



## *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.

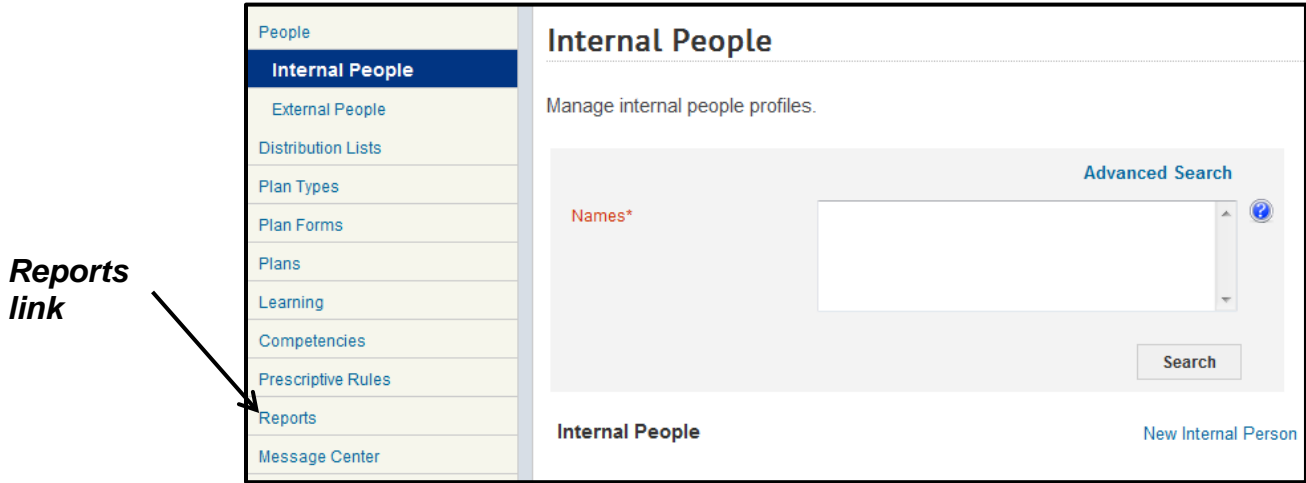


Figure 2 – Reports link

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

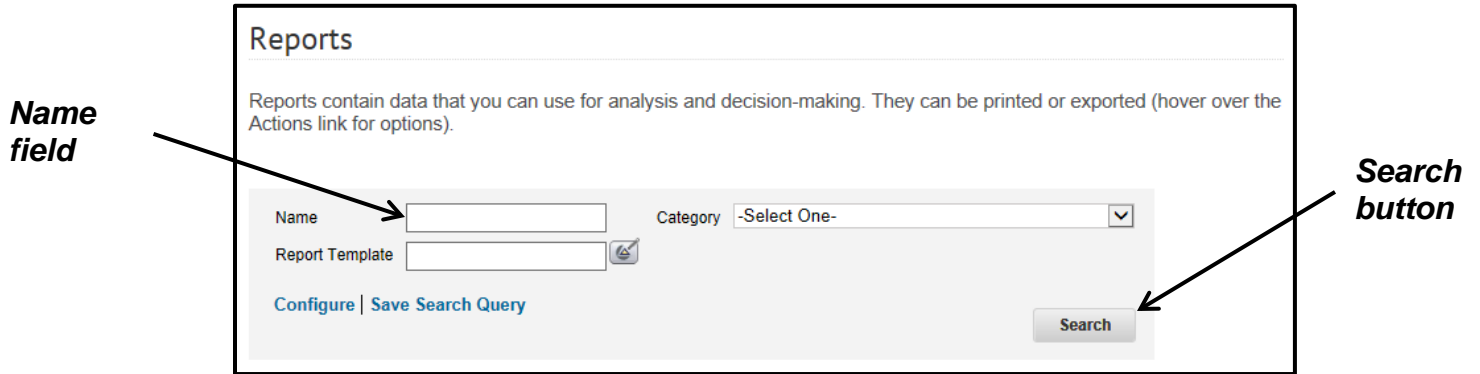


Figure 3 – Name field and Search button

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

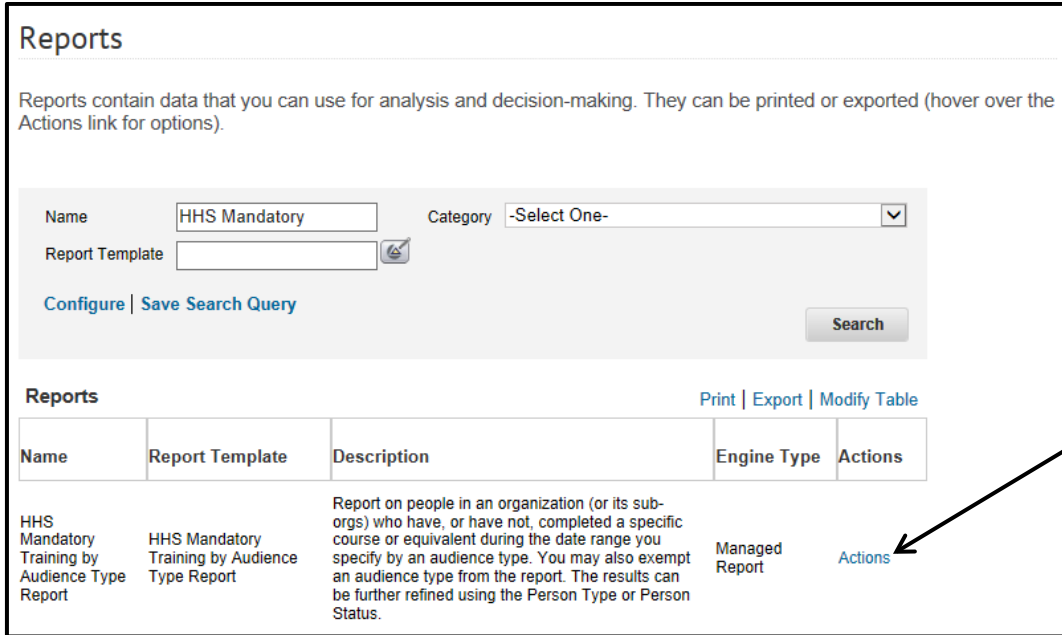


Figure 4 – Actions link

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

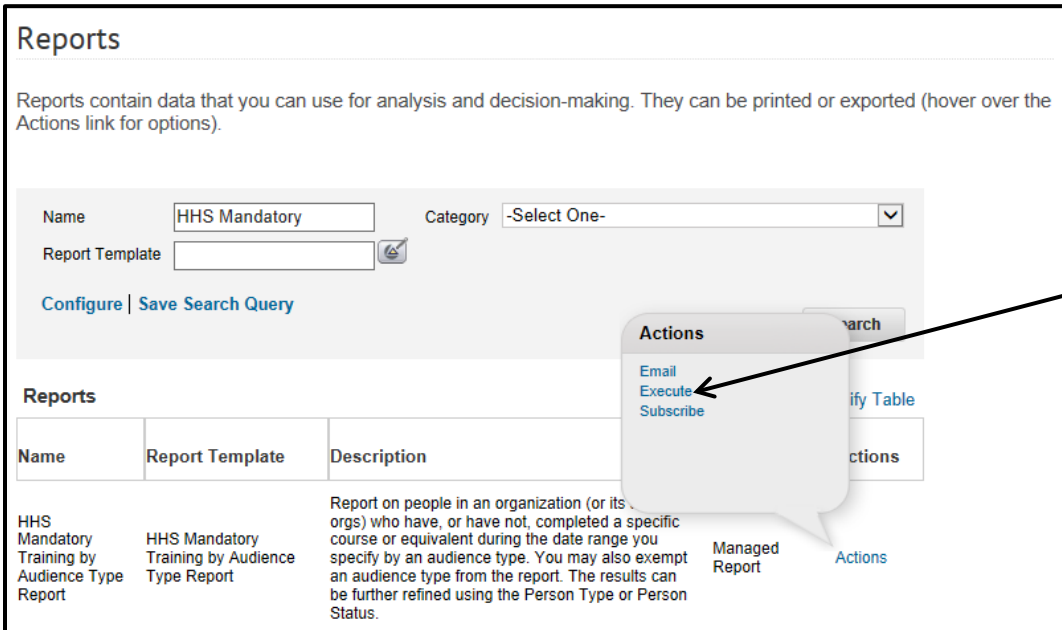




Figure 5 – Execute link on the Actions activity menu


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

Report Parameters - HHS Mandatory Training by Audience Type Report


Course Title\*  


Course Equivalents


From Date\*  


To Date (2 years max)\*  

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

Mandatory Audience Type\*  

Exempt Audience Type  

Person Type  

Person Status\*  

**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

**Title field**

Select Course

Title  Course ID

Domain   Audience Type/Subtype  

[Configure](#) | [Save Search Query](#)

**Courses**

**Search button**

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 Course**

Title  Course ID

Domain  Audience Type/Subtype

Version

You have a saved query.

