



LEARNING MANAGEMENT SYSTEM (LMS) **RUNNING THE HHS TRAINING COMPLETION DETAIL REPORT**

This report delivers training completion information for a specific course in an Organization (or its sub-Orgs) for a specified date range. This report will display all completions for a Learner that occurred during that time period. The results can be further refined using the employee EOD Dates, Person Type, and Person Status.

1. Log on to the LMS.
2. Click on **Admin** icon.



Figure 1 – Admin icon

3. Click the **Reports** link in the left navigation menu.

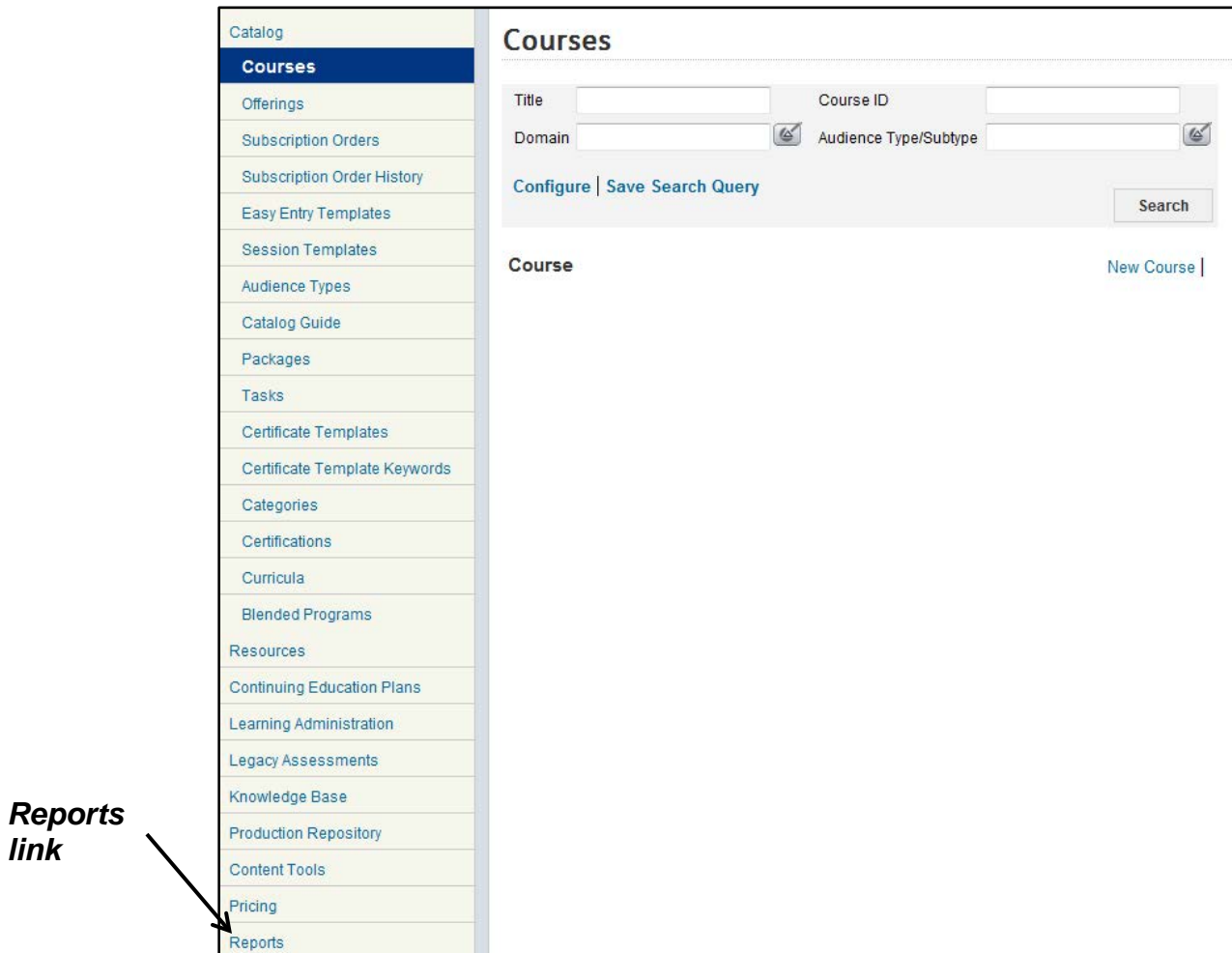


Figure 2 – Reports link

4. Enter HHS Training Completion Detail in the Name field and click the **Search** button.

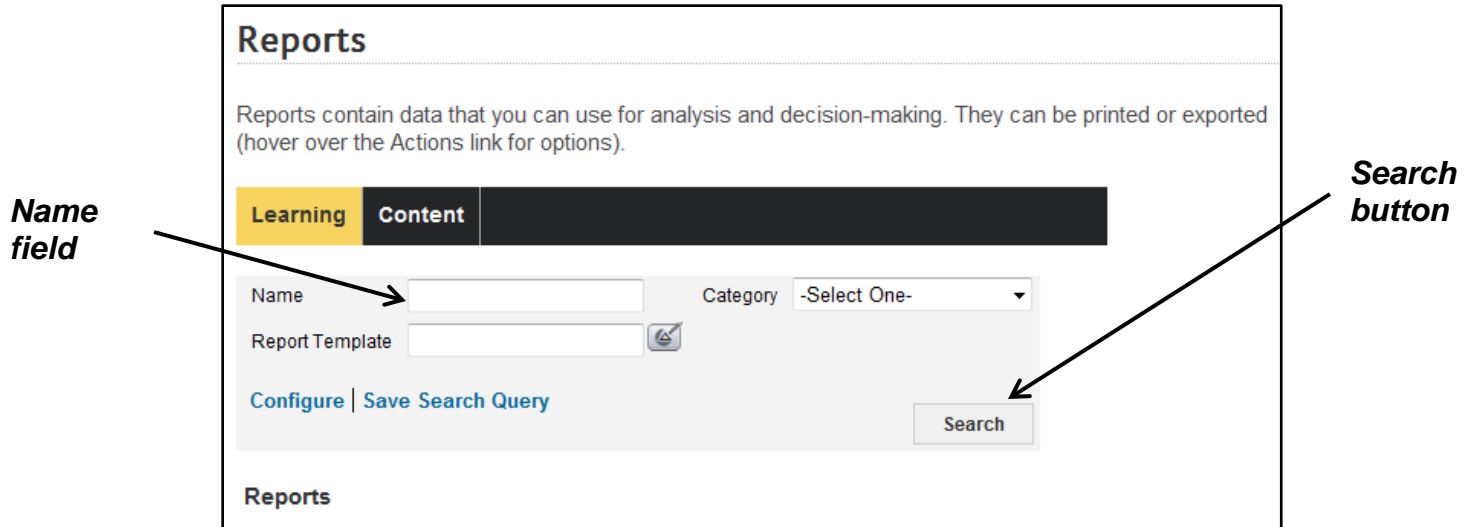


Figure 3 – Name field and Search button

5. Click the **Actions** link.

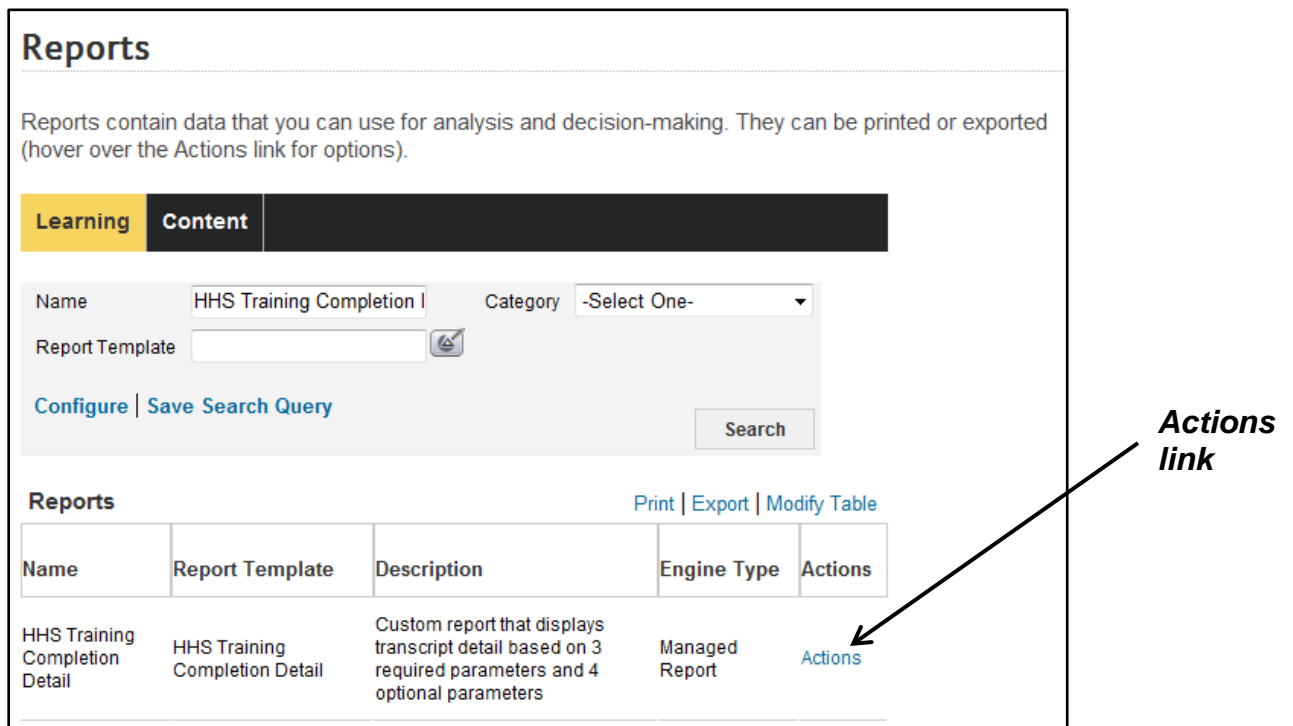


