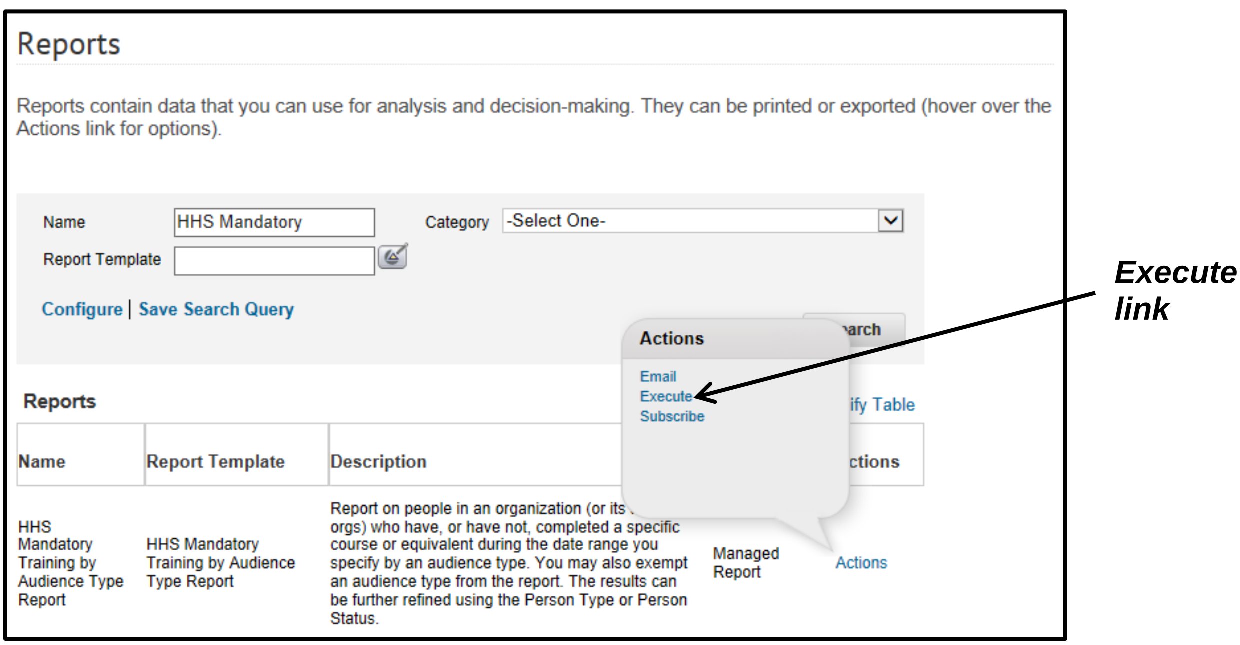

Figure 5 – Execute link on the Actions activity menu

7. Select the **Course Title** pick icon.

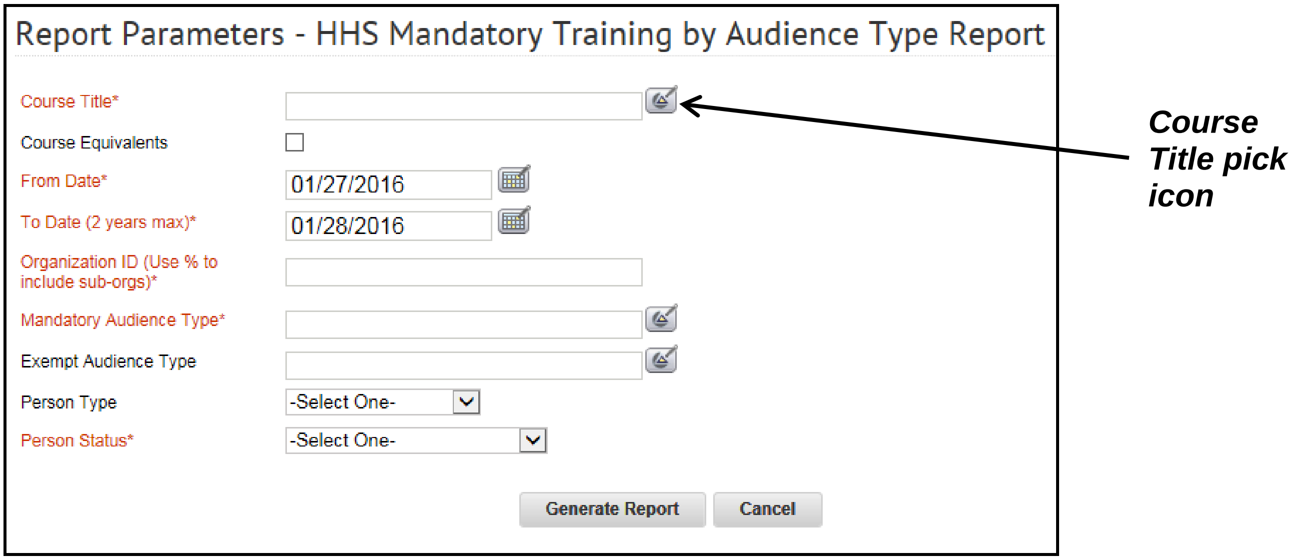

Figure 6 – Course Title pick icon

8. Use the Title, Course ID, Domain, and/or Audience Type/Subtype fields and the **Search** button to search for the course

