



LEARNING MANAGEMENT SYSTEM (LMS) **RUNNING THE HHS ENROLLMENT SNAPSHOT REPORT**

This report delivers the roster details for offerings of a given Owner, Course or Domain in a specified date range – the date range cannot exceed one (1) year. **This report is intended for Learning Administrator's.**

1. Log into the LMS.
2. Click the **Admin** icon.



Figure 1 – Admin icon

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

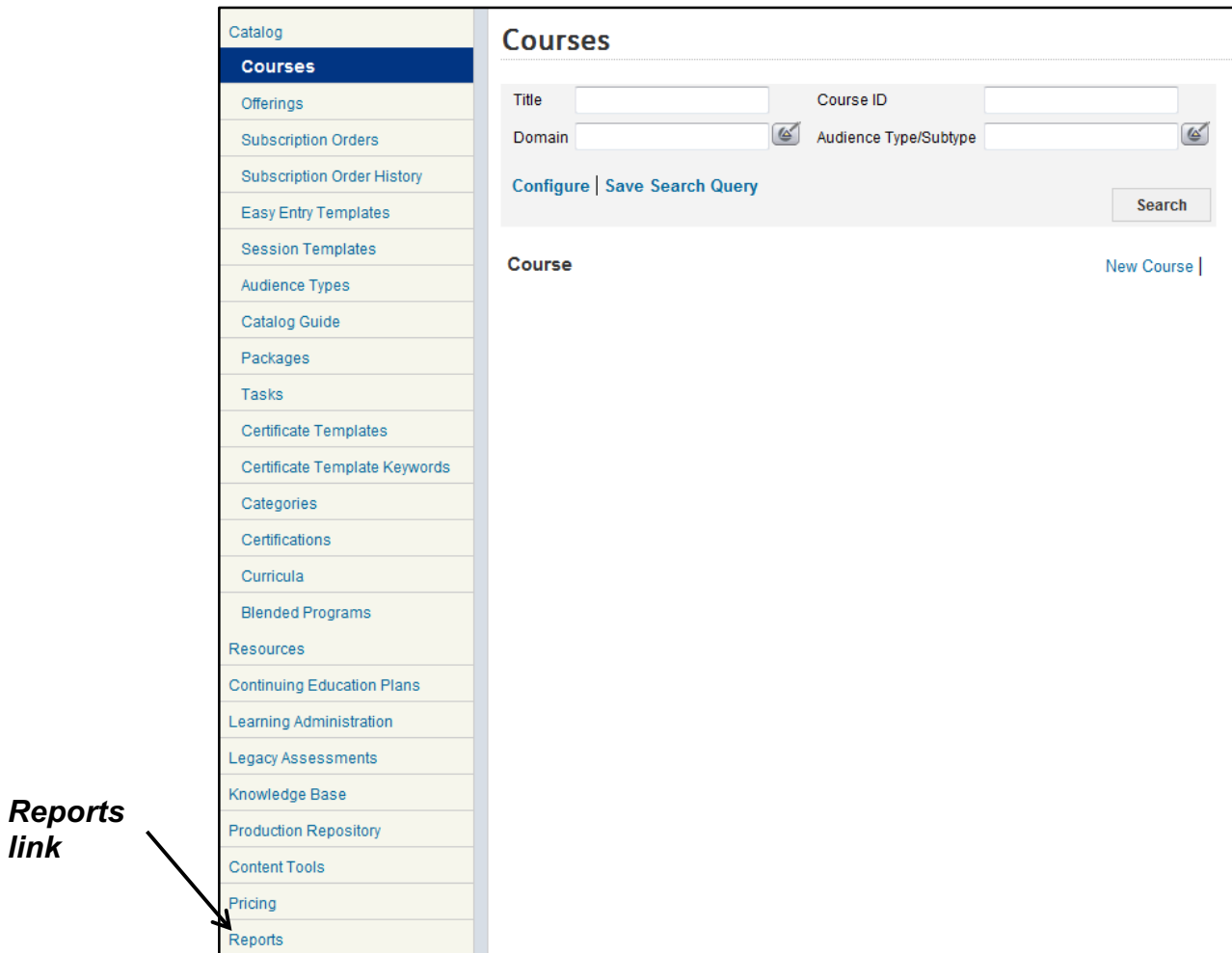


Figure 2 – Reports link

4. Enter HHS Enrollment Snapshot in the Name field and click the **Search** button.

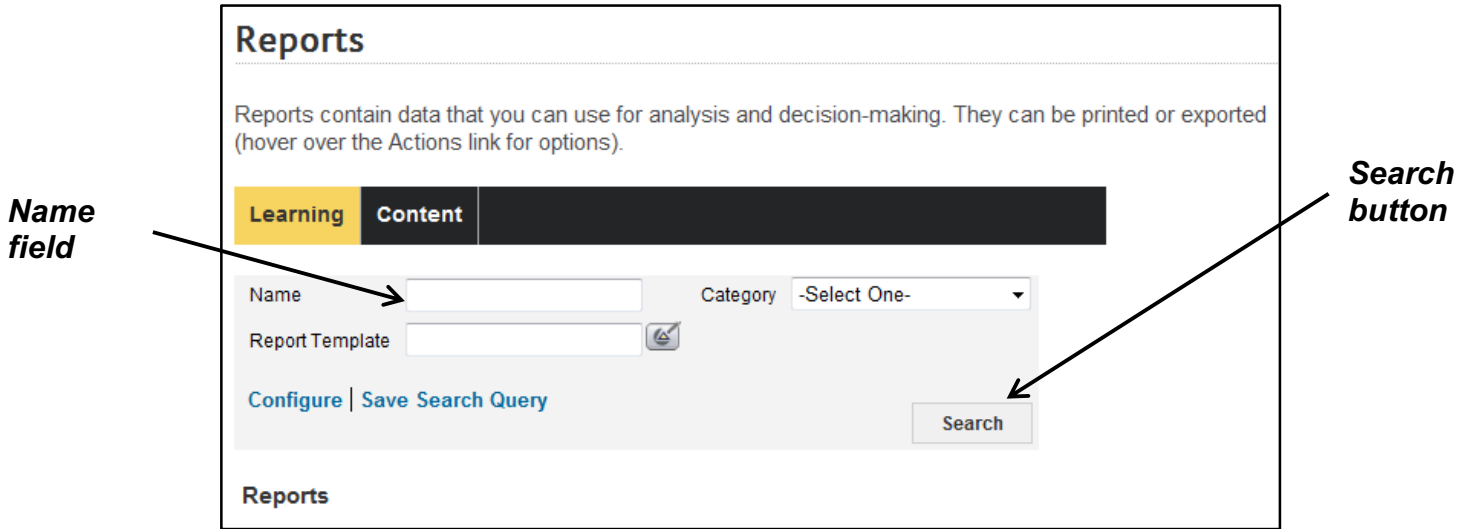


Figure 3 – Name field and Search button

5. Click the **Actions** link for the HHS Enrollment Snapshot Report.

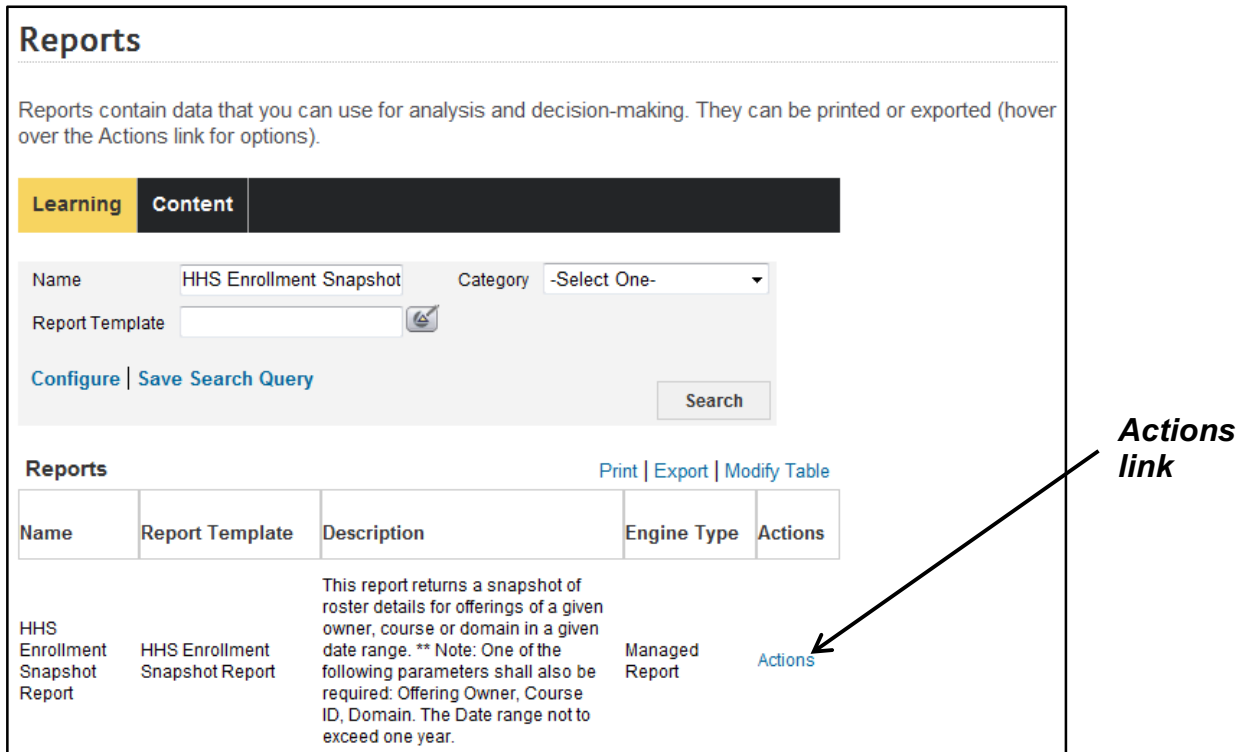


Figure 4 – Actions link

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 'Content'. Below this is a search form with fields for 'Name' (containing 'HHS Enrollment Snapshot'), 'Category' (a dropdown menu), and 'Report Template'. There are buttons for 'Configure', 'Save Search Query', and 'Search'. Below