LEARNING MANAGEMENT SYSTEM (LMS)
RUNNING THE HHS CERTIFICATION/CURRICULUM COMPLIANCE/EXCEPTION REPORT

This report delivers data on Learners in an Organization (or its Sub-Orgs) to determine whether or not the Learner has completed a specific certification or curriculum during a specified date range. The results can be further refined using the Employee EOD Date, Certification/Curriculum Domain, and Person Type.

1. Log into the LMS.
2. Click the Admin icon.
3. Click the Reports link in the left navigation menu.
4. Select **HHS Custom Reports** from the Category pull-down menu and click the **Search** button.

![Figure 4 – Category pull-down menu and Search button](image)

5. Click the **Actions** link for the HHS Certification/Curriculum Compliance/Exception Report.

![Figure 5 – Actions link](image)

6. Click the **Execute** link on the Actions activity menu.
### Reports

Reports contain data that you can use for analysis and decision-making. They can be printed or exported (hover over the Actions link for options).

<table>
<thead>
<tr>
<th>Name</th>
<th>Report Template</th>
<th>Description</th>
<th>Engine Type</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>HHS All Approvers by Org Report</td>
<td>HHS All Approvers by Org Report</td>
<td>This report returns all the learners in an org and lists their Manager, Additional Approver on Orders and Alternate Manager(s).</td>
<td>Managed Report</td>
<td>Email, Execute, Subscribe</td>
</tr>
<tr>
<td>HHS Certification/Curriculum Compliance/Exception Report</td>
<td>HHS Certification/Curriculum Compliance/Exception Report</td>
<td>Report on people in an organization (or its sub-orgs) who have or have not completed a specific certification/curriculum during the data range you specify. The results can be further filtered using the employee EOD Date, Certification/Curriculum Domain, and Person Type. This report was custom developed by NHI.</td>
<td>Managed Report</td>
<td>Email, Execute, Subscribe</td>
</tr>
</tbody>
</table>

**Figure 6 – Execute link on the Actions activity menu**
7. For a Certification, click the **Certification Title** pick icon.

![Certification Title pick icon](image)

Figure 7 – Certification Title pick icon

8. Use the Name, Update On >=, Target Completion Duration <=, Past Credit Duration <=, and/or Audience Type/Subtype fields and the **Search** button to search for the Certification.

![Select Certifications](image)

Figure 8 – Name, Update On >=, Target Completion Duration <=, Past Credit Duration <=, and Audience Type/Subtype fields and the **Search** button
9. Click the **Select** checkbox to select the Certification.

![Select checkbox]

Figure 9 – Select checkmark
10. For a Curriculum, click the **Curriculum Title** pick icon.

11. Use the Name, Update On >=, Discontinued From >=, Updated On >=, and/or Target Completion Duration <= fields and the **Search** button to search for the Curriculum.
12. Click the **Select** checkbox to select the Curriculum.

![Select checkbox](Figure 12 – Select checkbox)
13. 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 date.

14. Enter the Organization ID in the Organization ID field. You can use a percent symbol (%) as a wildcard field to capture all of the sub-Organizations.
15. To run a Compliance report, select Compliance from the Report Type pull-down menu. Select Exception from the Report Type pull-down menu to run an Exception report.

<table>
<thead>
<tr>
<th>Report Parameters - HHS Certification/Curriculum Compliance/Exception Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select One of the following:</td>
</tr>
<tr>
<td>Curriculum Title</td>
</tr>
<tr>
<td>From Date*</td>
</tr>
<tr>
<td>To Date*</td>
</tr>
<tr>
<td>Organization ID (Use % to include sub-orgs)*</td>
</tr>
<tr>
<td>EOD Start Date (mm/dd/yyyy)</td>
</tr>
<tr>
<td>EOD End Date (mm/dd/yyyy)</td>
</tr>
<tr>
<td>Certification/Curriculum Domain</td>
</tr>
<tr>
<td>Person Type*</td>
</tr>
<tr>
<td>Report Type*</td>
</tr>
</tbody>
</table>

- Select One:
  - Compliance
  - Exception

NOTE: A Compliance report will show Learners who completed the Certification/Curriculum within the specified date range. An Exception report will show Learners who did not complete the Certification/Curriculum within the specified date range.
16. Click the **Generate Report** button.

**NOTE:** The total Completion/Exception percentage appears at the bottom of the last page of the report. Depending on the number of records in the report, it may be necessary to click the **Go to Last Page** icon.
17. To print the report, click the **Print this report** icon.

![Print this report icon](Image)

**Figure 16 – Print this report button**
18. Click the **Export** button on the Print to PDF message box.

![Export button](image)

**Figure 17 – Export button**

19. 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.

![Open button](image)

**Figure 18 – Open button**

20. Print the file from Adobe Reader/Acrobat.

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