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.

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

Figure 2 – Name field and Search button

Figure 3 – Actions link
5. Click the **Execute** link on the Actions activity menu.

![Figure 4 – Execute link on the Actions activity menu](image-url)
6. Select a checkbox for each of the certification status types you wish to display.

![Report Parameters - Certification Dashboard By Learner report parameters page](image)

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.

![Figure 6 – Generate Report button](image)

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

![Figure 7 – Print this report icon](image)
10. Click the **Export** button on the Print to PDF message box.

![Figure 8 – Export button](image)

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](image)

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