LEARNING MANAGEMENT SYSTEM (LMS)
RUNNING THE HHS ENROLLMENT SNAPSHOT REPORT

This report delivers the roster details for offerings of a given Owner, Course or Domain in a specified date range – the date range cannot exceed one (1) year.

This report is intended for Learning Administrator’s.

1. Log into the LMS.

2. Click the Admin icon.

![Figure 1 – Admin icon]
3. Click the **Reports** link in the left navigation menu.
4. Enter HHS Enrollment Snapshot in the Name field and click the **Search** button.

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

5. Click the **Actions** link for the HHS Enrollment Snapshot Report.

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

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

7. In addition to the mandatory From Date and To Date fields, you must populate the Offering Owner, Course ID, or Domain fields. Use the respective
pick icons to select the Offering Owner, Course ID, or Domain. In this example, the Domain field will be used – click the **Domain** pick icon.

![Figure 6 – Offering Owner, Course ID, and Domain pick icons](image)

8. Click the **Search** button.

![Figure 7 – Search button](image)

9. Click the **Select** checkbox to select the Domain.
10. Enter the From Date and To Date in the appropriate fields in MM/DD/YY format. Alternately, you can use the **From Date** and **To Date** pick icons to select the date.
NOTE: The date range cannot exceed one (1) year.

11. Click the Generate Report icon.
12. To Save the report, click the Export this report icon.

![Figure 11 – Export this report icon](image)


![Figure 12 – Export button](image)

14. 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 excel file. A notification bar will display at the bottom of the screen in the Internet Explorer browser when the excel file has been created. Click the Open button on the notification bar to open the excel file. You can then save the excel file.

![Figure 13 – Open button](image)

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)