



## *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.



Figure 1 – Admin icon

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

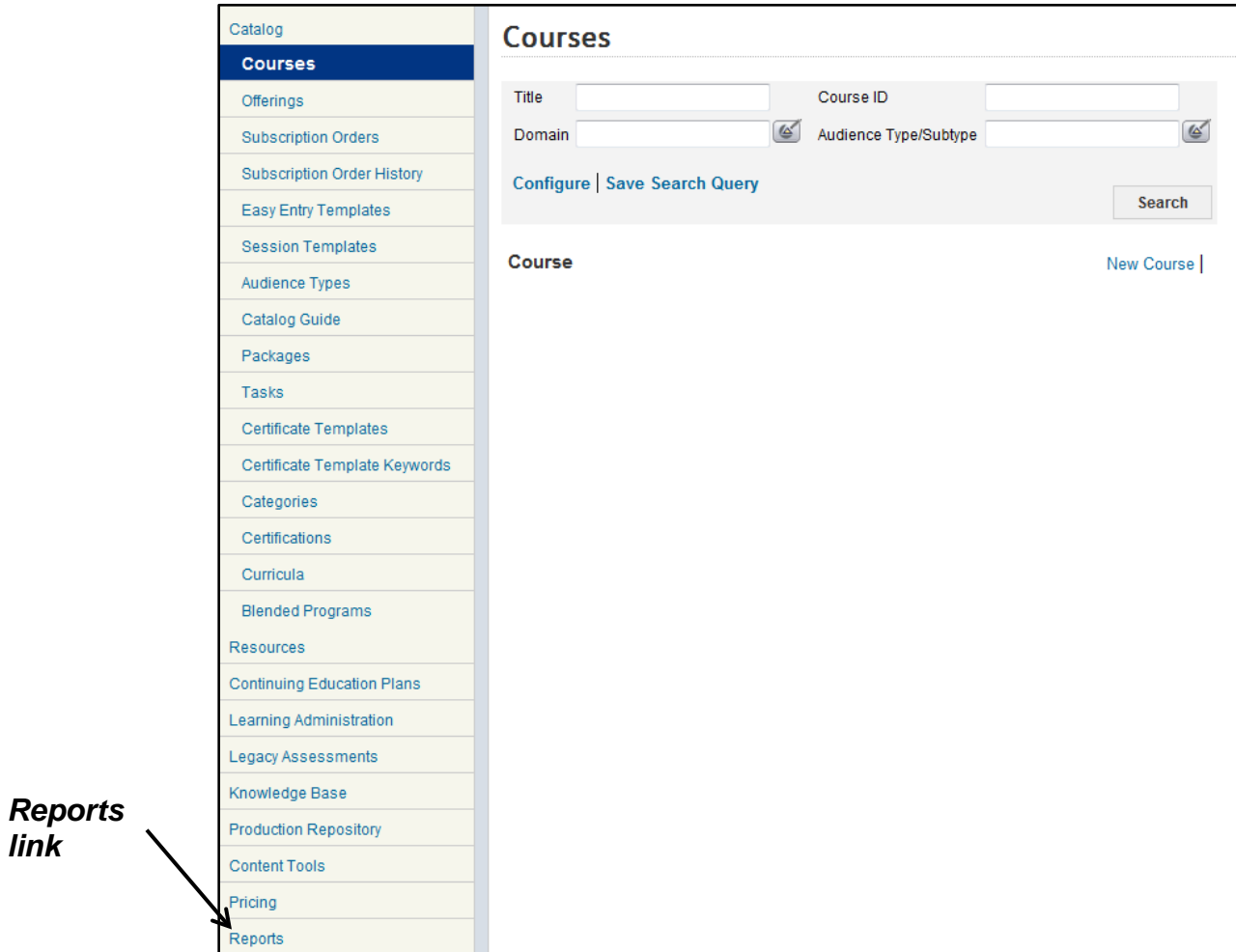


Figure 2 – Reports link

- Enter %wildcard in the **Name** field and click the **Search** button.

