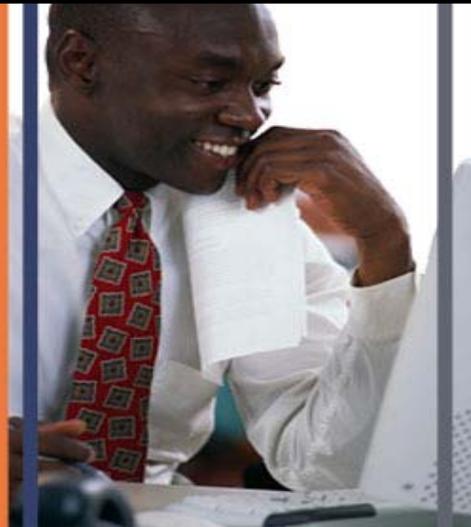


# Enterprise Learning Management System



# Table of Contents

<b>Lesson 1: Types of Reports</b> .....	<b>4</b>
1.1 OVERVIEW .....	5
1.2 TYPES OF REPORTS .....	5
1.2.1 Classroom Course Scheduling Report .....	5
1.2.2 Course and Content Ratings Report .....	6
1.2.3 Domain Listing Report.....	6
1.2.4 Domain Report – Content Access .....	6
1.2.5 Domain Report – Required Training.....	6
1.2.6 Domain Report – Required Training Assignments by Content Item .....	7
1.2.7 Domain Report – Required Training Assignments by User .....	7
1.2.8 Domain Report – Required Training Periods by User .....	7
1.2.9 Domain Report – Training Progress.....	8
1.2.10 Manager’s Report – Content Access.....	8
1.2.11 Manager’s Report – Required Training .....	8
1.2.12 Manager’s Report – Training Progress .....	9
1.2.15 My Content Access Report .....	9
1.2.14 My Required Training Report .....	9
1.2.16 My Training Progress Report .....	9
1.2.17 Organization Listing Report.....	10
1.2.18 Organization Report – Content Access .....	10
1.2.19 Organization Report – Required Training.....	10
1.2.20 Organization Report – Required Training Assignments by Content Item .....	11
1.2.21 Organization Report – Required Training Assignments by User .....	11
1.2.22 Organization Report – Required Training Periods by User .....	11
1.2.23 Organization Report – Training Progress.....	12
1.2.24 Recent User Access Report.....	12
1.2.25 Registered Users Report.....	12
1.2.26 Repeat User Access Report.....	12
1.2.27 Summary Report – Course Progress by Organization .....	12
1.2.28 Summary Report – Organization Progress .....	13
1.2.29 Summary Report – User Progress By Organization.....	13
1.2.30 Survey Statistics Report.....	13
1.2.31 Test Item Analysis Report.....	13
1.2.32 Training Progress By Course Report .....	14
1.2.33 Training Progress By User Report .....	14
<b>Lesson 2: Running a Report</b> .....	<b>15</b>
2.1 DRILL DOWN REPORTS .....	16
2.2 ANALYSIS GRIDS.....	17
2.2.1 Analysis Grid Functions .....	18
2.3 INPUT PAGES.....	18
2.3.1 Survey Statistics .....	18
2.3.2 Test Item Analysis.....	18
2.3.3 Training Progress By Course .....	19
2.3.4 Training Progress By User .....	19

Module Information

<b>Module Name:</b>	<b>REPORTS CONSOLE</b>
<b>Module Topics:</b>	This module will cover the following topics: <ol style="list-style-type: none"> <li>1. Types of Reports</li> <li>2. Running Reports</li> <li>3. Editing Reports</li> </ol>
<b>Module Objectives:</b>	Upon completion of this module, users will be able to run and edit reports available through the LMS.
<b>Module Introduction:</b>	This module provides a description of all standard reports that are available within the LMS. This module will also provide instructions for running and editing the standard reports.
<b>Module Duration:</b>	30 minutes
<b>Instructor Notes:</b>	

Lesson Information

<b>Lesson Name:</b>	<b>LESSON 1: TYPES OF REPORTS</b>
<b>Lesson Objectives:</b>	Upon completion of this lesson, the learner will be able to identify the different types of standard reports available and who has access to them.
<b>Lesson Introduction:</b>	The content in this lesson will provide an overview of all the standards reports available and who can run them.
<b>Lesson Duration:</b>	15 minutes
<b>Instructor Notes:</b>	<b>Location:</b> Administration/Reports Console <b>Role/Permission Level:</b> This will vary based on a users role/permission assigned to them. Refer the participants to the permission guide for more information.

