LEARNING MANAGEMENT SYSTEM (LMS)
RUNNING THE NIH TRAINING COMPLETION DETAILS – WILDCARD REPORT

This report delivers data for training completions on Learners in an Organization (or its sub-Orgs) based upon a partial Course Title during a specified date range. The partial Course Title must be at least 8 alphanumeric characters. The report data can be further refined using the Employee EOD Dates, Person Type, and Person Status.

NOTE: Printing directly from reports generated in the LMS requires that you have the Crystal Print Control installed in your browser; it is an ActiveX plug-in from Business Objects. If you do not have the Crystal Print Control installed, you will not be able to print directly from the report in your browser. You would need to export to another format (e.g., pdf), which can then be printed from that format’s default application. Please contact the NIH IT Service Desk at http://itservicedesk.nih.gov to have the Crystal Print ActiveX control installed.

1. Log into the LMS.
2. Click the **Admin** icon.

![Figure 1 – Admin icon](image)
3. Click the **Reports** link in the left navigation menu.
4. Enter NIH Training Completion in the Name field and click the **Search** button.

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

5. Click the **Actions** link for the NIH Training Completion Details – Wildcard report.

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

![Figure 5 – Execute link on the Actions activity menu](image)

7. Enter at least eight (8) alphanumeric characters in the Course Title field. These characters can be found anywhere in the course titles for the completions to include in the report.

![Figure 6 – Course Title field](image)
8. 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.

![Figure 6 – Completion Start Date and Completion End Date pick icons](image)

9. 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.

![Figure 8 – Organization ID field](image)
10. By default, the Person Status field is populated with Full Time. Click the Person Status pull-down menu to select another value.

![Person Status pull-down menu]

11. Click the Generate Report button.

![Generate Report button]
12. To print the report, click the **Export this report** icon.

![Export this report icon](image1)

**Figure 11 – Export this report button**

13. Select the **PDF** option from the File Format pull-down menu.

![File Format pull-down menu](image2)

**Figure 12 – PDF option on the File Format pull-down menu**
14. Click the **Export** button.

![Export button](Image)

**Figure 13 – Export button**

15. Save the file to your computer, then open it in Adobe Reader/Acrobat and print the file.

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)