



LEARNING MANAGEMENT SYSTEM (LMS) **RUNNING THE HHS TRAINING COMPLETIONS BY OFFERING DOMAIN REPORT**

This report delivers Learner completion details for offerings for a specified date range not to exceed 365 days.

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



Figure 1 – Admin icon

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

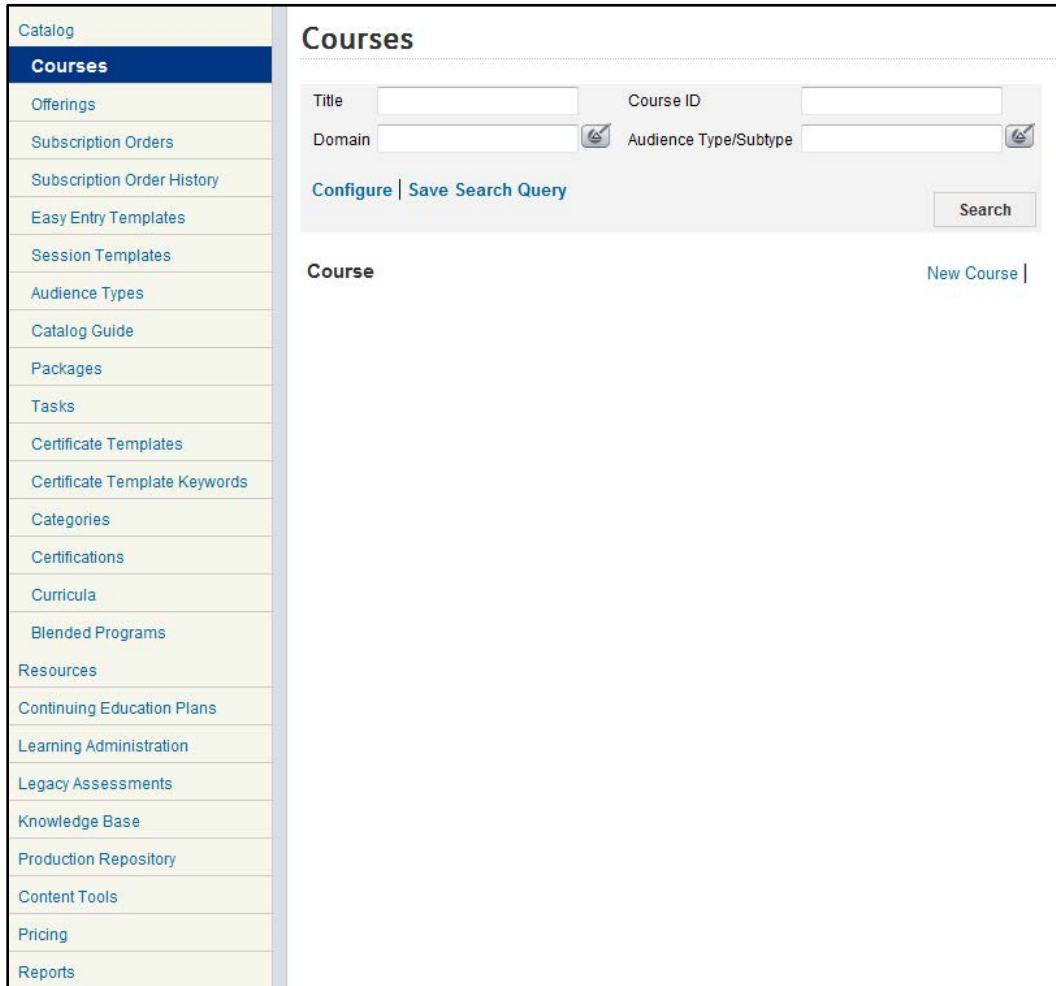


Figure 2 – Reports link

4. Enter HHS Training Completions by Offering Domain in the Name field and click the **Search** button.

Name field

Search button

The screenshot shows a web interface titled "Reports". Below the title is a descriptive sentence: "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 two tabs: "Learning" (highlighted in yellow) and "Content" (highlighted in black). The main content area contains a search form with the following elements: a "Name" text input field, a "Category" dropdown menu with "-Select One-" selected, a "Report Template" text input field with a small icon to its right, and a "Search" button. There are also links for "Configure" and "Save Search Query". At the bottom of the form area, the word "Reports" is displayed.