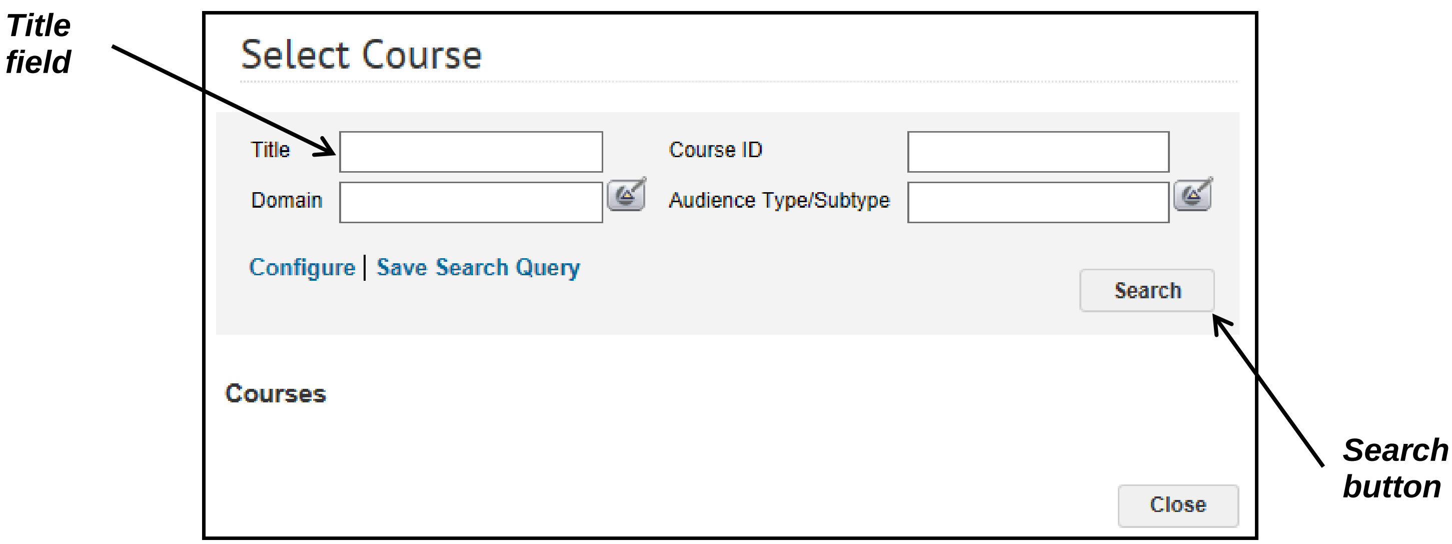

Figure 7 – Title, Course ID, Domain, and Audience Type/Subtype fields and the Search button

