



LEARNING MANAGEMENT SYSTEM (LMS) **RUNNING THE CERTIFICATIONS DASHBOARD BY LEARNER REPORT**

This QRG provides instructions for generating the Certification Dashboard by Learners report. The report creates a list of your certifications, their statuses and expiration dates, based on selected parameters.

1. Log into the LMS.

NOTE: For instructions about logging on, refer to the [Log-On Instructions \(TS02-L\)](#) QRG.

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

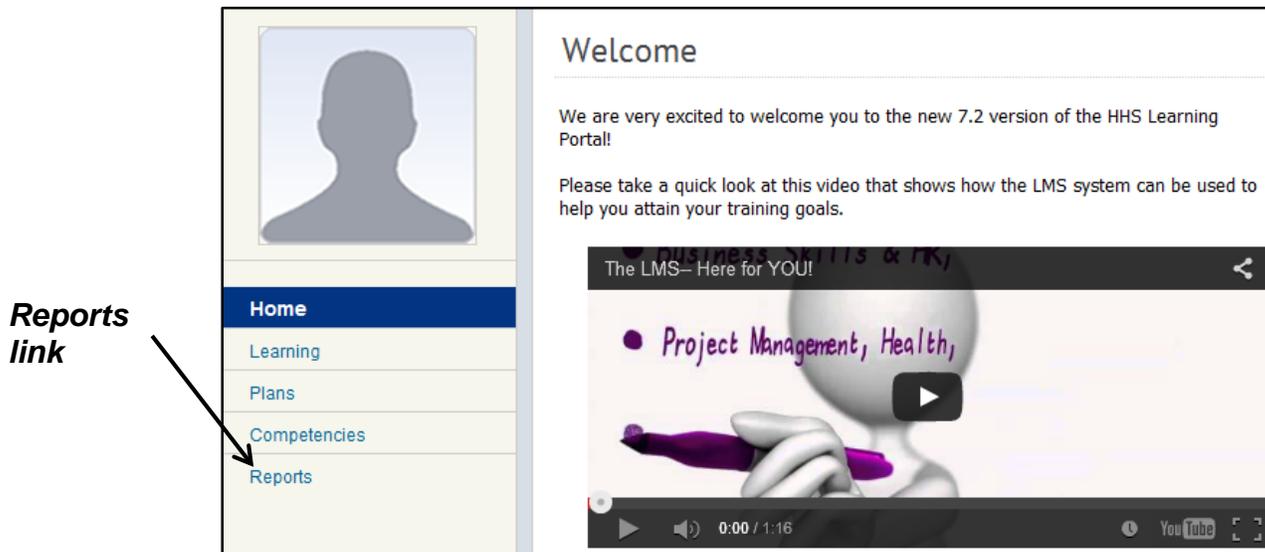


Figure 1 – Reports link

3. Enter Certification Dashboard By Learner into the Name field and click the **Search** button.

Name field

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).

Name Category **-Select One-**

Report Template 

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

Reports

This screenshot shows the configuration form for reports. An arrow labeled 'Name field' points to the 'Name' input box. Another arrow labeled 'Search button' points to the 'Search' button.

Search button

Figure 2 – Name field and Search button

4. Click the **Actions** link.

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).

Name Category **-Select One-**

Report Template 

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

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

Name	Report Template	Description	Engine Type	Actions
Certification Dashboard By Learner	Certification Dashboard By Learner	This report enables a learner to see all certification-related information.	Managed Report	Actions

This screenshot shows the 'Reports' table. An arrow labeled 'Actions link' points to the 'Actions' link in the table row for 'Certification Dashboard By Learner'.

Actions link

Figure 3 – Actions link

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

The screenshot shows a web interface for 'Reports'. At the top, there is a header 'Reports' and a sub-header explaining that reports contain data for analysis and decision-making. Below this is a search and filter section with a text input for 'Name' (containing 'Certification Dashboard'), a dropdown for 'Category' (set to '-Select One-'), and a 'Report Template' field. There are links for 'Configure' and 'Save Search Query', and a 'Search' button. Below the search section is a table of reports. The first row in the table is for 'Certification Dashboard By Learner'. An 'Actions' menu is open over the 'Actions' link in the table, showing options for '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).

Name Category

Report Template

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

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

Name	Report Template	Description	Engine Type	Actions
Certification Dashboard By Learner	Certification Dashboard By Learner	This report enables a learner to see all certification-related information.	Managed Report	Actions

Actions

- [Email](#)
- [Execute](#)
- [Subscribe](#)

Execute link

Figure 4 – Execute link on the Actions activity menu

6. Select a checkbox for each of the certification status types you wish to display.

Report Parameters - Certification Dashboard By Learner

Show Status Acquired	<input checked="" type="checkbox"/>
In Progress	<input checked="" type="checkbox"/>
Expired	<input checked="" type="checkbox"/>
Assigned	<input checked="" type="checkbox"/>
Overdue	<input checked="" type="checkbox"/>
Revoked	<input checked="" type="checkbox"/>
Expired-Reassigned	<input checked="" type="checkbox"/>
Expired-In-progress	<input checked="" type="checkbox"/>
Expired-Overdue	<input checked="" type="checkbox"/>
At Risk	<input type="checkbox"/>
Number Of Days To Expire	<input type="text" value="30"/>

Figure 5 – Certification Dashboard by Learner report parameters page

7. By default, the Number of Days to Expire is populated with 30 days. This is the number of days in the future to report on expiring certifications. To view all of your certifications, regardless of the expiration date, clear to the field.