## 1.1 OVERVIEW

Reports enable a user to get data out of the system. The Reports Console is where you access, create, and edit both custom and standard reports (only summary information can be edited for standard reports).

Some reports are available to all users, while others are limited to only those users who are granted specific permission to view a report. Users assigned to the Administrator role can view and manage all reports for their domain.

The output of reports may vary. Some contain pie charts while others do not. Some reports have a check-in/check-out feature while others do not. If a report is checked out (under revision), then you may not perform actions such as running the report or saving it as a shortcut.

Reports are output in HTML or an analysis grid format. The HTML format allows users to export reports to Excel, convert to a .PDF, and print. Analysis grid reports allow users to get aggregate values such as sum and count, group data, add charts, create crosstab views and much more. Users can also export analysis grid reports to Excel, convert to a .PDF, and print.

All standard reports are automatically pushed to all new domains.

If you delete a report from the domain in which it was created, the content will be permanently deleted from all domains and any user records associated with it will also be deleted. If the report was not created in the domain, then it will only be removed from the domain (i.e., it will be sent back to the Shared Content area and if you want to put it in the domain again, you can obtain it from the Shared Content area).

## 1.2 TYPES OF REPORTS

This section lists all the reports that are available, who has permission to view and access the report, and the output type.

### 1.2.1 CLASSROOM COURSE SCHEDULING REPORT

This report enables Administrators and Report Managers to report on instructor and room usage for classroom course sections. A record is returned for each event within sections that match the search criteria.

**Permissions:** Administrators and Report Managers.

**Output Type:** Analysis grid

### 1.2.2 COURSE AND CONTENT RATINGS REPORT

This report lets a user view courses and content items by rating. Courses and content items that do not have ratings do not display in the report. Courses and content are filtered according to your permissions on the course/content item. You can only see courses in the results that you have permission to view, launch or manage.

**Permissions:** All users

**Output Type:** HTML

### 1.2.3 DOMAIN LISTING REPORT

This report enables Administrators and Domain Managers to view a list of users associated with the selected Domain(s).

**Permissions:** Enterprise Administrator, Domain Administrator, Enterprise Reports Manager, and Domain Reports Manager.

**Output Type:** Analysis grid

### 1.2.4 DOMAIN REPORT – CONTENT ACCESS

Allows authorized users to view the courses and content items that have been accessed by users within the selected domain(s). The report also shows completions and the number of times each content item was accessed. The report can be filtered by domain (by users in Enterprise roles only), date range and content type. All courses/content for which a user has progress data are displayed in the report, regardless of content item activity or user's permissions on the content item. If a user has taken more than one section of a classroom course, each section is listed individually.

**Permissions:** Enterprise Administrator, Domain Administrator, and Domain Reports Manager.

**Output Type:** Analysis grid

### 1.2.5 DOMAIN REPORT – REQUIRED TRAINING

Displays all users within the selected domain(s). For each user, the report displays all their training periods according to selected report criteria. Training periods are created for users based on their required training assignments. The report can only show past and current (incomplete training periods for which the start date but not due date has passed) training periods. The training periods returned in the report are

those that are between or equal to the Start Date/Time and End Date/Time.

**Permissions:** Enterprise Administrator, Domain Administrator, and Domain Reports Manager.

**Output Type:** Analysis grid

### **1.2.6 DOMAIN REPORT – REQUIRED TRAINING ASSIGNMENTS BY CONTENT ITEM**

Displays all users in the selected domain(s) currently assigned to complete required training for a specific content item. This includes users assigned as individual users, or by job title, organization or role. The report includes how the user was assigned and the assignment date. If a user has multiple required training assignments for the same content item (e.g., they may have been assigned the content as both an individual user and as a member of an organization), they will appear in the report multiple times. The users that appear in the report are limited by user search standards (USS) based on the domain the user (whomever is running the report) is currently logged into. The USS is selected on the criteria page from the Reports Console, or passed based on the selection on the search form on the Required Training page. The USS applies to the assigned entities. If an organization, role or job title is assigned, then all users in that entity are displayed regardless of their domain membership(s). All content items, regardless of permissions, are returned in search results.

**Permissions:** Administrator, Report Manager, Content Manager, and Course Manager.

**Output Type:** Analysis grid

### **1.2.7 DOMAIN REPORT – REQUIRED TRAINING ASSIGNMENTS BY USER**

Displays all training assignments according to selected report criteria for the selected user. Search results are limited to users in the selected domain(s).