9. Select the checkbox for the name of the Course to use it in the report.

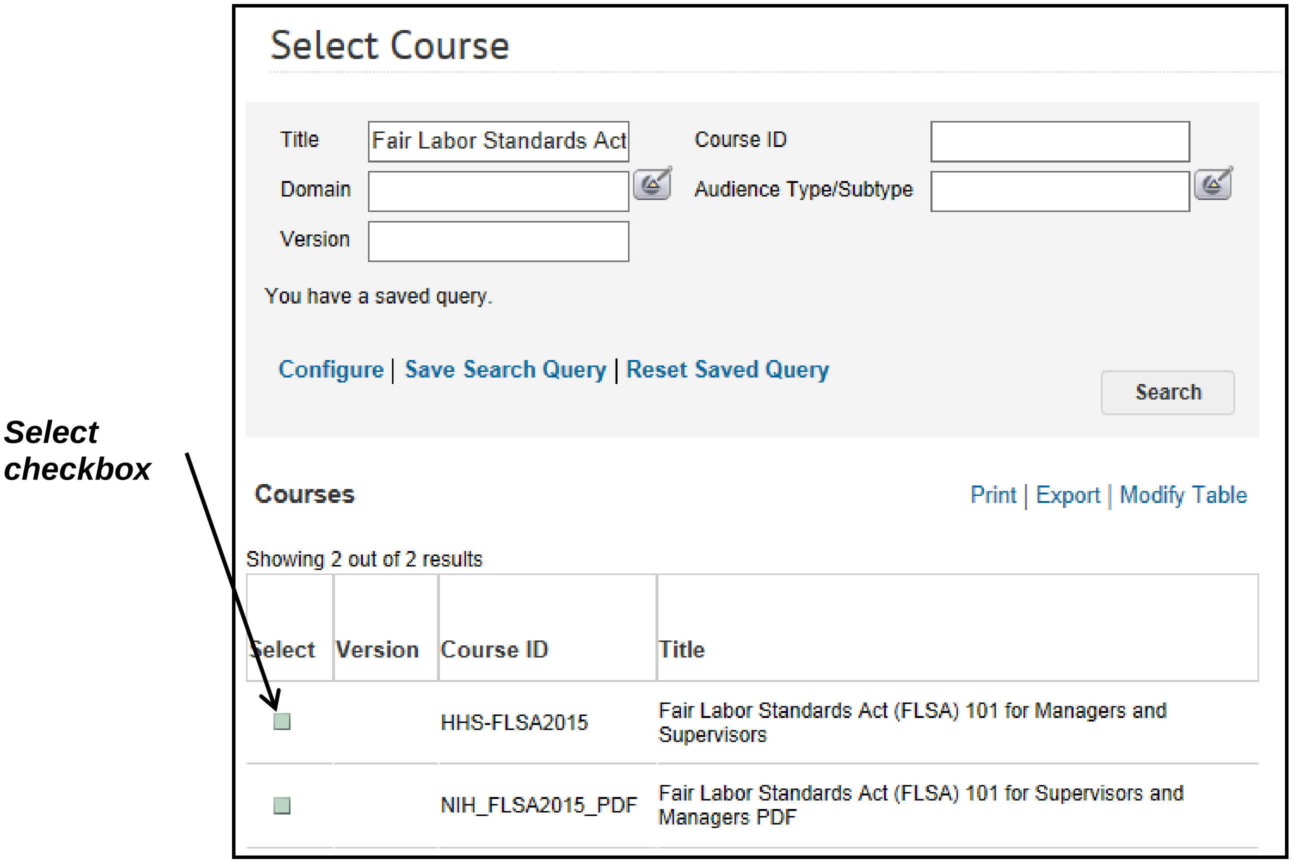

Figure 8 – Select checkbox

10. To use Course Equivalents in the report, select the **Course Equivalents** checkbox.

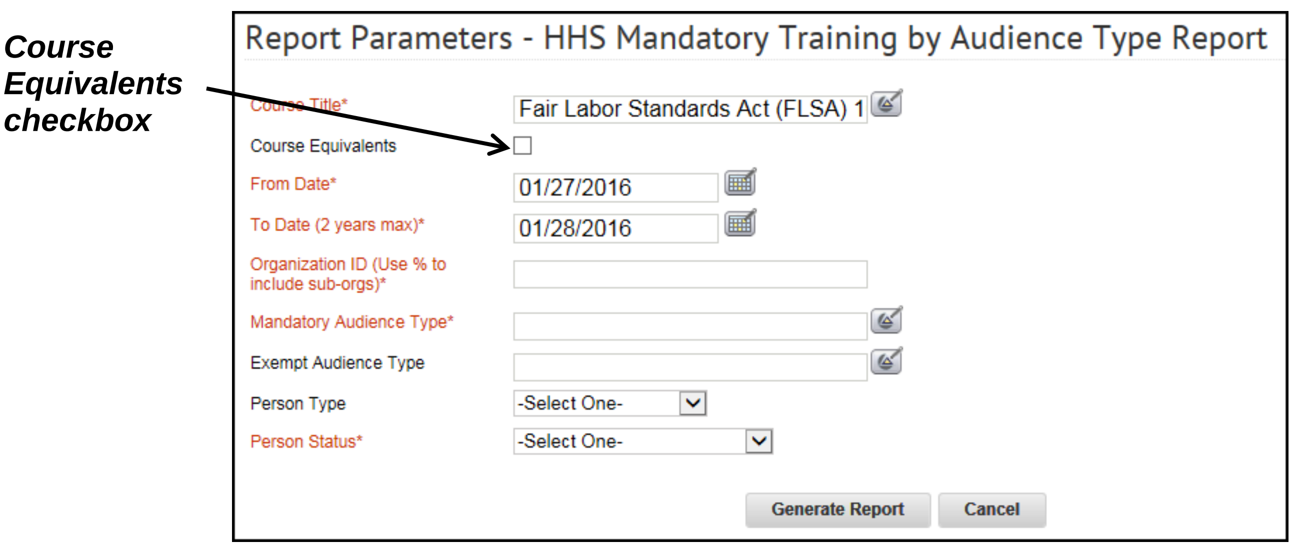

Figure 9 – Course Equivalents checkbox

11. Enter the From Date and To Date in the appropriate fields in MM/DD/YYYY format. Alternately, you can use the **From Date** and **To Date** pick icons to select the dates.

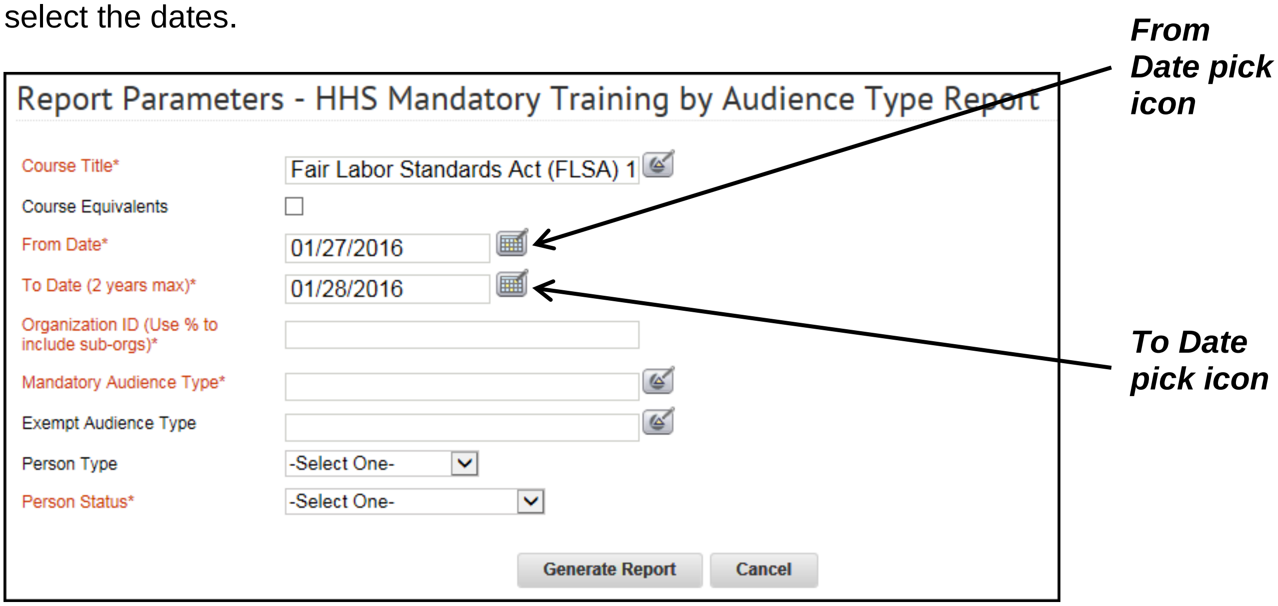

Figure 10 – From Date and To Date pick icons

12. Add your Organization ID to the **Organization ID** field. You can use a percent symbol (%) to search for all sub-Organizations.

