LEARNING MANAGEMENT SYSTEM (LMS)
RUNNING THE HHS TRAINING COMPLETION DETAIL REPORT

This report delivers training completion information for a specific course in an Organization (or its sub-Orgs) for a specified date range. This report will display all completions for a Learner that occurred during that time period. The results can be further refined using the employee EOD Dates, Person Type, and Person Status.

1. Log on to the LMS.
2. Click on Admin icon.

Figure 1 – Admin icon
3. Click the **Reports** link in the left navigation menu.
4. Enter HHS Training Completion Detail in the Name field and click the **Search** button.

![Figure 3 – Name field and Search button](image1)

5. Click the **Actions** link.

![Figure 4 – Actions link](image2)
6. Click the **Execute** link on the Actions activity menu.

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

Figure 5 – Execute link on the Actions activity menu

7. Click the **Course Title** pick icon and then select the course title name into the appropriate title field.

![Course Title pick icon](image)

Figure 6 – 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.

![Select Course](image)

9. Click the **Select** checkbox to select the course.

![Select checkbox](image)
10. Enter the Completion Start Date and Completion End Date in the appropriate fields in MM/DD/YYYY format. Alternately, you can use the Completion Start Date and Completion End Date pick icons to select the date.
11. 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-Organizations.

12. Click the **Generate Report** button.
13. To print the report, click the **Print this report** icon.

![Print this report icon](image1)

**Figure 12 – Print this report icon**

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

![Export button](image2)

**Figure 13 – Export button**
15. 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](image)

Figure 14 – Open button

16. 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)