the search form is a table of reports. The first row is highlighted. An 'Actions' menu is open over the 'Actions' column of the first row, showing options: 'Email', 'Execute', and 'Subscribe'. An arrow points from the text 'Execute link' to the 'Execute' option in the menu.

Name	Report Template	Description	Engine Type	Actions
HHS Enrollment Snapshot Report	HHS Enrollment Snapshot Report	This report returns a snapshot of roster details for offerings of a given owner, course or domain in a given date range. ** Note: One of the following parameters shall also be required: Offering Owner, Course ID, Domain. The Date range not to exceed one year.	Managed Report	Actions

Figure 5 – Execute link on the Actions activity menu

7. In addition to the mandatory From Date and To Date fields, you must populate the Offering Owner, Course ID, or Domain fields. Use the respective

pick icons to select the Offering Owner, Course ID, or Domain. In this example, the Domain field will be used – click the **Domain** pick icon.

Report Parameters - HHS Enrollment Snapshot Report

From Date*

To Date*

Select one of the following:
Offering Owner

Offering Customer Service Representative

Course ID

Domain

Select to display column in report output: Display Course Title

Display Delivery Type

Display Customer Service Representative

Display Instructor

Generate Report **Cancel**

Figure 6 – Offering Owner, Course ID, and Domain pick icons

8. Click the **Search** button.

Select Domain

Name

Search

Domains

Close

Search button

Figure 7 – Search button

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

Select checkbox

Select Domain

Name


Domains [Print](#) | [Export](#)


Select	Name	Parents
<input type="checkbox"/>	CC	Global > HHS > NIH
<input type="checkbox"/>	CIT	Global > HHS > NIH
<input type="checkbox"/>	HHS Common	Global > HHS
<input type="checkbox"/>	NIAID	Global > HHS > NIH
<input type="checkbox"/>	NIH	Global > HHS
<input type="checkbox"/>	NIH Common	Global > HHS > NIH
<input type="checkbox"/>	NIHTC	Global > HHS > NIH
<input type="checkbox"/>	ORS_ORF	Global > HHS > NIH


Figure 8 – Select checkbox


10. 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.