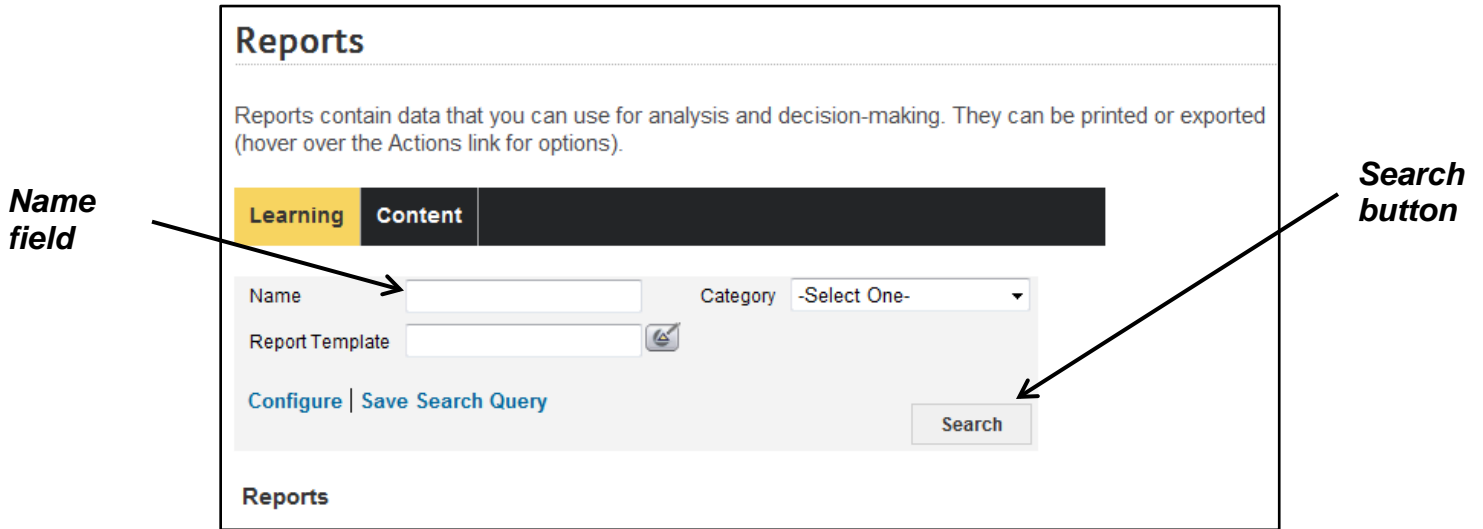


Figure 3 – Name field and Search button

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

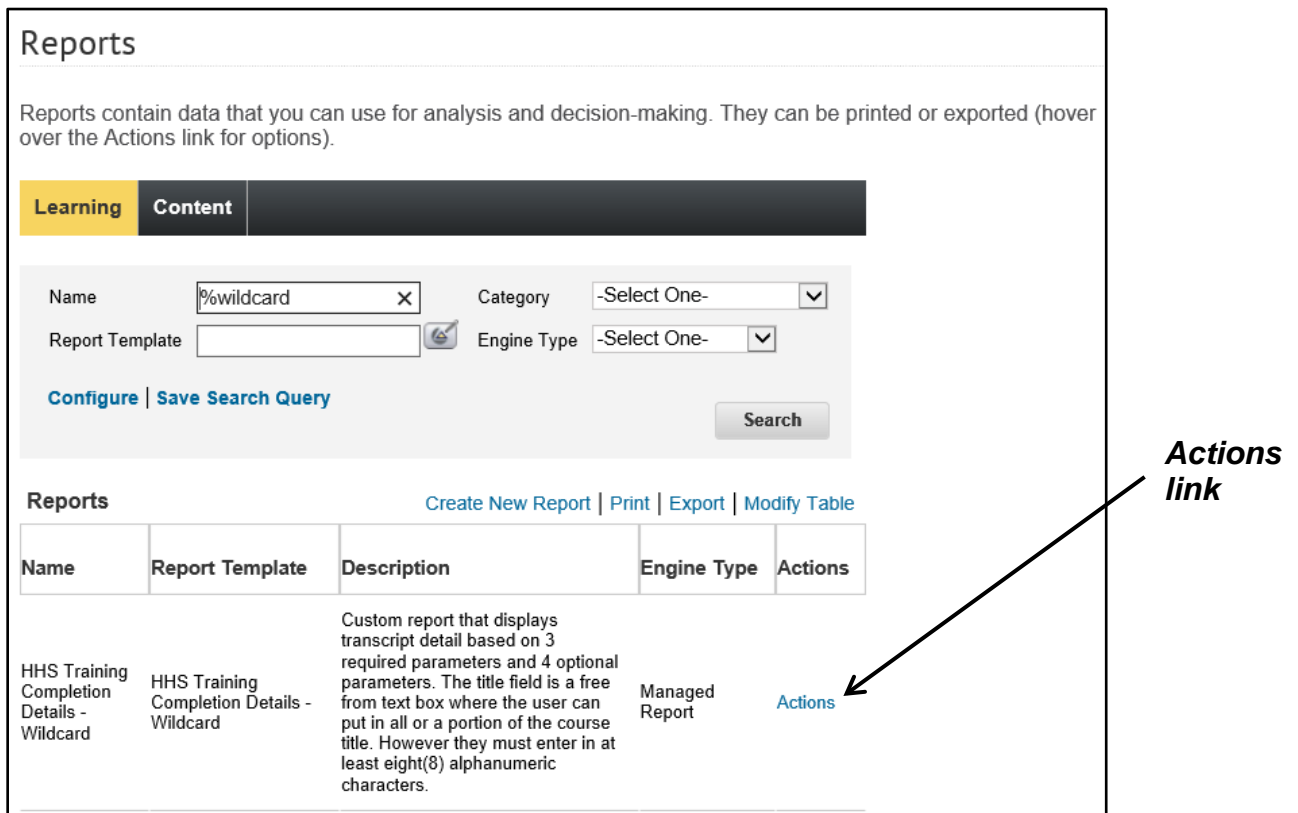


Figure 4 – Actions link

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

The screenshot shows a web interface for 'Reports'. At the top, there's a header 'Reports' and a sub-header '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)'. Below this is a navigation bar with 'Learning' and 'Content' tabs. A search form is present with fields for 'Name' (containing '%wildcard'), 'Category' (dropdown), 'Report Template', and 'Engine Type' (dropdown). There are 'Configure' and 'Save Search Query' links. A 'Search' button is also visible. Below the search form is a table of reports. The first report is 'HHS Training Completion Details - Wildcard'. The 'Actions' column for this report is expanded, showing a menu with 'Email', 'Execute', and 'Subscribe' options. An arrow points from the text 'Execute link' to the 'Execute' option in the menu.