8. Click the **Generate Report** button.

Report Parameters - Certification Dashboard By Learner

Show Status Acquired

In Progress

Expired

Assigned

Overdue

Revoked

Expired-Reassigned

Expired-In-progress

Expired-Overdue

At Risk

Number Of Days To Expire

Generate Report **Cancel**

Generate Report button

Figure 6 – Generate Report button

9. Click the **Print this report** icon.

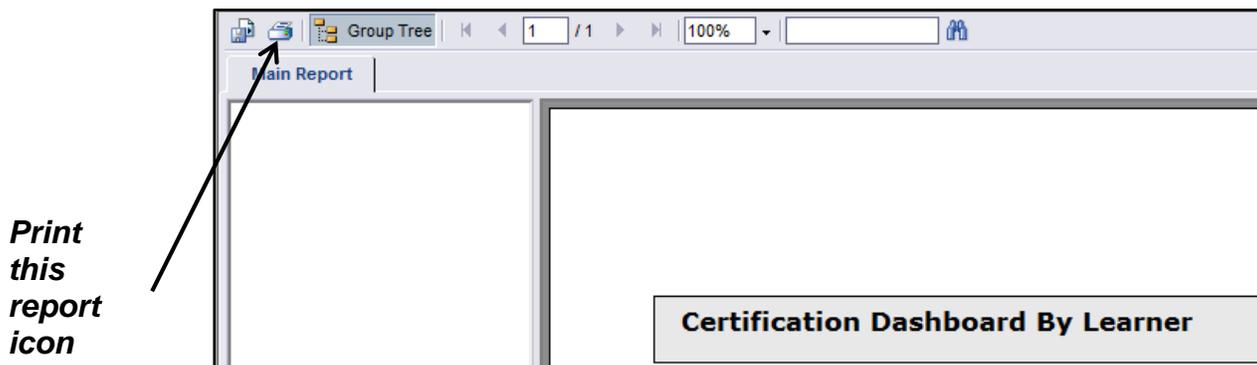


Figure 7 – Print this report icon

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

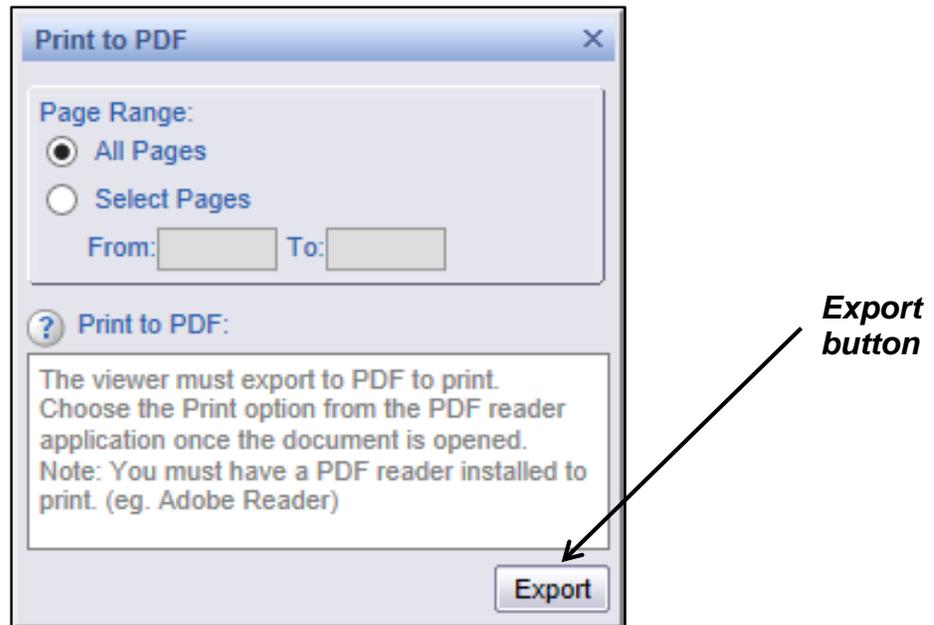


Figure 8 – Export button

11. 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.

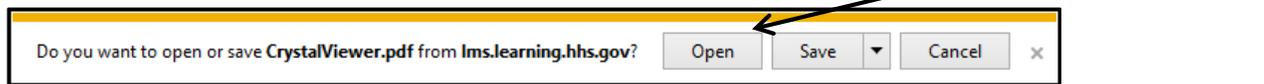


Figure 9 – Open button

12. 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>