



## *LEARNING MANAGEMENT SYSTEM (LMS)* **RUNNING THE HHS ACCOUNTS: DEACTIVATED/TO-BE-DEACTIVATED REPORT**

This report provides a list of learner accounts that will be deactivated by a specific date or a list of learner accounts that have already been deactivated. One practical application of this report is to set up a weekly subscription to the report, having the report return what LMS accounts will be deactivated during the following week. The learner account email addresses are provided on the report.

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



Figure 1 – Admin icon

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

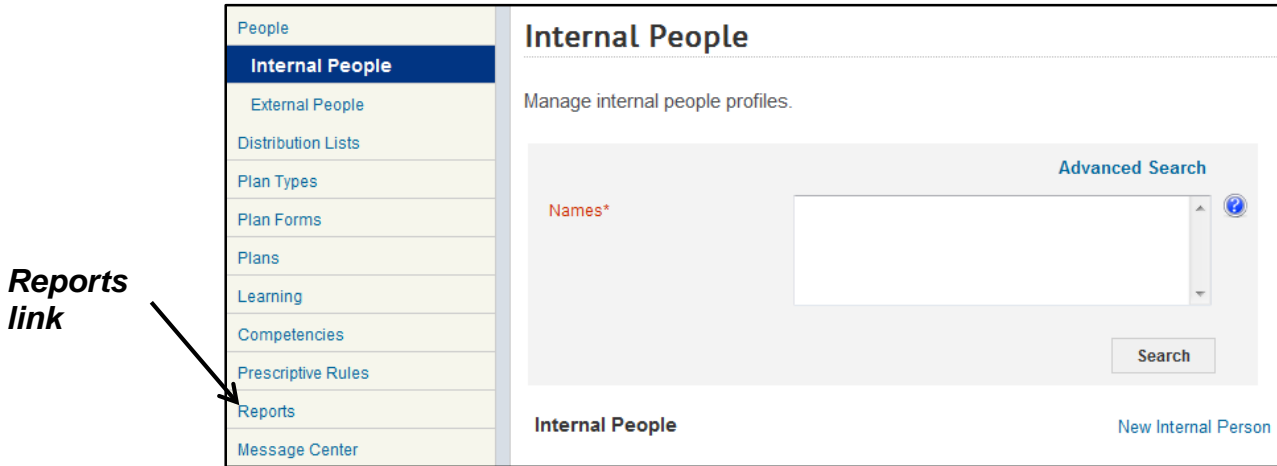


Figure 2 – Reports link

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

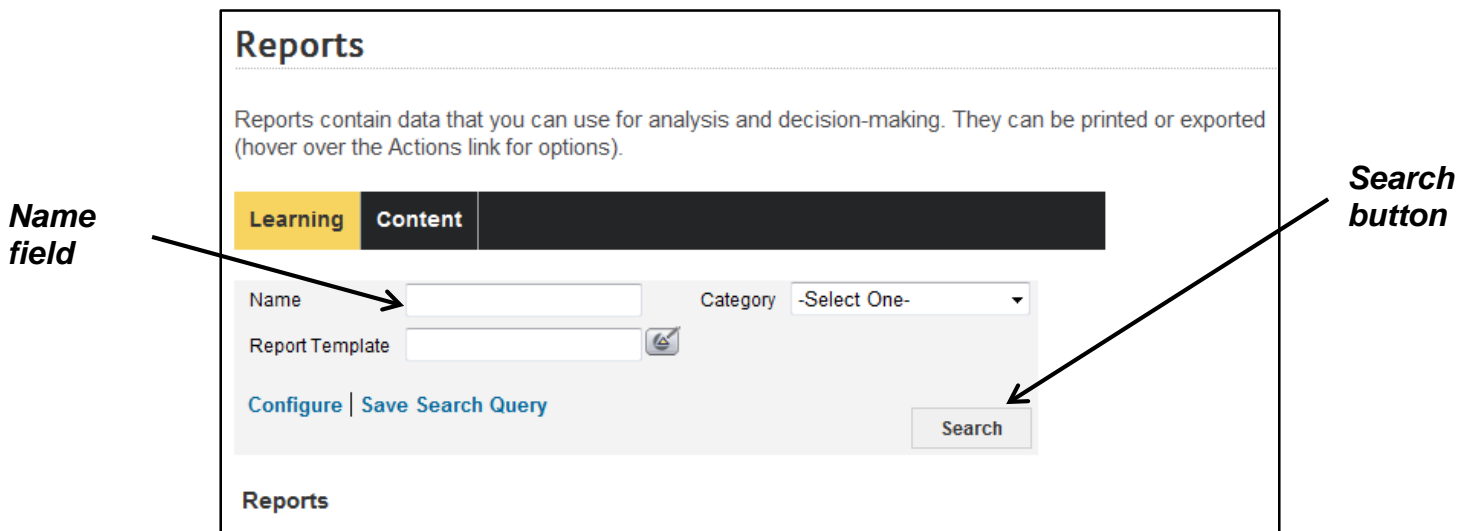


Figure 3 – Name field and Search button

- Click the **Actions** link for the HHS Accounts: Deactivated/To-Be-Deactivated Report.