Report Parameters - HHS Enrollment Snapshot Report


From Date*  ← *From Date pick icon*

To Date*  ← *To Date pick icon*

Select one of the following:
Offering Owner 

Offering Customer Service Representative 

Course ID 

Domain 

Select to display column in report output:


- Display Course Title
- Display Delivery Type
- Display Customer Service Representative
- Display Instructor


Figure 9 – From Date and To Date pick icons


NOTE: The date range cannot exceed one (1) year.


11. Click the **Generate Report** icon.


Report Parameters - HHS Enrollment Snapshot Report


From Date* 

To Date* 

Select one of the following:
Offering Owner 

Offering Customer Service Representative 

Course ID 

Domain 

Select to display column in report output:

- Display Course Title
- Display Delivery Type
- Display Customer Service Representative
- Display Instructor

Generate Report button ←

Figure 10 – Generate Report button

12. To Save the report, click the **Export this report icon**.

Export this report icon

Title	Course ID	Offering ID	Start Date	Min Cnt	Max Cnt	# Approved	# Pending	# Waitlisted	# Approval Not Required
Conflict Management Skills Course	DAB - CMS	00031490	1/26/2011	12	24	0	0	0	0
Employment Law Training for Supervisors	OS-ELTS	00031191	1/27/2011	10	50	0	0	0	4
Differently-abled, Talented and Capable	00032090	00032090	2/23/2011	5	200	0	0	0	0
Differently-abled, Talented and Capable	OHR-DTC	00032104	2/23/2011	5	200	0	0	0	6
Employment Law Training for Supervisors	OS-ELTS	00031193	3/23/2011	10	40	0	0	0	26

Figure 11 – Export this report icon

13. Select **Microsoft Excel (97-2003) Data-Only** dropdown and click the **Export** button in the Export message box.

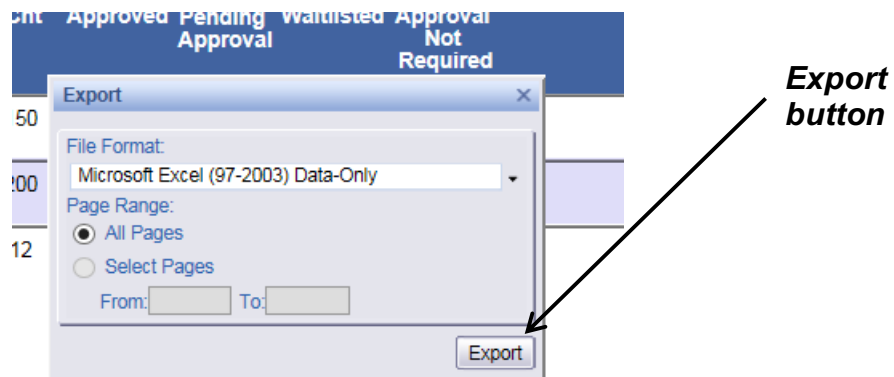


Figure 12 – Export button

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 excel file. A notification bar will display at the bottom of the screen in the Internet Explorer browser when the excel file has been created. Click the **Open** button on the notification bar to open the excel file. You can then save the excel file.

Open button

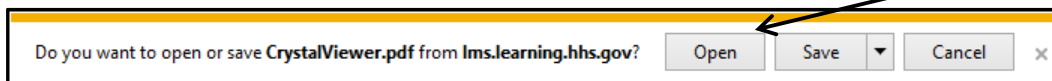


Figure 13 – Open button

If you experience trouble with this process, please submit a helpdesk ticket at: <http://intrahr.od.nih.gov/helpdeskform.htm>