LEARNING MANAGEMENT SYSTEM (LMS)
RUNNING THE HHS CERTIFICATION/CURRICULUM COMPLIANCE/EXCEPTION REPORT

This report delivers data on Learners in an Organization (or its Sub-Orgs) to determine whether or not the Learner has completed a specific certification or curriculum during a specified date range. The results can be further refined using the Employee EOD Date, Certification/Curriculum Domain, and Person Type.

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

Figure 1 – Admin icon

Figure 2 – Reports link
4. Select **HHS Custom Reports** from the Category pull-down menu and click the **Search** button.

![Category pull-down menu](image)

**Figure 3 – Category pull-down menu and Search button**

5. Click the **Actions** link for the HHS Certification/Curriculum Compliance/Exception Report.

![Actions link](image)

**Figure 4 – Actions link**

6. Click the **Execute** link on the Actions activity 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).

<table>
<thead>
<tr>
<th>Name</th>
<th>Report Template</th>
<th>Description</th>
<th>Engine Type</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>HHS All Access by Org Report</td>
<td>Managed Report</td>
<td>This report returns all the learners in an org and lists their Manager(s).</td>
<td>Managed</td>
<td>Email</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Additional Accessor and Alternate Manager(s).</td>
<td></td>
<td>Execute</td>
</tr>
<tr>
<td>HHS Certification/Compliance/Exception</td>
<td>Managed Report</td>
<td>Report on people in an organization (or its sub-orgs) who have or have not completed a specific certification/curriculum during the data range you specify. The results can be further refined by using the employee EID, Certification/Compliance Domain, and Person Type. This report was custom developed by NHI.</td>
<td>Managed</td>
<td>Subscribe</td>
</tr>
<tr>
<td></td>
<td></td>
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</tr>
</tbody>
</table>
7. For a Certification, click the **Certification Title** pick icon.

![Certification Title pick icon](image1)

**Figure 6 – Certification Title pick icon**

8. Use the Name, Update On >=, Target Completion Duration <=, Past Credit Duration <=, and/or Audience Type/Subtype fields and the **Search** button to search for the Certification.

![Name field](image2)
![Updated On >= field](image3)
![Target Completion Duration <= field](image4)
![Past Credit Duration <= field](image5)
![Audience Type/Subtype field](image6)

![Search button](image7)

**Figure 7 – Name, Update On >=, Target Completion Duration <=, Past Credit Duration <=, and Audience Type/Subtype fields, and the Search button**
9. Click the **Select** checkbox to select the Certification.

![Select checkbox](image-url)

**Figure 8 – Select checkmark**
10. For a Curriculum, click the Curriculum Title pick icon.

11. Use the Name, Update On >=, Discontinued From >=, Updated On >=, and/or Target Completion Duration <= fields and the Search button to search for the Curriculum.
12. Click the Select checkbox to select the Curriculum.

![Select Curricula](image)

**Figure 11 – Select checkbox**
13. 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.

![From Date and To Date pick icons]

14. Enter the Organization ID in the Organization ID field. You can use a percent symbol (%) as a wildcard field to capture all of the sub-O rganizations.
15. To run a Compliance report, select Compliance from the Report Type pull-down menu. Select Exception from the Report Type pull-down menu to run an Exception report.

**NOTE**: A Compliance report will show Learners who completed the Certification/Curriculum within the specified date range. An Exception report will show Learners who did not complete the Certification/Curriculum within the specified date range.
16. Click the **Generate Report** button.

![Figure 15 – Generate Report button](image)

**NOTE**: The total Completion/Exception percentage appears at the bottom of the last page of the report. Depending on the number of records in the report, it may be necessary to click the **Go to Last Page** icon.

17. To print the report, click the **Print this report** icon.

![Figure 16 – Print this report icon](image)
18. Click the **Export** button on the Print to PDF message box.

![Export button](image1.png)

Figure 17 – Export button

19. 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.

![Open button](image2.png)

Figure 18 – Open button

20. 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)