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.

![Image: HHS Learning Portal](image-url)
3. Select the **Reports** link in the left navigation menu.

![Image of Reports link](image1)

**Figure 2 – Reports link**

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

![Image of Name field and Search button](image2)

**Figure 3 – Name field and Search button**
5. Select the **Actions** link for the HHS Mandatory Training by Audience Type Report.

![Actions link](image1.png)

**Figure 4 – Actions link**

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

![Execute link](image2.png)

**Figure 5 – Execute link on the Actions activity menu**
7. Select the **Course Title** pick icon.

![Course Title pick icon](image)

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.

![Title field](image)

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.

![Select checkbox diagram](image)

Figure 8 – Select checkbox

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

![Course Equivalents checkbox diagram](image)

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](image)

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](image)
13. Select the **Mandatory Audience Type** pick icon.

![Figure 12 – Mandatory Audience Type pick icon](image)

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

![Figure 13 – Audience Type/SubType pull-down menu](image)
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](image)

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

![Figure 15 – Select checkbox](image)
17. To include Exemptions on the report, select the **Exempt Audience Type** pick icon (this step is optional).

![Exempt Audience Type pick icon](image)

**Figure 16 – Exempt Audience Type pick icon**

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

![Audience Type/SubType pull-down menu](image)

**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.

![Select Audience Type / Audience Sub Type](image)

**Figure 18 – Name field and Search button**

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

![Select Audience Type / Audience Sub Type](image)

**Figure 19 – Select checkbox**
21. From the Person Status pull-down menu, select **All Accounts**.

![Figure 20 – Person Status pull-down menu](image1)

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

![Figure 21 – Generate Report button](image2)
23. To print the report, click the **Print this report** icon.

![Print this report icon](image1)

**Figure 22 – Print this report button**

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

![Export button](image2)

**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](image.png)

Figure 24 – Open button

26. Print or save the file from Adobe Reader/Acrobat.

If you experience trouble with this process, please refer to the [LMS Support Page](#).