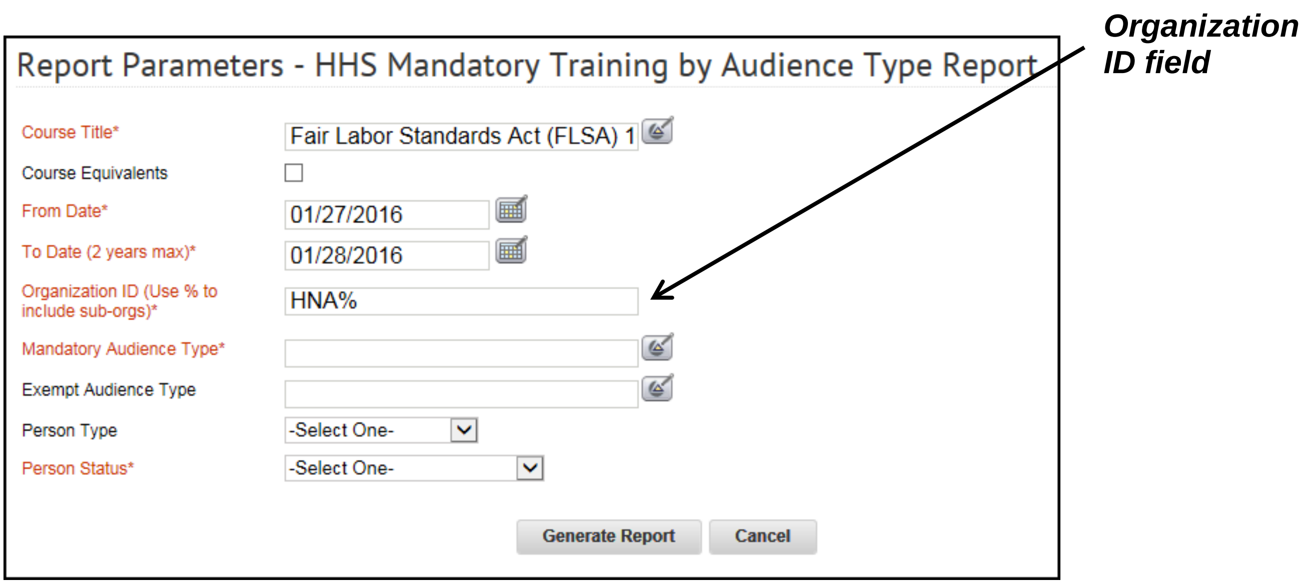

Figure 11 – Organization ID field

13. Select the **Mandatory Audience Type** pick icon.

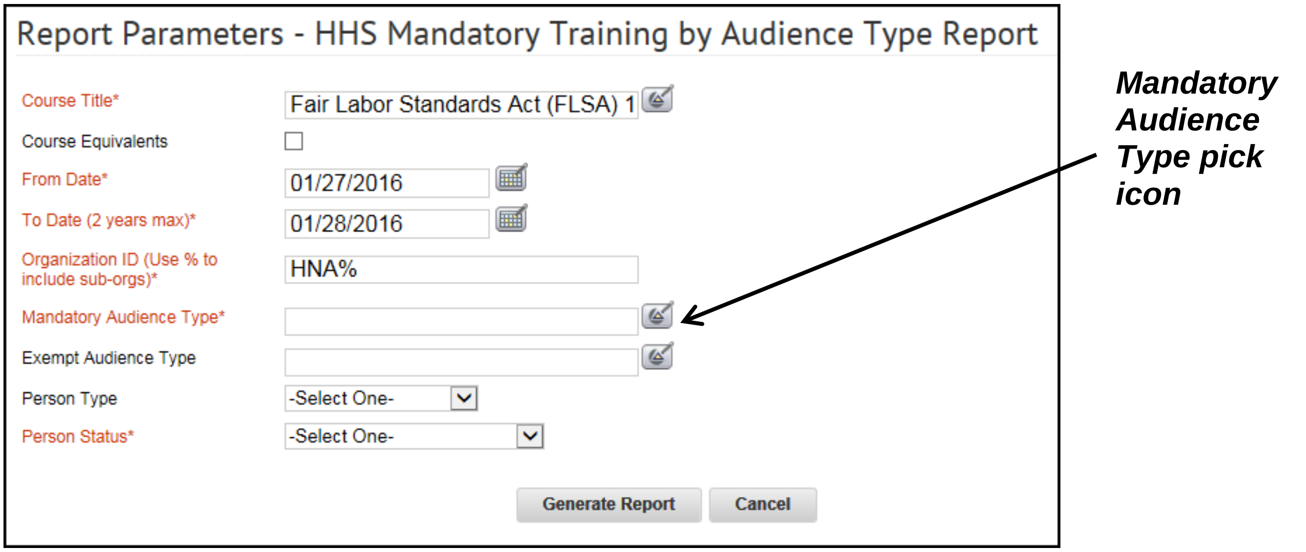

Figure 12 – Mandatory Audience Type pick icon

14. From the **Audience Type/SubType** pull-down menu, select Audience SubType.

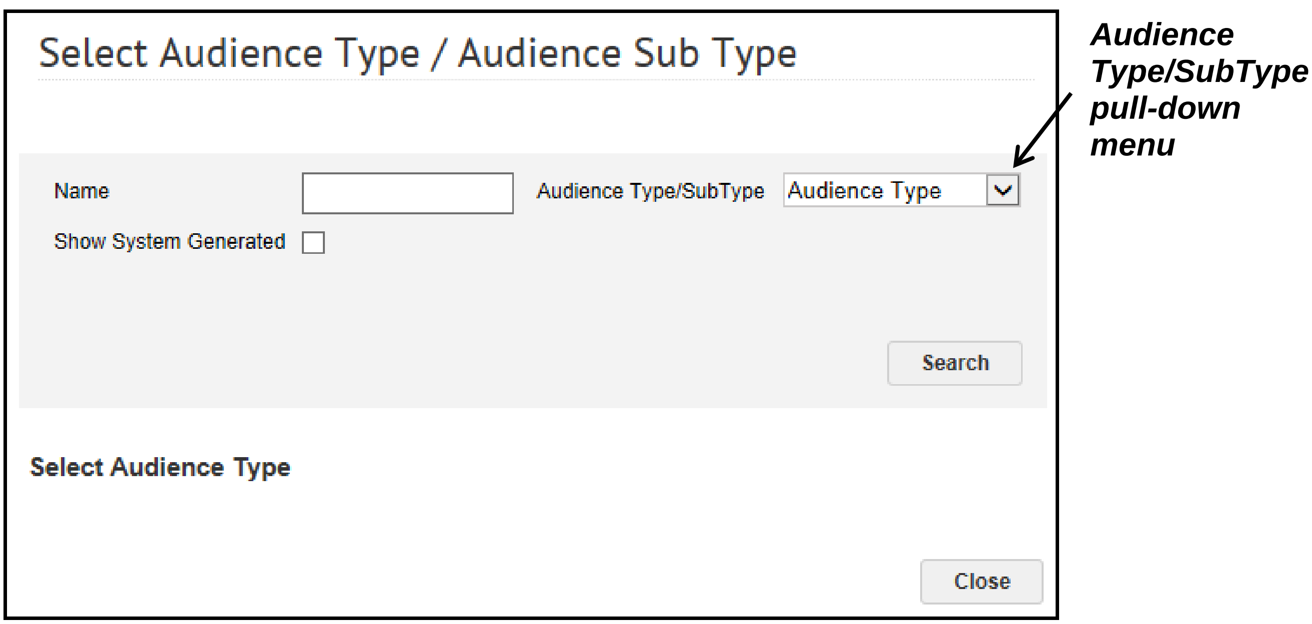

Figure 13 – Audience Type/SubType pull-down menu

15. Enter the name of a Mandatory Audience SubType in the **Name** field and select the **Search** button. You can use the percent symbol (%) to perform a wildcard search.