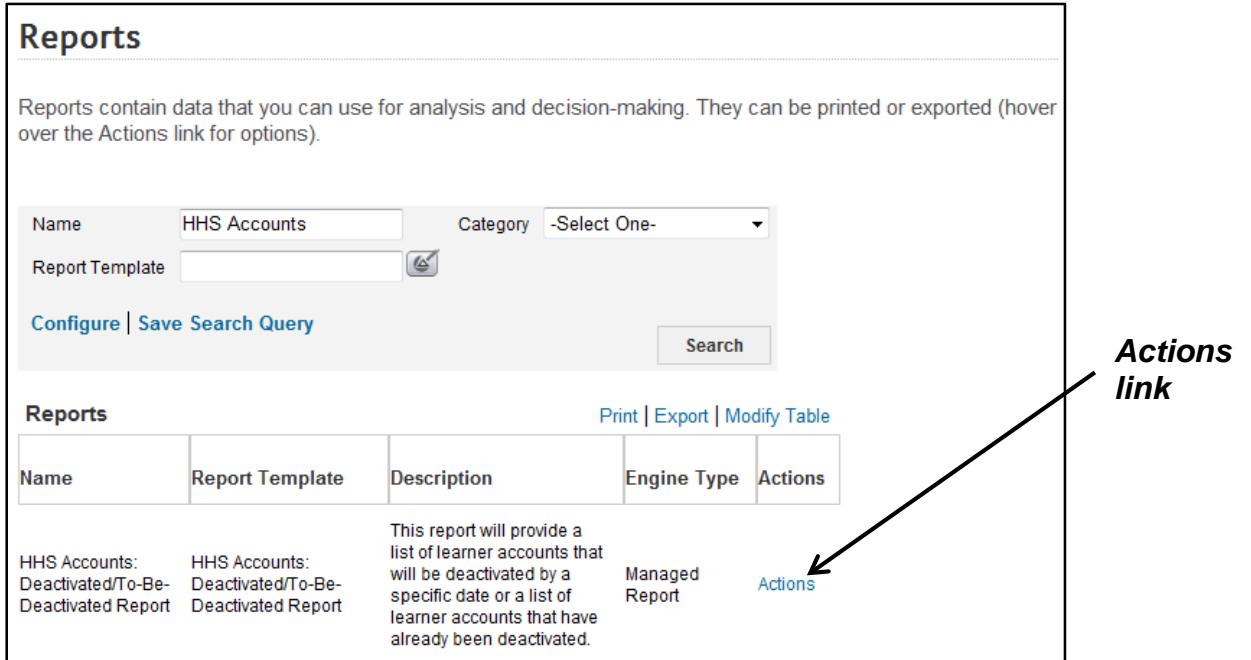


Figure 4 – Actions link

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

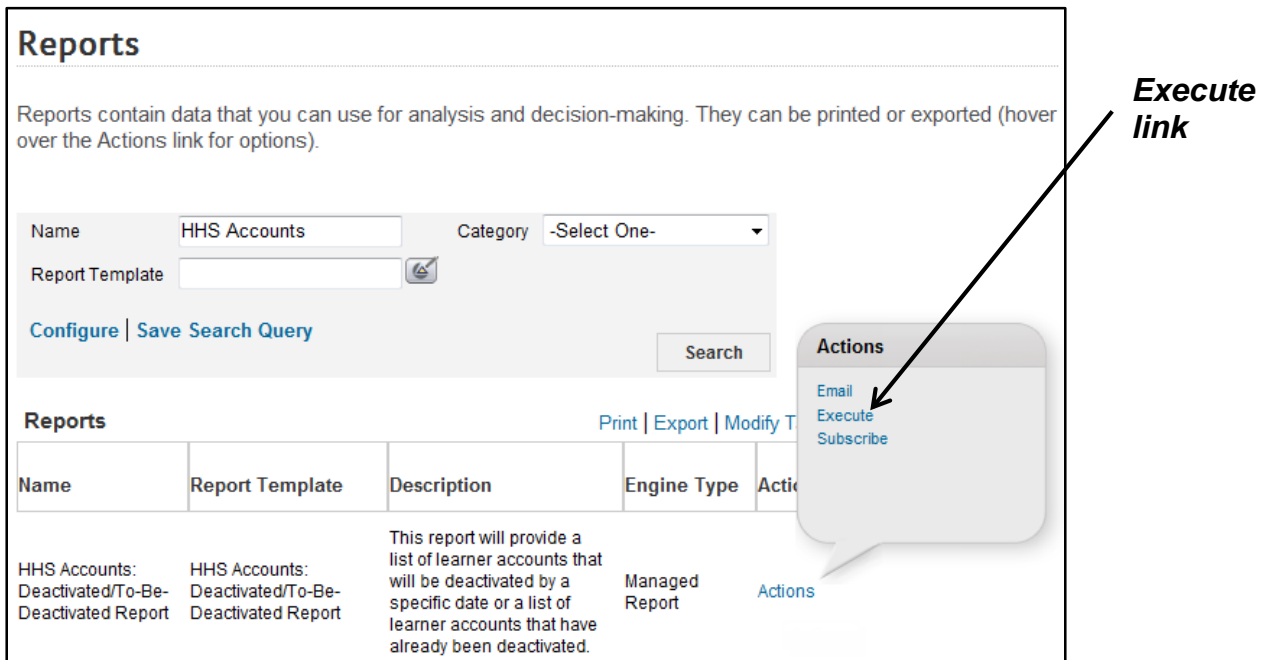


Figure 5 – Execute link on the Actions activity menu

7. By default, the Report Type pull-down menu is populated as Deactivated. For Learner accounts pending deactivation, select the **To Be Deactivated** option.

**Report Parameters - HHS Accounts: Deactivated/To-Be-Deactivated Report**

**Report Type\***  *Report Type pull-down menu*

Select One of the following:  
Organization ID (Use % to include sub-orgs)

Or Domain

Person Type

Number of Days (No entry will return all available results for the Deactivated report; Entry may not be greater than 120 for the To-Be-Deactivated report)

Figure 6 – Report Type pull-down menu

8. You must populate either the Organization ID or Domain fields. In this example, the Organization ID field will be used – 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 Accounts: Deactivated/To-Be-Deactivated Report**

**Report Type\*** To Be Deactivated ▾

Select One of the following:  
Organization ID (Use % to include sub-orgs)

Or Domain

Person Type -Select One- ▾

Number of Days (No entry will return all available results for the Deactivated report; Entry may not be greater than 120 for the To-Be-Deactivated report)

Generate Report Cancel

*Organization ID field*

Figure 7 – Organization ID field

9. To filter the results for a specific Person Type, click the **Person Type** pull-down menu. Filtering based on the Person Type is not required.

**Report Parameters - HHS Accounts: Deactivated/To-Be-Deactivated Report**

**Report Type\*** To Be Deactivated ▾

Select One of the following:  
Organization ID (Use % to include sub-orgs) HN%

Or Domain

Person Type

Number of Days (No entry will return all available results for the Deactivated report; Entry may not be greater than 120 for the To-Be-Deactivated report)

Generate Report Cancel

*Person Type pull-down menu*

Figure 8 – Person Type pull-down menu

10. The Number of Days field is only required for the To Be Deactivated version of the report. Enter a value between 1 and 120 (1 day to 120 days in the future). For the Deactivated version of the report, leave this field blank.