Figure 4 – Actions link

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

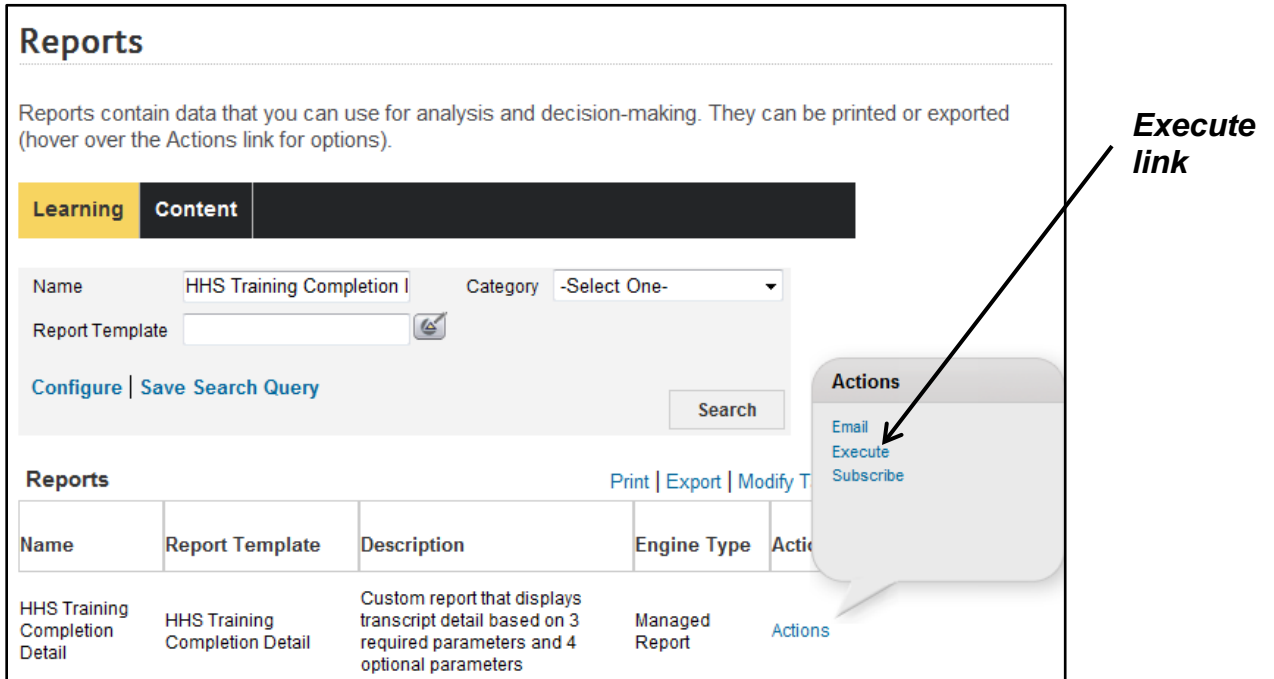


Figure 5 – Execute link on the Actions activity menu

7. Click the **Course Title** pick icon and then select the course title name into the appropriate title field.

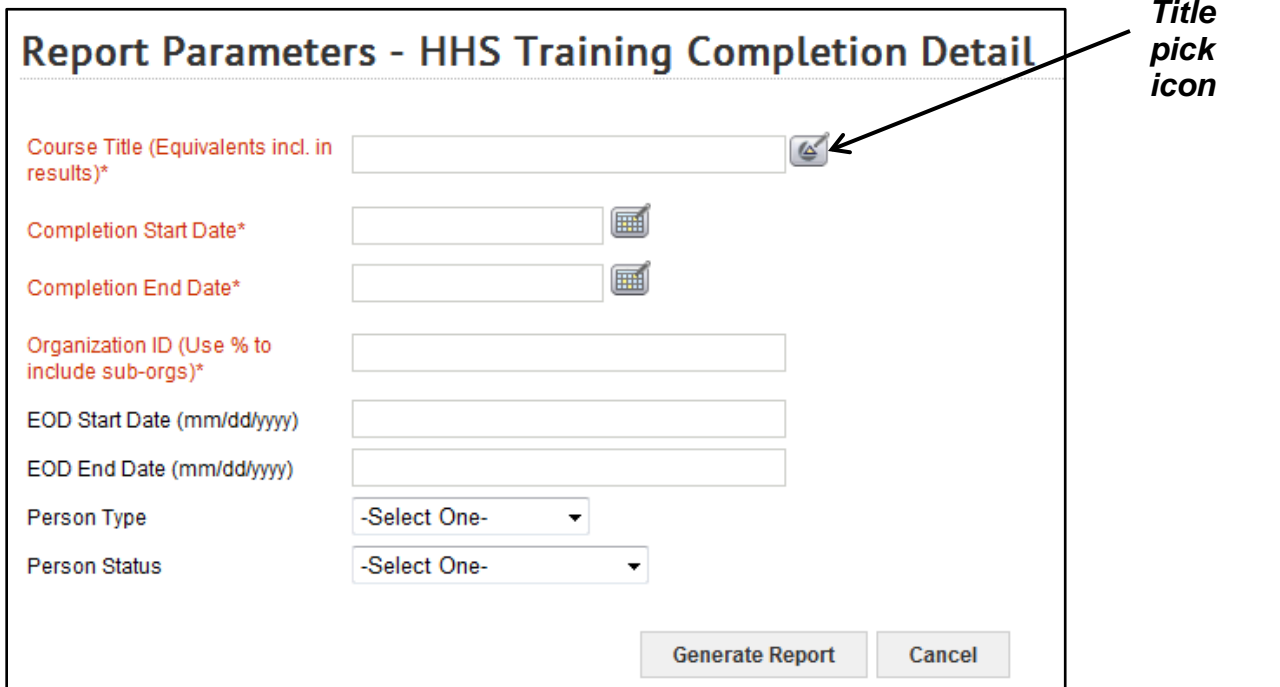


Figure 6 – Course Title pick icon

8. Use the Title, Course ID, Domain, and/or Audience Type/Subtype fields and the **Search** button to search for the course.

The screenshot shows a search form titled "Select Course". It contains four input fields: "Title", "Domain", "Course ID", and "Audience Type/Subtype". Each field has a small icon to its right. Below the fields are two links: "Configure" and "Save Search Query". A "Search" button is located to the right of the "Audience Type/Subtype" field. Below the search form is a section titled "Courses" with a "Close" button at the bottom right. Callouts with arrows point to the "Title" field (labeled "Name field"), the "Domain" field (labeled "Domain field"), the "Course ID" field (labeled "Course ID field"), the "Audience Type/Subtype" field (labeled "Audience Type/Sub type field"), and the "Search" button (labeled "Search button").

Figure 7 – Name, Course ID, Domain, and Audience Type/Sub type fields and Search button

9. Click the **Select** checkbox to select the course.

The screenshot shows the "Select Course" interface with search results. The search form at the top has "NIH" entered in the "Title" field. Below the form is a table of results. The first row is highlighted. A callout with an arrow points to the "Select" checkbox in the first row, labeled "Select checkbox".


Select	Version	Course ID	Title
<input checked="" type="checkbox"/>	06.12.2015	NIHEDI8	NIH Prevention of Sexual Harassment Online Training
<input checked="" type="checkbox"/>	1	NIH2WMIP20131223	NIH 2-Way Match Invoice Processing


Figure 8 – Select checkbox

10. Enter the Completion Start Date and Completion End Date in the appropriate fields in MM/DDD/YYYY format. Alternately, you can use the **Completion Start Date** and **Completion End Date** pick icons to select the date.

Report Parameters - HHS Training Completion Detail

Course Title (Equivalents incl. in results)*

Completion Start Date*  *Completion Start Date pick icon*

Completion End Date*  *Completion End Date pick icon*

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

EOD Start Date (mm/dd/yyyy)

EOD End Date (mm/dd/yyyy)

Person Type

Person Status

Figure 9 – Completion Start Date and Completion End Date pick icons

11. 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.