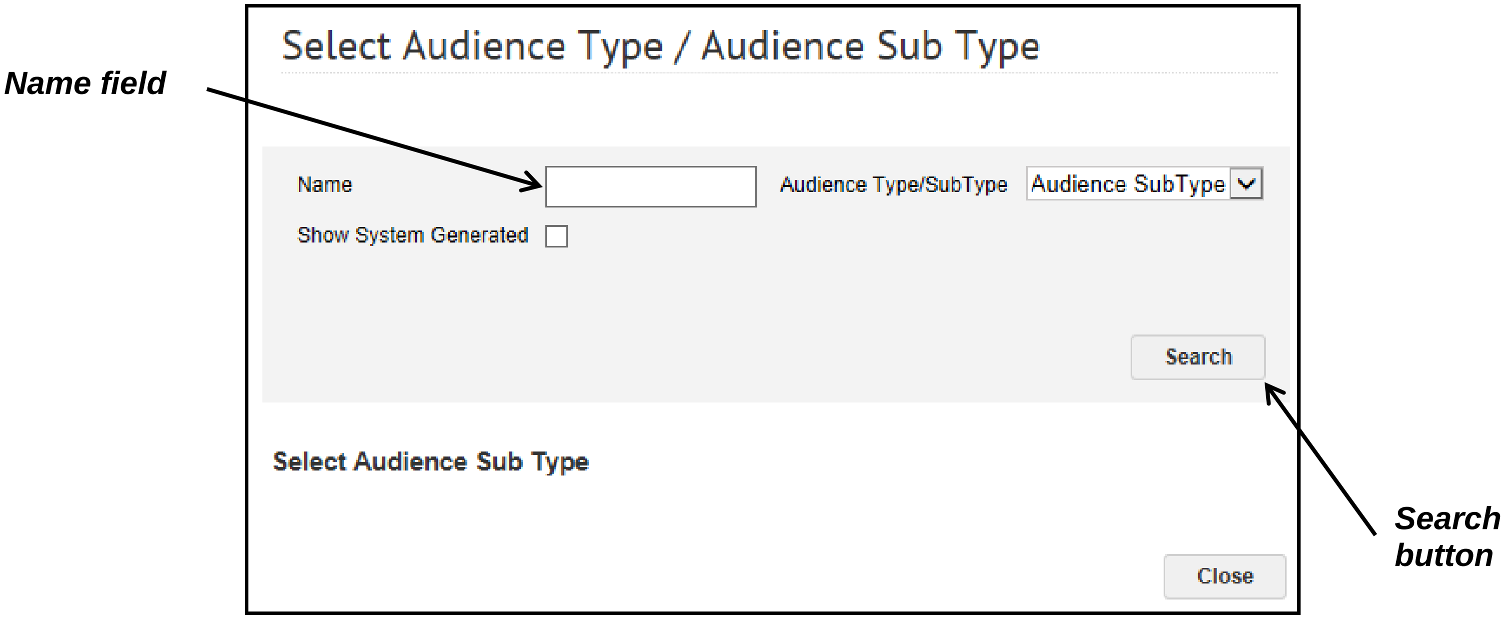

Figure 14 – Name field and Search button

16. Select the checkbox for the name of the Audience SubType to use it in the report.

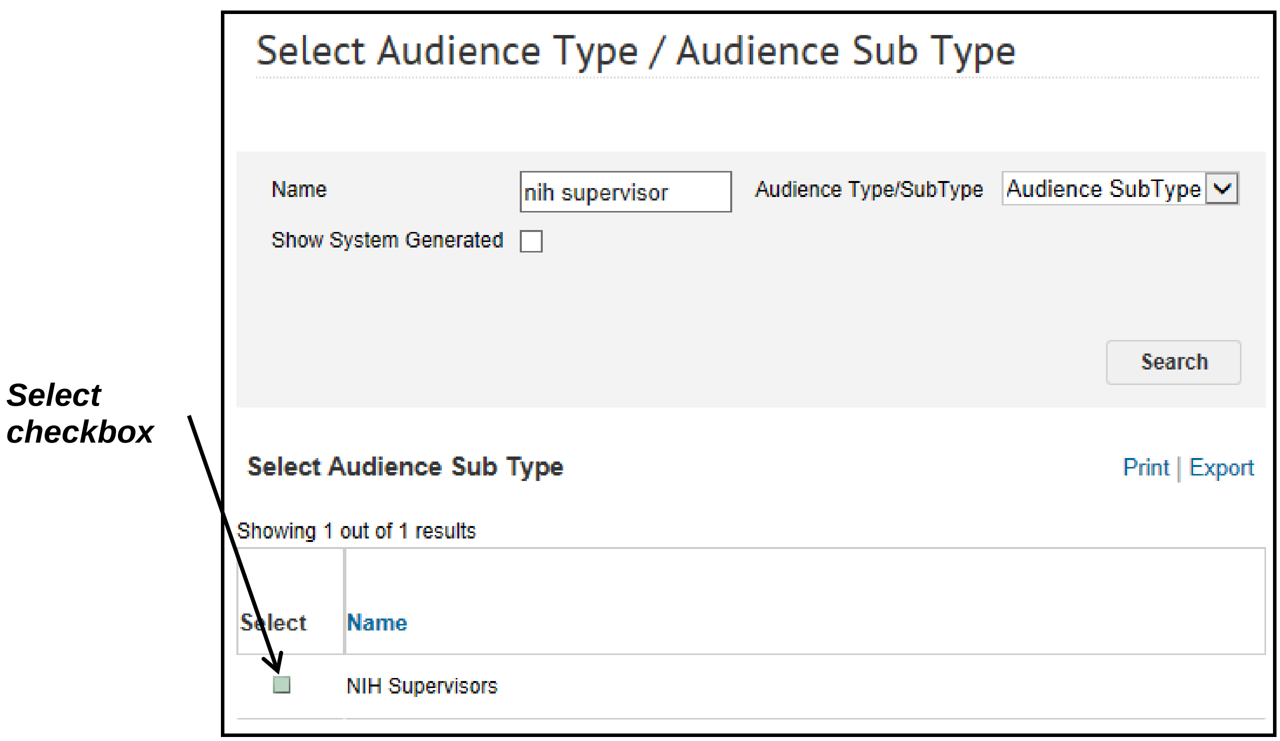

Figure 15 – Select checkbox

17. To include Exemptions on the report, select the **Exempt Audience Type** pick icon (this step is optional).

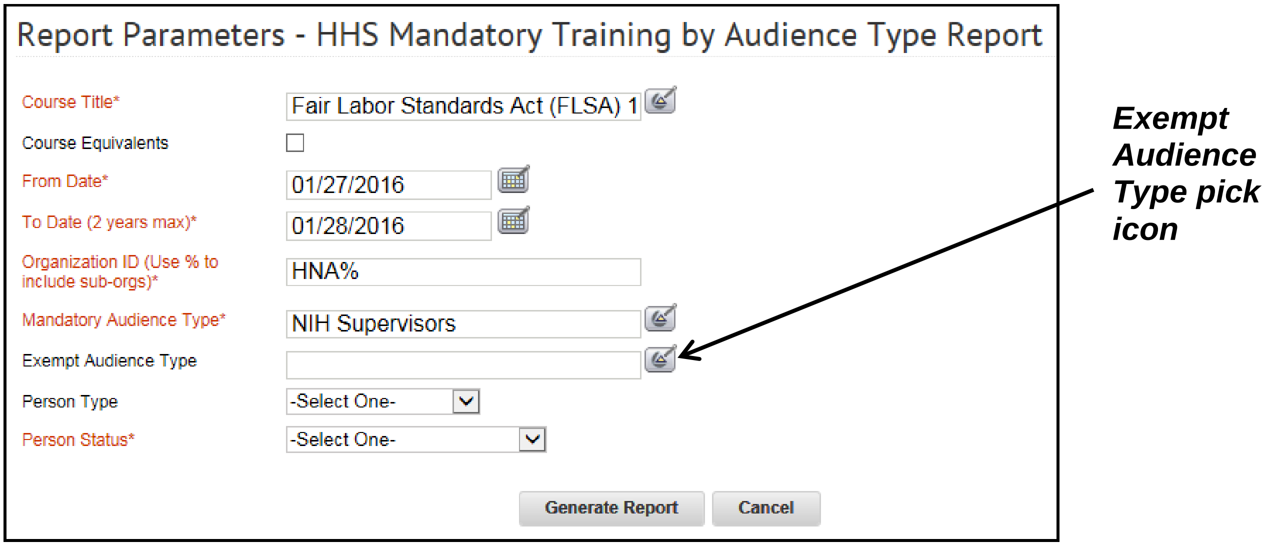