**Report Parameters - HHS Accounts: Deactivated/To-Be-Deactivated Report**

**Report Type\*** To Be Deactivated

Select One of the following:  
Organization ID (Use % to include sub-orgs) HN%

Or Domain

Person Type -Select One-

Number of Days (No entry will return all available results for the Deactivated report; Entry may not be greater than 120 for the To-Be-Deactivated report)

Generate Report Cancel

*Number of Days field*

Figure 9 – Number of Days field

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

**Report Parameters - HHS Accounts: Deactivated/To-Be-Deactivated Report**

**Report Type\*** To Be Deactivated

Select One of the following:  
Organization ID (Use % to include sub-orgs) HN%

Or Domain

Person Type -Select One-

Number of Days (No entry will return all available results for the Deactivated report; Entry may not be greater than 120 for the To-Be-Deactivated report) 120

Generate Report Cancel

*Generate Report button*

Figure 10 – Generate Report button

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

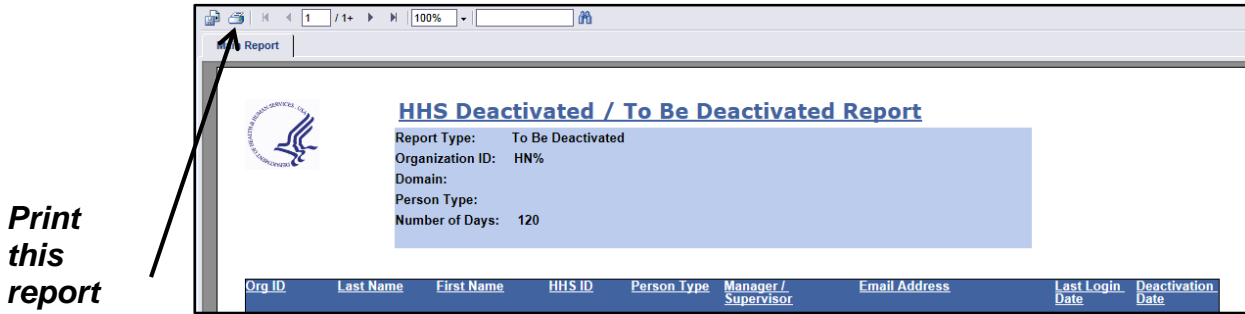


Figure 11 – Print this report icon

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

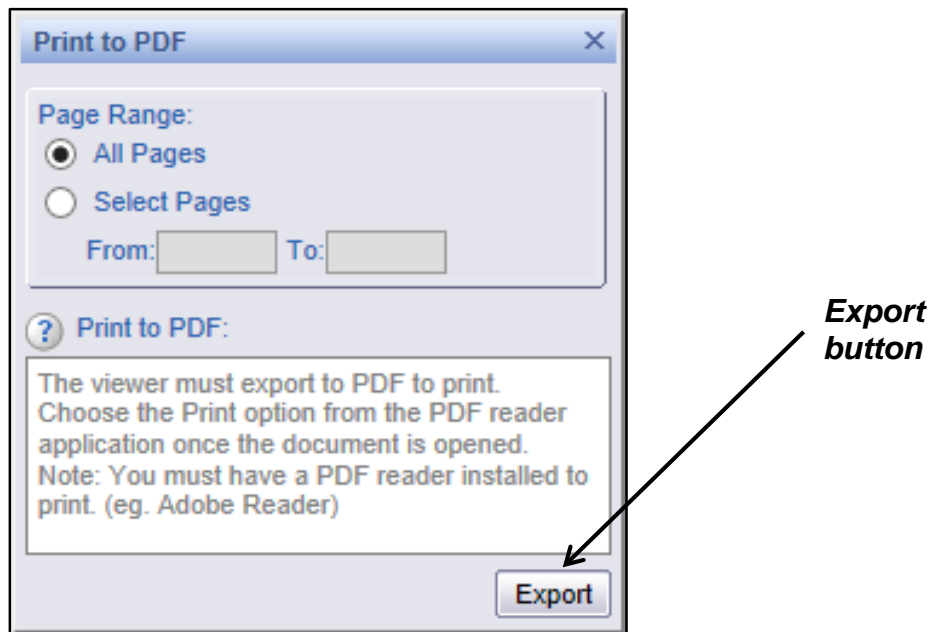


Figure 12 – Export button

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.

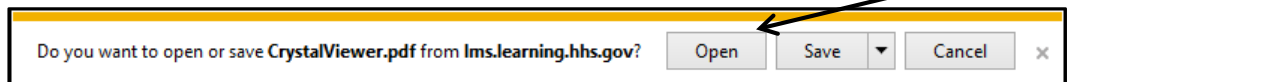


Figure 13 – Open button

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>**