Figure 3 – Name field and Search button

- Click the **Actions** link for the HHS Training Completions Report.

Reports

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).

Learning **Content**

Name: Category:

Report Template:

[Configure](#) | [Save Search Query](#)

Reports [Print](#) | [Export](#) | [Modify Table](#)

Name	Report Template	Description	Engine Type	Actions
HHS Training Completions by Offering Domain Report	HHS Training Completions by Offering Domain Report	This report returns learner completion details for offerings for a given date range and offering domain. Required parameters are the date range, Offering Domain, Org Code, and Delivery Type. Optional parameters are Category, Course ID, Supervisory Code, and Job Series. ** Note: The date range, offering domain, org code, and delivery type parameters are required. The date range is not to exceed six months.	Managed Report	Actions

Actions link (with arrow pointing to the Actions link in the table)

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 'Reports' header and a sub-header 'Learning Content'. Below this is a search form with fields for 'Name' (containing 'HHS Training Completions'), 'Category' (a dropdown menu), and 'Report Template'. There are also 'Configure', 'Save Search Query', and 'Search' buttons. Below the search form is a table of reports. The first report is 'HHS Training Completions by Offering Domain Report'. A tooltip menu is open over the 'Actions' column of this report, showing options: 'Email', 'Execute', and 'Subscribe'. An arrow points from the text 'Execute link' to the 'Execute' option in the menu.

Reports

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).

Learning Content

Name: HHS Training Completions Category: -Select One-

Report Template: [input field]

[Configure](#) | [Save Search Query](#)


Reports [Print](#) | [Export](#) | [Modify Table](#)


Name	Report Template	Description	Engine Type	Actions
HHS Training Completions by Offering Domain Report	HHS Training Completions by Offering Domain Report	This report returns learner completion details for offerings for a given date range and offering domain. Required parameters are the date range, Offering Domain, Org Code, and Delivery Type. Optional parameters are Category, Course ID, Supervisory Code, and Job Series. ** Note: The date range, offering domain, org code, and delivery type parameters are required. The date range is not to exceed six months.	Managed Report	Email Execute Subscribe


Figure 5 – Execute link on the Actions activity menu

7. By default, the date range is automatically populated with the last 6 months. 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 Training Completions by Offering Domain Report


Completion Date From* 04/20/2017 

Completion Date To (Date range not to exceed 365 days)* 10/17/2017 

Offering Domain* 


Include Sub Domains


Include HHS Common Domain


Organization ID* 

Include Child Organizations

Delivery Type* -Select One-

Category 

Course ID 

Audience Type 

Supervisory Status


Job Series 

Figure 6 – From Date and To Date pick icons

NOTE: The date range cannot exceed 365 days.

8. Click the **Offering Domain** pick icon.

Report Parameters - HHS Training Completions by Offering Domain Report

Completion Date From* 04/20/2017

Completion Date To (Date range not to exceed 365 days)* 10/17/2017

Offering Domain*

Include Sub Domains

Include HHS Common Domain

Organization ID*

Include Child Organizations

Delivery Type* -Select One-

Category

Course ID

Audience Type

Supervisory Status

Job Series

Offering Domain pick icon

Figure 7 – Offering Domain pick icon

9. Click the **Search** button.

Select Domain

Name

Domains

Search button

Figure 8 – Search button

10. Click the **Select** checkbox to select a Domain.

**Select
checkbox**

Select Domain

Name

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

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

Figure 9 – Select checkbox

- Optional parameters are the **Include Sub Domains** and **Include HHS Common Domain**. Click on the **Include Sub Domains** checkbox if you would like to include all of the completions of the sub domains of the offering domain that was selected. Click on **Include HHS Common Domain** if you would like to include all of the SkillSoft online training completions.
- Enter the Org ID using the **Organization ID** pick icon. The **Include Child Organizations** checkbox allows for the capture all of the sub-Orgs.