[Configure](#) | [Save Search Query](#) | [Reset Saved Query](#)

**Courses** [Print](#) | [Export](#) | [Modify Table](#)

Showing 2 out of 2 results

Select	Version	Course ID	Title
<input checked="" type="checkbox"/>		HHS-FLSA2015	Fair Labor Standards Act (FLSA) 101 for Managers and Supervisors
<input type="checkbox"/>		NIH_FLSA2015_PDF	Fair Labor Standards Act (FLSA) 101 for Supervisors and Managers PDF

Figure 8 – Select checkbox

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

**Report Parameters - HHS Mandatory Training by Audience Type Report**

Course Title\*

Course Equivalents

From Date\*

To Date (2 years max)\*

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

Mandatory Audience Type\*

Exempt Audience Type

Person Type

Person Status\*

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.

Report Parameters - HHS Mandatory Training by Audience Type Report

Course Title\* Fair Labor Standards Act (FLSA) 1

Course Equivalents

From Date\* 01/27/2016

To Date (2 years max)\* 01/28/2016

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

Mandatory Audience Type\*

Exempt Audience Type

Person Type -Select One-

Person Status\* -Select One-

Generate Report Cancel

*From Date pick icon*

*To Date pick icon*

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.

Report Parameters - HHS Mandatory Training by Audience Type Report

Course Title\* Fair Labor Standards Act (FLSA) 1

Course Equivalents

From Date\* 01/27/2016

To Date (2 years max)\* 01/28/2016

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

Mandatory Audience Type\*

Exempt Audience Type

Person Type -Select One-

Person Status\* -Select One-

Generate Report Cancel

*Organization ID field*

Figure 11 – Organization ID field

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

Report Parameters - HHS Mandatory Training by Audience Type Report

Course Title\* Fair Labor Standards Act (FLSA) 1

Course Equivalents

From Date\* 01/27/2016

To Date (2 years max)\* 01/28/2016

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

Mandatory Audience Type\*

Exempt Audience Type

Person Type -Select One-

Person Status\* -Select One-

Generate Report Cancel

*Mandatory Audience Type pick icon*

Figure 12 – Mandatory Audience Type pick icon

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

Select Audience Type / Audience Sub Type

Name  Audience Type/SubType Audience Type

Show System Generated

Search

Select Audience Type

Close

*Audience Type/SubType pull-down menu*

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.