Figure 16 – Exempt Audience Type pick icon

18. From the **Audience Type/SubType** pull-down menu, select Audience SubType.

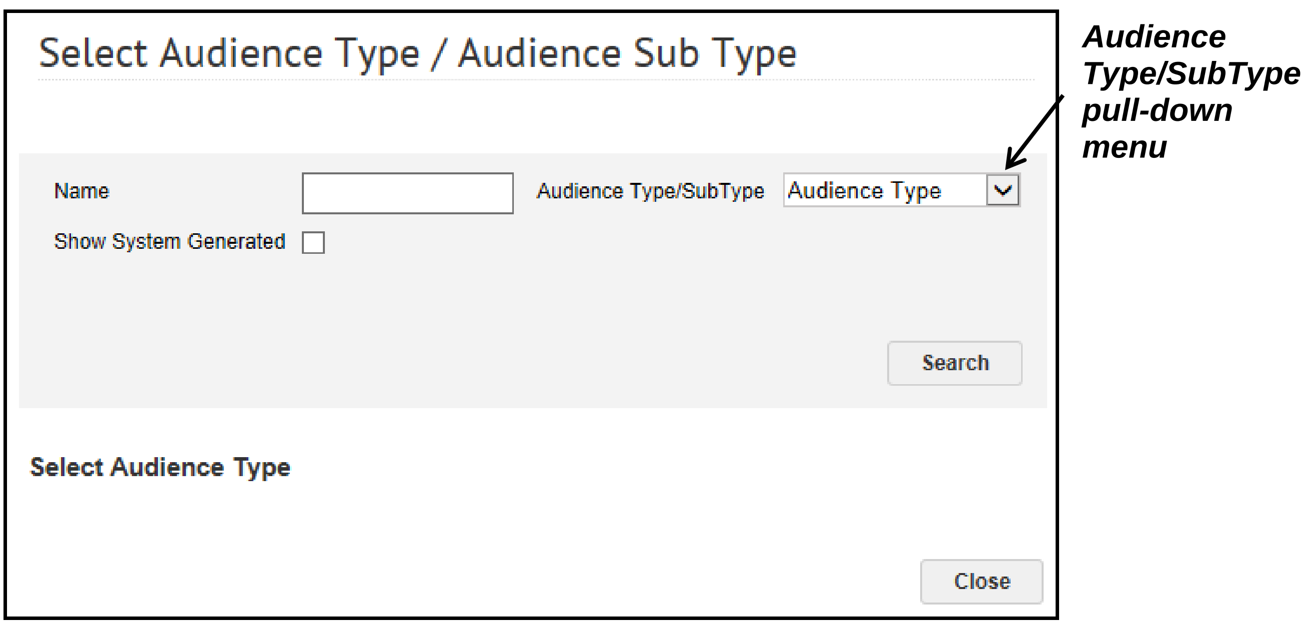

Figure 17 – Audience Type/SubType pull-down menu

19. Enter the name of an Exempt Audience SubType in the **Name** field and select the **Search** button. You can use the percent symbol (%) to perform a wildcard search.

