LEARNING MANAGEMENT SYSTEM (LMS)
RUNNING THE HHS MANDATORY TRAINING BY
AUDIENCE TYPE REPORT

This report delivers data based on audience for NIH staff to determine whether or not they completed a specific mandatory course during a specified date range.

The report can also be configured to show NIH staff that are exempt (i.e. staff are not required to take the training) from the mandatory training initiative. This report returns only the last, most recent completions (in the event the course was completed multiple times in that timeframe).

1. Log into the LMS.
2. Select the Admin icon.
3. Select the **Reports** link in the left navigation menu.

![Figure 2 – Reports link](image)

4. Enter HHS Mandatory in the Name field and select the **Search** button.

![Figure 3 – Name field and Search button](image)
5. Select the **Actions** link for the HHS Mandatory Training by Audience Type Report.

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Figure 4 – Actions link
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6. Select the **Execute** link on the Actions activity menu.

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Figure 5 – Execute link on the Actions activity menu
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7. Select the **Course Title** pick icon.

8. Use the Title, Course ID, Domain, and/or Audience Type/Subtype fields and the **Search** button to search for the course.

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**Figure 6 – Course Title pick icon**

**Figure 7 – Title, Course ID, Domain, and Audience Type/Subtype fields and the Search button**
9. Select the checkbox for the name of the Course to use it in the report.

![Select checkbox](figure8.png)

**Figure 8 – Select checkbox**

10. To use Course Equivalents in the report, select the **Course Equivalents checkbox**.

![Course Equivalents checkbox](figure9.png)

**Figure 9 – Course Equivalents checkbox**
11. 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 dates.

![Report Parameters - HHS Mandatory Training by Audience Type Report](image)

**Figure 10 – From Date and To Date pick icons**

12. Add your Organization ID to the Organization ID field. You can use a percent symbol (%) to search for all sub-O rganizations.

![Report Parameters - HHS Mandatory Training by Audience Type Report](image)

**Figure 11 – Organization ID field**
13. Select the **Mandatory Audience Type** pick icon.

![Mandatory Audience Type pick icon](image)

**Figure 12 – Mandatory Audience Type pick icon**

14. From the **Audience Type/SubType** pull-down menu, select Audience SubType.

![Audience Type/SubType pull-down menu](image)

**Figure 13 – Audience Type/SubType pull-down menu**
15. Enter the name of a Mandatory Audience SubType in the Name field and select the Search button. You can use the percent symbol (%) to perform a wildcard search.

16. Select the checkbox for the name of the Audience SubType to use it in the report.
17. To include Exemptions on the report, select the Exempt Audience Type pick icon (this step is optional).

![Exempt Audience Type pick icon](image)

**Figure 16 – Exempt Audience Type pick icon**

18. From the **Audience Type/SubType** pull-down menu, select Audience SubType.

![Audience Type/SubType pull-down menu](image)

**Figure 17 – Audience Type/SubType pull-down menu**
19. Enter the name of an Exempt Audience SubType in the **Name** field and select the **Search** button. You can use the percent symbol (%) to perform a wildcard search.

![Name field and Search button](image)

**Figure 18 – Name field and Search button**

20. Select the checkbox for the name of the Audience SubType to use it in the report.

![Select checkbox](image)

**Figure 19 – Select checkbox**
21. From the Person Status pull-down menu, select **All Accounts**.

![Figure 20 – Person Status pull-down menu](image)

22. Select the **Generate Report** button.

![Figure 21 – Generate Report button](image)
23. To print the report, click the **Print this report** icon.

![Print this report icon](image)

**Figure 22 – Print this report button**

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

![Export button](image)

**Figure 23 – Export button**
25. 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 24 – Open button

26. Print or save 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)