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

![Figure 2 – Reports link](image-url)
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.png)
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.

![Execute link on the Actions activity menu](image-url)
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.

![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.
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.

![Figure 10 – Organization ID field](image-url)
13. Select an option from the Delivery Type pull-down menu.

Figure 11 – Delivery Type pull-down menu
14. Click the **Generate Report** button.
15. To print the report, click the **Print this report** icon.

![Print this report icon](image)

**Figure 13 – Print this report icon**

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

![Export button](image)

**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](image)

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](http://intrahr.od.nih.gov/helpdeskform.htm)