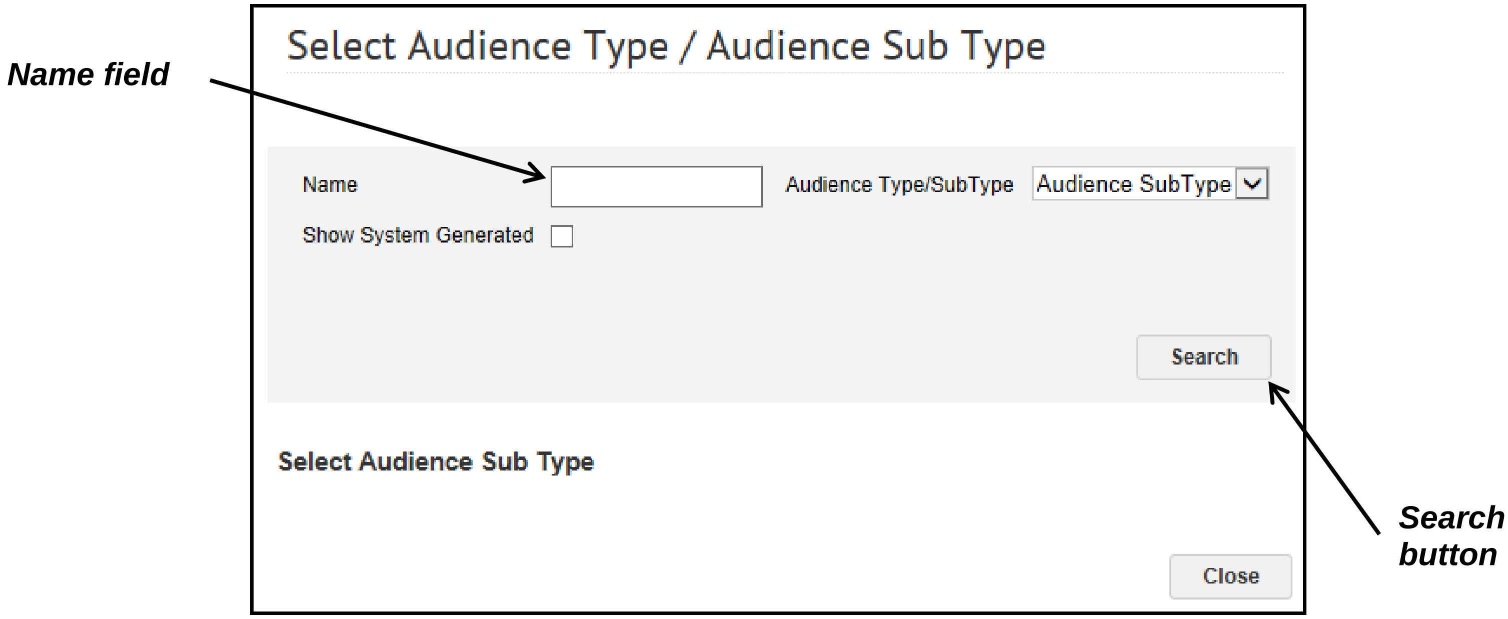

Figure 18 – Name field and Search button

20. Select the checkbox for the name of the Audience SubType to use it in the report.

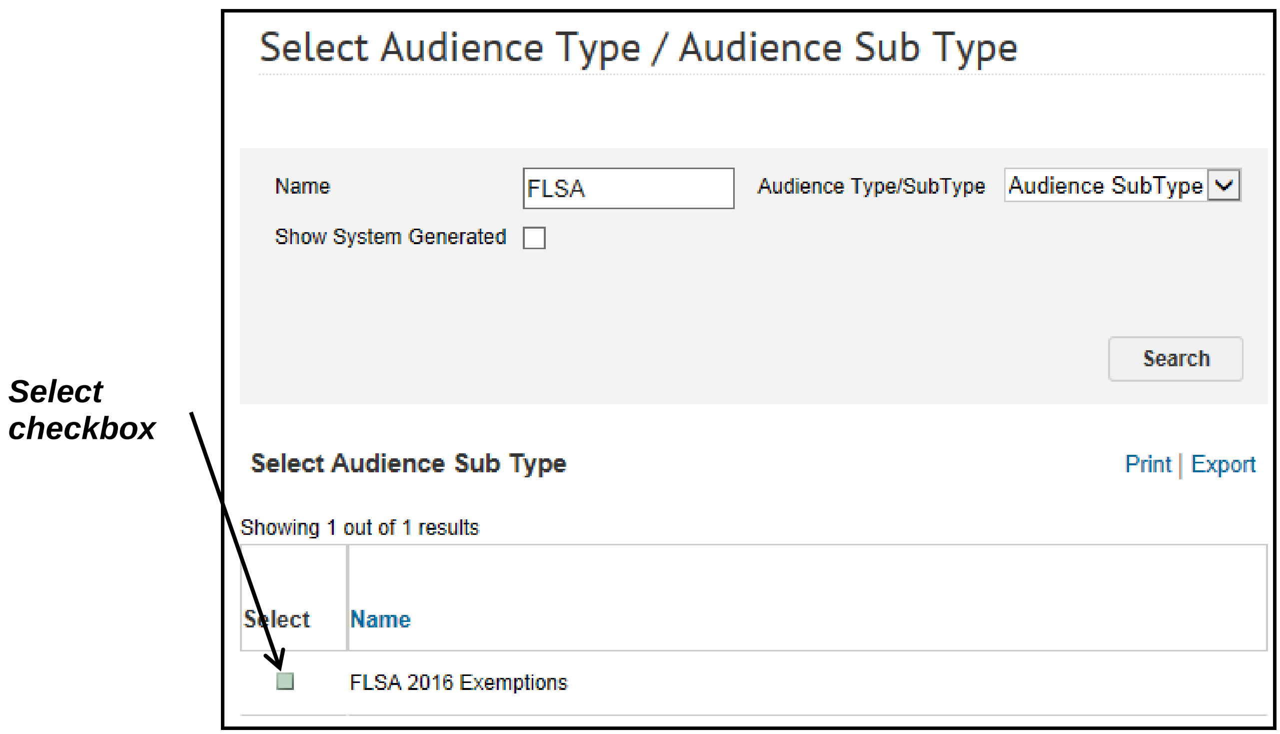

Figure 19 – Select checkbox

21. From the Person Status pull-down menu, select **All Accounts**.

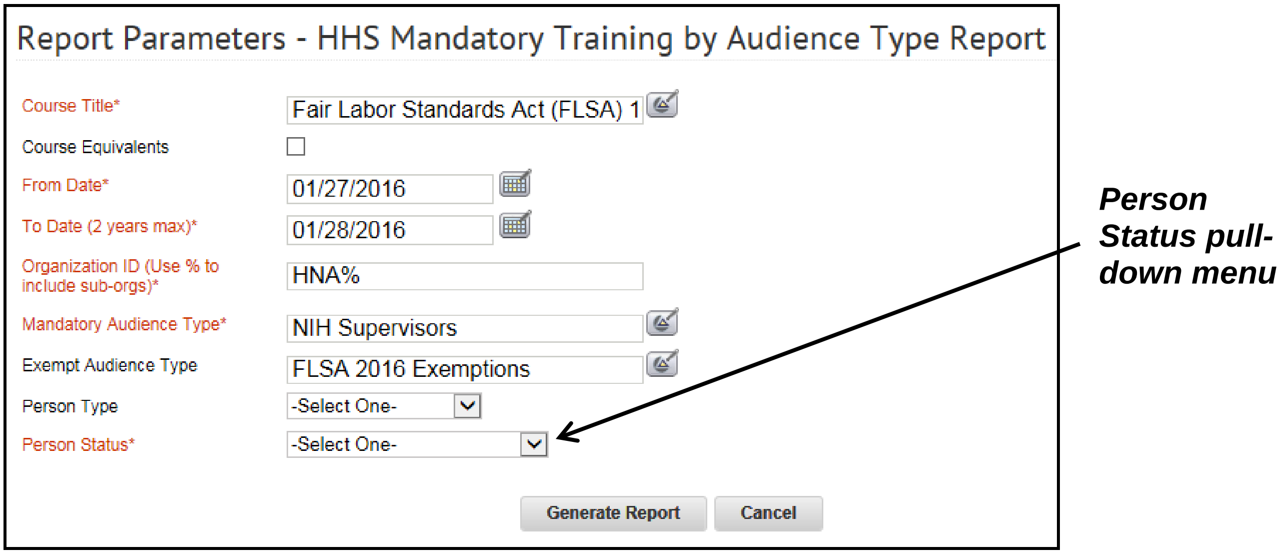

Figure 20 – Person Status pull-down menu

22. Select the **Generate Report** button.

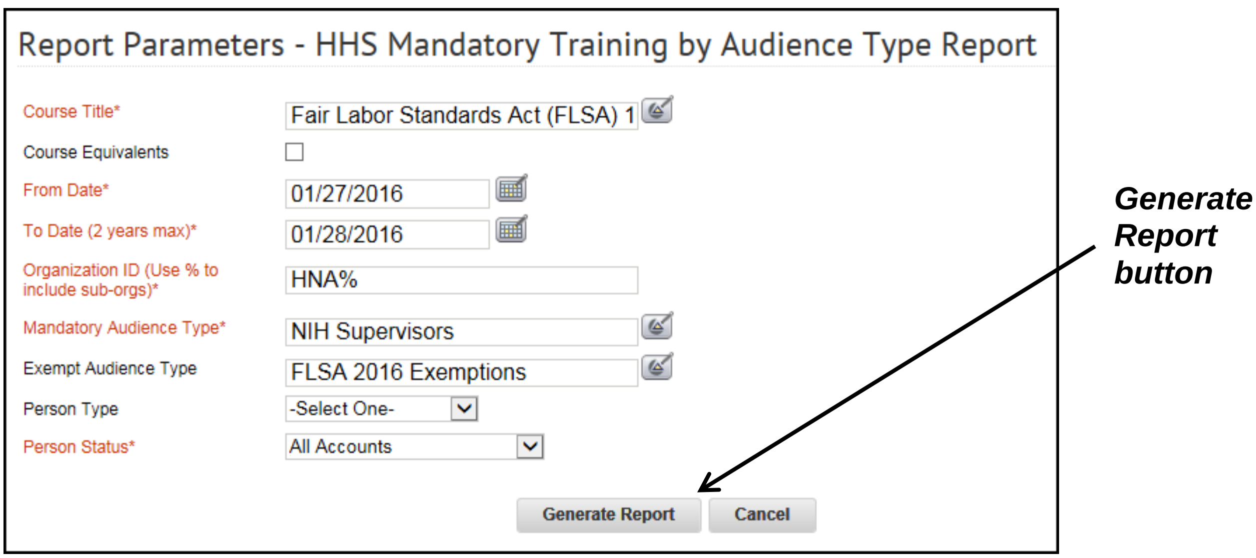

Figure 21 – Generate Report button

