LEARNING MANAGEMENT SYSTEM (LMS)
RUNNING THE HHS TRAINING COMPLETIONS BY ORG REPORT

This report delivers Learner completion details for offerings for a specified date range not to exceed 365 days. This report includes external items (either entered manually or by a feed), and specific Fields of Study credits (i.e. NIH Supervisory CLPs, for example).

1. Log into the LMS.

2. Click the Admin icon.

Figure 1 – Admin icon
3. Click the **Reports** link in the left navigation menu.

![Figure 2 – Reports link](image-url)
4. Enter HHS Training Completions by Org in the Name field and click the **Search** button.

![Figure 3 – Name field and Search button](image-url)
5. Click the **Actions** link for the HHS Training Completions Report.

![Actions link]

**Figure 4 – Actions link**
6. Click the **Execute** link on the Actions activity menu.

![Figure 5 – Execute link on the Actions activity menu](image)
7. By default, the date range is automatically populated with the last year. Enter the From Date and To Date in the appropriate fields in MM/DDDD/YYYY format. Alternately, you can use the From Date and To Date pick icons to select the date.

![Figure 6 – From Date and To Date pick icons](image)

**NOTE:** The date range cannot exceed 365 days.
8. Click the **Organizational ID** pick icon.

![Image of Org ID pick icon](image1)

**Figure 7 – Org ID pick icon**

9. Enter the desired Organization ID **Name** and click the **Search** button.

![Image of Search button](image2)

**Figure 8 – Search button**
10. Click the Select checkbox to select a Domain.
11. Optional parameters are **Field of Study** and **Audience Type**. If no **Field of Study** parameter is entered, the Credits column on the report will show an aggregate total of all the credits from all of the Fields of Study that are assigned to that item. (In some cases there are more than one).

12. The **Include Completed Learning Items without FOS** checkbox is checked by default to include all items that do not include Field of Study credits as well as those that may be selected.

13. Click the **Generate Report** button.

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**Figure 10 – Generate Report button**
14. To print the report, click the **Print this report** icon.

![Print this report icon]

Figure 11 – Print this report icon

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

![Export button]

Figure 12 – Export button
16. 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 13 – Open button**

17. Print the file from Adobe Reader/Acrobat.

If you experience trouble with this process, please refer to the LMS Support Page.