Report Parameters - HHS Training Completions by Offering Domain Report

Completion Date From* 04/20/2017

Completion Date To (Date range not to exceed 365 days)* 10/17/2017

Offering Domain* NIH

Include Sub Domains

Include HHS Common Domain

Organization ID*

Include Child Organizations

Delivery Type* All

Category

Course ID

Audience Type

Supervisory Status

Job Series

Generate Report Cancel

Organization ID pick icon

Figure 10 – Organization ID field

13. Select an option from the Delivery Type pull-down menu.

Report Parameters - HHS Training Completions by Offering Domain Report

Completion Date From* 04/20/2017

Completion Date To (Date range not to exceed 365 days)* 10/17/2017

Offering Domain* NIH

Include Sub Domains

Include HHS Common Domain

Organization ID* HNA

Include Child Organizations

Delivery Type* **Select One-**
All
Book
Coaching
Conference Session
DVD/CD
Instructor Led
Mentoring
Online Training
On the Job Training
Recorded Training
Seminar
Tailored ILT
Virtual Class
Webinar
Written Material

Category

Course ID

Audience Type

Supervisory Status

Job Series

Generate Report Cancel

**Delivery Type
pull-down
menu**

Figure 11 – Delivery Type pull-down menu

14. Click the **Generate Report** button.

Report Parameters - HHS Training Completions by Offering Domain Report

Completion Date From* 04/20/2017

Completion Date To (Date range not to exceed 365 days)* 10/17/2017

Offering Domain* NIH

Include Sub Domains

Include HHS Common Domain

Organization ID* HNA

Include Child Organizations

Delivery Type* All

Category

Course ID

Audience Type

Supervisory Status

Job Series

Generate Report **Cancel**

Generate Report button

Figure 12 – Generate Report button

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

Print this report icon

Pos Org	Delivery Type	HHS ID	Last Name	First Name	Person Type	Person Status	Course Title	Course ID	Offering Start Date	Offering End Date	Date Marked Complete	Offering Domain
02 040405	Instructor	021007722	Rogers	Karen	Federal	Full Time	NIH Pre-Registration Workshop (PER)	NIHPT001	04/19/2017	04/21/2017	04/20/2017	NIHPT0
02 040402	Instructor	021007721	Wardlaw	Dennis	Federal	Terminated	NIH Pre-Registration Workshop (PER)	NIHPT001	04/19/2017	04/21/2017	04/20/2017	NIHPT0
02 040407	Instructor	021007760	Arac-Cohen	Javier	Federal	Full Time	NIH Pre-Registration Workshop (PER)	NIHPT001	04/19/2017	04/21/2017	04/20/2017	NIHPT0

Figure 13 – Print this report icon

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

Print to PDF

Page Range:

All Pages

Select Pages

From: To:

? Print to PDF:

The viewer must export to PDF to print. Choose the Print option from the PDF reader application once the document is opened. Note: You must have a PDF reader installed to print. (eg. Adobe Reader)

Export

Export button

Figure 14 – Export button

17. Depending on the amount of data in the report, it could take a few 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*

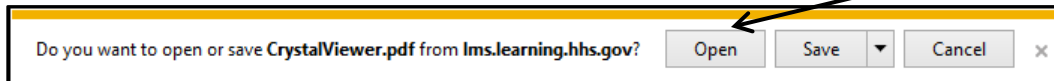


Figure 15 – Open button

18. 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>