**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.

![Admin icon](image-url)
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.

![Figure 3 – Name field and Search button](image)
5. Click the **Actions** link for the HHS Training Completions Report.

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

![Figure 5 – Execute link on the Actions activity menu](Image)
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/AAAA format. Alternately, you can use the From Date and To Date pick icons to select the date.

![Figure 6 – From Date and To Date pick icons](image)

**NOTE:** The date range cannot exceed 365 days.
8. Click the **Offering Domain** pick icon.

![Offering Domain pick icon](image)

Figure 7 – Offering Domain pick icon

9. Click the **Search** button.

![Search button](image)

Figure 8 – Search button
10. Click the **Select** checkbox to select a Domain.

![Select Domain](image)

**Figure 9 – Select checkbox**
11. 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.

12. Enter the Org ID using the **Organization ID** pick icon. The **Include Child Organizations** checkbox allows for the capture all of the sub-Orgs.

![Organization ID field](image.png)
13. Select an option from the Delivery Type pull-down menu.
14. Click the **Generate Report** button.

![Generate Report button]

Figure 12 – Generate Report button
15. To print the report, click the **Print this report** icon.

![Print this report icon](image13)

**Figure 13 – Print this report icon**

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

![Export button](image14)

**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 refer to the LMS Support Page.