23. To print the report, click the **Print this report** icon.

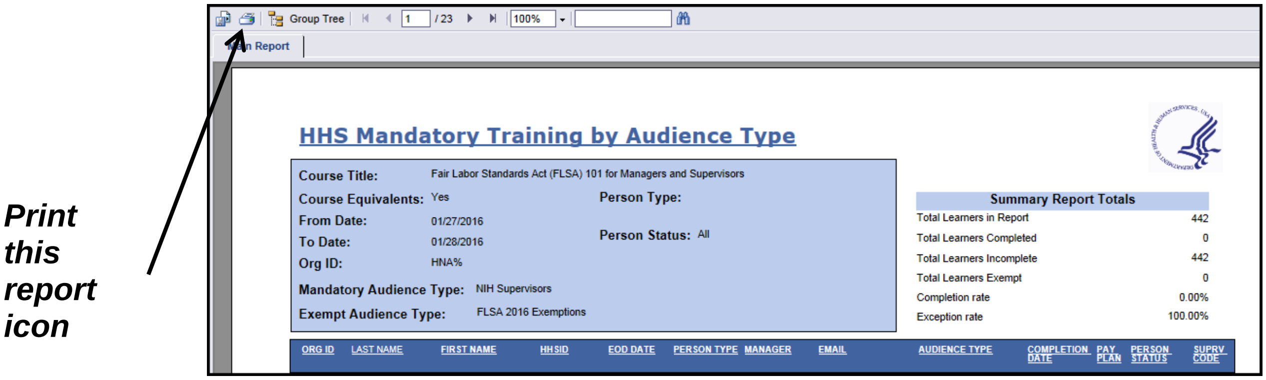

Figure 22 – Print this report button

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

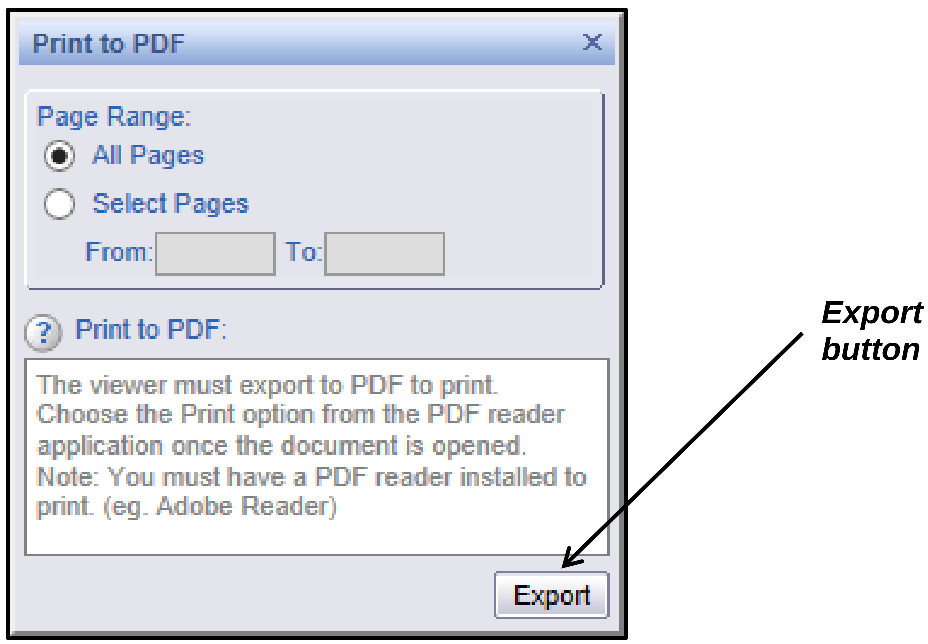

Figure 23 – Export button

25. Depending on the amount of data in the report, it could take a few 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.

Open button

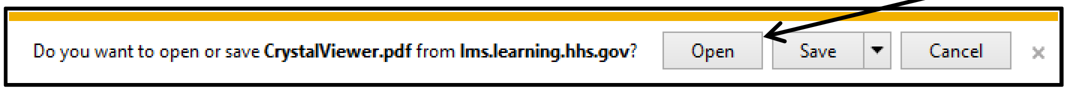

Figure 24 – Open button

26. Print or save 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