Name	Report Template	Description	Engine Type	Actions
HHS Training Completion Details - Wildcard	HHS Training Completion Details - Wildcard	Custom report that displays transcript detail based on 3 required parameters and 4 optional parameters. The title field is a free form text box where the user can put in all or a portion of the course title. However they must enter in at least eight(8) alphanumeric characters.	Managed Report	<a href="#">Actions</a>

Figure 5 – Execute link on the Actions activity menu

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.

**Report Parameters - HHS Training Completion Details - Wildcard**

Course Title (you must enter at least eight(8) alphanumeric characters)\*

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

*Course Title field*

Figure 6 – Course Title field

- 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 Details - Wildcard**

Course Title (you must enter at least eight(8) alphanumeric characters)\*

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

*Completion Start Date field*


*Completion End Date field*


Figure 6 – Completion Start Date and Completion End Date pick icons

- 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 Details - Wildcard**

Course Title (you must enter at least eight(8) alphanumeric characters)\*


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 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.

The screenshot shows a web form titled "Report Parameters - HHS Training Completion Details - Wildcard". The form contains several input fields: "Course Title" (with a red warning message: "you must enter at least eight(8) alphanumeric characters"), "Completion Start Date", "Completion End Date", "Organization ID", "EOD Start Date", "EOD End Date", "Person Type", and "Person Status". The "Person Status" field is currently set to "Full Time". A pull-down menu is open for this field, showing a list of options: "-Select One-", "Deactivated", "Duplicate Account", "Full Time" (highlighted in blue), "Inactive", "Intermittent - Federalized", "Leave of Absence", "Maternity Leave", "Other", "Part Time", "Retired", "Sabbatical", and "Terminated". An arrow points from the text "Person Status pull-down menu" to the open menu. At the bottom right of the form are two buttons: "Generate Report" and "Cancel".

Figure 9 – Person Status pull-down menu

11. Click the **Generate Report** button.

This screenshot shows the same form as Figure 9, but with the "Person Status" pull-down menu closed. The "Person Status" field now shows "Full Time" with a small downward arrow. An arrow points from the text "Generate Report button" to the "Generate Report" button at the bottom right of the form.

Figure 10 – Generate Report button

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



Figure 11 – Print this report button

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

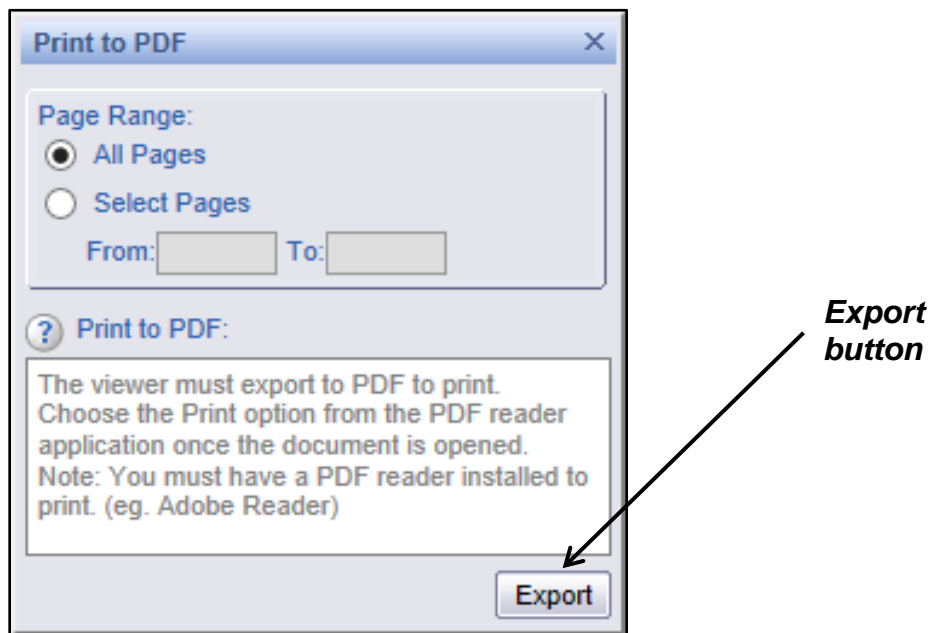


Figure 12 – Export button



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**



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://intra.hhs.gov/helpdeskform.htm>**