**Select Audience Type / Audience Sub Type**

Name  Audience Type/SubType Audience SubType ▾

Show System Generated

**Search**

**Select Audience Sub Type**

**Close**

Figure 14 – Name field and Search button

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

**Select Audience Type / Audience Sub Type**

Name  Audience Type/SubType Audience SubType ▾

Show System Generated

**Search**

**Select Audience Sub Type** [Print](#) | [Export](#)

Showing 1 out of 1 results

Select	Name
<input checked="" type="checkbox"/>	NIH Supervisors

Figure 15 – Select checkbox



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

Report Parameters - HHS Mandatory Training by Audience Type Report

Course Title\* Fair Labor Standards Act (FLSA) 1

Course Equivalents

From Date\* 01/27/2016

To Date (2 years max)\* 01/28/2016

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

Mandatory Audience Type\* NIH Supervisors

Exempt Audience Type

Person Type -Select One-

Person Status\* -Select One-

Generate Report Cancel

*Exempt Audience Type pick icon*

Figure 16 – Exempt Audience Type pick icon

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

Select Audience Type / Audience Sub Type

Name

Audience Type/SubType Audience Type

Show System Generated

Search

Select Audience Type

Close

*Audience Type/SubType pull-down menu*

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**

Name  Audience Type/SubType Audience SubType ▾

Show System Generated

**Search**

**Select Audience Sub Type**

**Close**

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**

Name  Audience Type/SubType Audience SubType ▾

Show System Generated

**Search**

**Select Audience Sub Type** [Print](#) | [Export](#)

Showing 1 out of 1 results

Select	Name
<input checked="" type="checkbox"/>	FLSA 2016 Exemptions

Figure 19 – Select checkbox

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

Report Parameters - HHS Mandatory Training by Audience Type Report

Course Title\* Fair Labor Standards Act (FLSA) 1

Course Equivalents

From Date\* 01/27/2016

To Date (2 years max)\* 01/28/2016

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

Mandatory Audience Type\* NIH Supervisors

Exempt Audience Type FLSA 2016 Exemptions

Person Type -Select One-

Person Status\* -Select One-

Generate Report Cancel

*Person Status pull-down menu*

Figure 20 – Person Status pull-down menu

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

Report Parameters - HHS Mandatory Training by Audience Type Report

Course Title\* Fair Labor Standards Act (FLSA) 1

Course Equivalents

From Date\* 01/27/2016

To Date (2 years max)\* 01/28/2016

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

Mandatory Audience Type\* NIH Supervisors

Exempt Audience Type FLSA 2016 Exemptions

Person Type -Select One-

Person Status\* All Accounts

Generate Report Cancel

*Generate Report button*

Figure 21 – Generate Report button

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

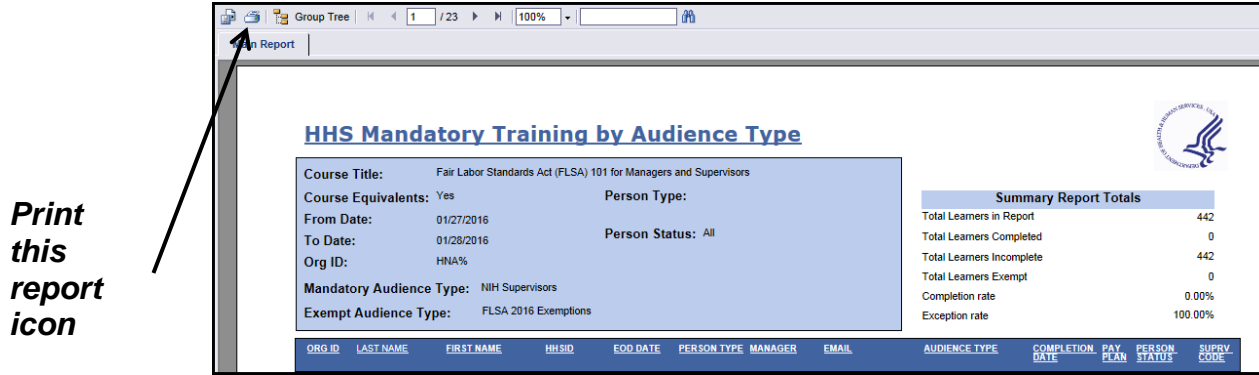


Figure 22 – Print this report button

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

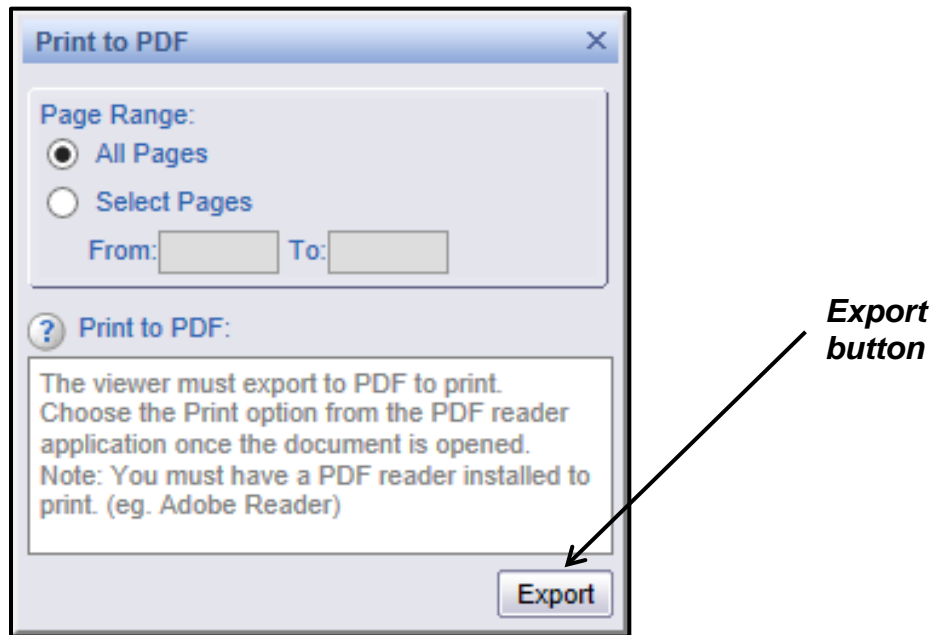


Figure 23 – Export button

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**

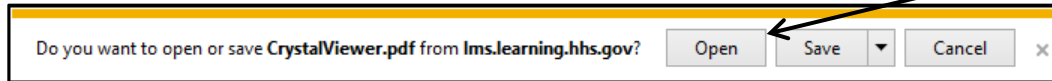


Figure 24 – Open button

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>**