LEARNING MANAGEMENT SYSTEM (LMS)

RUNNING THE HHS TRAINING COMPLETION DETAILS – WILDCARD REPORT

This report delivers data for training completions on Learners in an Organization (or its sub-Orgs) based upon a partial Course Title during a specified date range. The partial Course Title must be at least 8 alphanumeric characters. The report data can be further refined using the Employee EOD Dates, Person Type, and Person Status.

1. Log into the LMS.

2. Click the Admin icon.
3. Click the **Reports** link in the left navigation menu.

![Figure 2 – Reports link](image)
4. Enter %wildcard in the **Name** field and click the **Search** button.

![Figure 3 – Name field and Search button](image)

5. Click the **Actions** link for the HHS Training Completion Details – Wildcard report.

![Figure 4 – Actions link](image)
6. Click the **Execute** link on the Actions activity menu.

![Figure 5 – Execute link on the Actions activity menu](image)

7. Enter at least eight (8) alphanumeric characters in the Course Title field. These characters can be found anywhere in the course titles for the completions to include in the report.
8. Enter the Completion Start Date and Completion End Date in the appropriate fields in MM/DD/YYY format. Alternately, you can use the **Completion Start Date** and **Completion End Date** pick icons to select the date.

9. 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-Organsizations.
Figure 8 – Organization ID field
10. By default, the Person Status field is populated with Full Time. Click the **Person Status** pull-down menu to select another value.

11. Click the **Generate Report** button.
12. To print the report, click the **Print this report** icon.

![Print this report icon](image11.png)

**Figure 11 – Print this report button**

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

![Export button](image12.png)

**Figure 12 – Export button**
14. 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 13 – Open button**

15. 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](http://intrahr.od.nih.gov/helpdeskform.htm)