This QRG provides instructions for generating the Certification Dashboard by Learners report. The report creates a list of your certifications, their statuses and expiration dates, based on selected parameters.

1. Log into the LMS.

   NOTE: For instructions about logging on, refer to the Log-On Instructions (TS02-L) QRG.

2. Click the Reports link in the left navigation menu.

3. Enter Certification Dashboard By Learner into the Name field and click the Search button.
4. Click the **Actions** link.

![Actions link](image)

**Figure 2 – Name field and Search button**

**Figure 3 – Actions link**
5. Click the **Execute** link on the Actions activity menu.

![Execute link on the Actions activity menu](image)
6. Select a checkbox for each of the certification status types you wish to display.

![Certification Dashboard by Learner report parameters page]

7. By default, the Number of Days to Expire is populated with 30 days. This is the number of days in the future to report on expiring certifications. To view all of your certifications, regardless of the expiration date, clear to the field.
8. Click the **Generate Report** button.

![Generate Report button](Image)

**Figure 6 – Generate Report button**

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

![Print this report icon](Image)

**Figure 11 – Print this report button**
10. Click the Export button on the Print to PDF message box.

![Figure 12 – Export button](image)

11. 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 13 – Open button](image)

12. Print the file from Adobe Reader/Acrobat.

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