Report Parameters - HHS Training Completion Detail

Course Title (Equivalents incl. in results)*

Completion Start Date*

Completion End Date*

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

EOD Start Date (mm/dd/yyyy)

EOD End Date (mm/dd/yyyy)

Person Type

Person Status

Organization ID field

Figure 10 – Organization ID field

12. Click the **Generate Report** button.

Report Parameters - HHS Training Completion Detail

Course Title (Equivalents incl. in results)*

Completion Start Date*

Completion End Date*

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

EOD Start Date (mm/dd/yyyy)

EOD End Date (mm/dd/yyyy)

Person Type

Person Status

Generate Report button

Figure 11 – Generate Report button

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

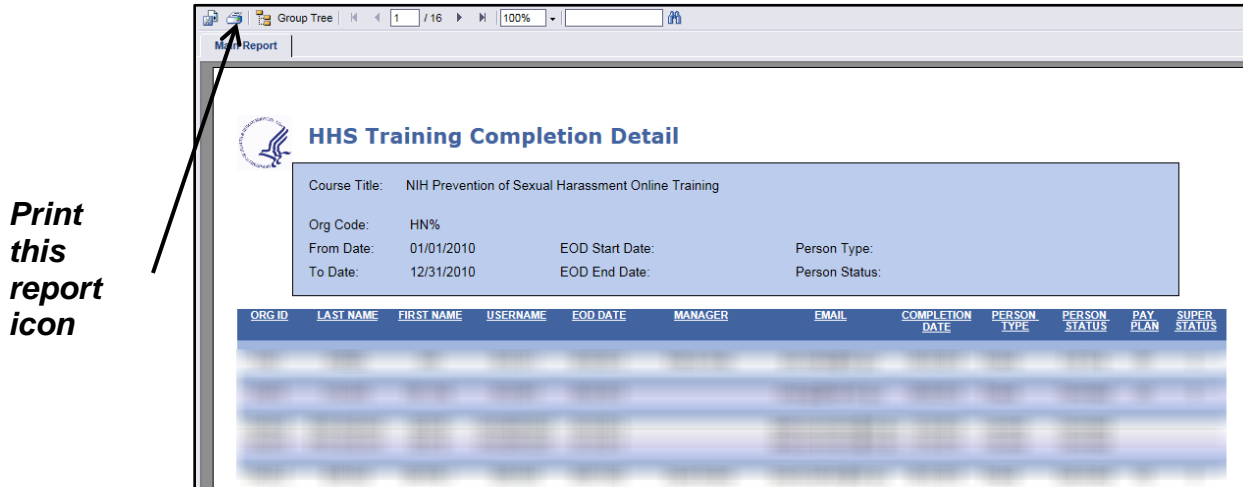


Figure 12 – Print this report icon

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

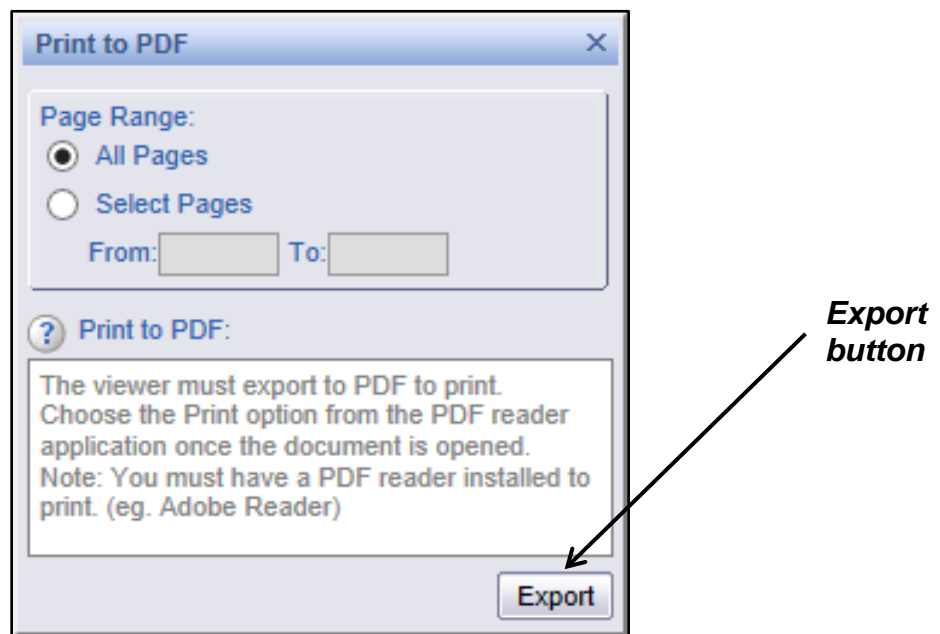


Figure 13 – Export button

15. 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**



Figure 14 – Open button

16. Print 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>