**Permissions:** Administrator and Report Manager.

**Output Type:** Analysis grid

### **1.2.8 DOMAIN REPORT – REQUIRED TRAINING PERIODS BY USER**

Displays all the training periods according to selected report criteria for the selected user. Search results are limited to users in the selected domain(s). Results can be limited by content type, date range and user and content activity at the time the training period was closed. The start date and end date together control the training periods that are returned in the report. Training periods must be within or equal to the

start date/time and end date/time. To see current training periods, select an end date in the future.

**Permissions:** Administrator and Report Manager.

**Output Type:** Analysis grid

### 1.2.9 DOMAIN REPORT – TRAINING PROGRESS

View online course, classroom course, curriculum and test progress made by all users in a specific domain, filtering by date range and progress status. All courses/content for which a user has progress data are displayed, regardless of the content item's activity or the user's permissions on the content item. If a Progress Status is selected, the Start Date and End Date are based on that Progress Status, regardless of the user's current progress status. (**Example:** If "Started" is selected, all users who started the course within the selected date range will appear, even if their current status is completed.) If no Progress Status is selected, the date range applies to all statuses. Online course types include SCORM 1.2, SCORM 2004, AICC and general courses.

**Permissions:** Enterprise Administrator, Domain Administrator, and Domain Reports Manager.

**Output Type:** Analysis grid

### 1.2.10 MANAGER'S REPORT – CONTENT ACCESS

A manager can view content access of all direct reports, filtering by user activity, date range and content type. The user must be a manager of one or more users (as identified in a user's profile) to access the report. Only users directly managed by the authorized user display in the report details. The content access report enables the user to see information about when they launched and completed a content item and how many times it was accessed. All courses/content for which a user has progress data are displayed in the report, regardless of activity or permissions. This report is the same as My Content Access, except multiple users are displayed in the report.

**Permissions:** User Manager (access to only those users for whom they manage) and Report Manager.

**Output Type:** Analysis grid

### 1.2.11 MANAGER'S REPORT – REQUIRED TRAINING

This report enables managers to view training assignments for direct reports and see progress against those assignments. A manager can view training assignments for all direct reports, filtering by user activity, progress status, content type and

assignment date range. Only the users directly managed by the authorized user display in the report results. All courses/content for which a user has progress data are displayed, regardless of activity or permissions.

*Permissions:* Site Administrator, User Manager (access to only those users for whom they are a manager), and Reports Manager.

*Output Type:* Analysis grid

### 1.2.12 MANAGER'S REPORT – TRAINING PROGRESS

A manager can view course progress made by all direct reports, filtering by user activity, training type, date range and progress status. The report returns active courses only. For instance, if progress status = enrolled and date range = January 1, 2006 - January 31, 2006, the system displays all users enrolled in a course between January 1 and January 31.

*Permissions:* Site Administrator, User Manager (access to only those users for whom they are a manager), and Reports Manager.

*Output Type:* Analysis grid

### 1.2.15 MY CONTENT ACCESS REPORT

My Content Access is a report that enables a user to see information about when they launched and completed a content item and how many times it was accessed. All courses/content to which a user has been assigned or completed are displayed in the report, regardless of activity or permissions.

*Permissions:* All users.

*Output Type:* HTML

### 1.2.14 MY REQUIRED TRAINING REPORT

My Required Training is a report that displays the courses and content items to which a user has been assigned and the user's progress against those assigned items. All courses/content to which a user has been assigned are displayed in the report, regardless of activity or permissions.

*Permissions:* All users.

*Output Type:* HTML

### 1.2.16 MY TRAINING PROGRESS REPORT

This report shows the user's progress for online courses, classroom courses, curriculums, tests, and training assignments. This report also details course progress information for the currently logged in user; all courses that the user has enrolled, started or completed.

*Permissions:* All users.

*Output Type:* HTML

### 1.2.17 ORGANIZATION LISTING REPORT

List of users assigned to the selected organization(s). Users can be further filtered by user activity and geographical location.

*Permissions:* Site Administrator, Report Manager, and Organization Manager.

*Output Type:* Analysis grid

### 1.2.18 ORGANIZATION REPORT – CONTENT ACCESS

Authorized users can view content access of all users in a specific organization, filtering by user activity, date range and content type. Content Access is a report that enables an authorized user to view information about when content items were launched and completed and how many times they were accessed. All courses/content for which the users have progress data are displayed in the report, regardless of activity or permissions.

**Note:** This report is the same as My Content Access, except multiple users are displayed in this report. The users are limited to those that belong to the organization or any sub-organization for which the user is a manager.

*Permissions:* Site Administrator, Report Manager, and Organization Manager.

*Output Type:* Analysis grid

### 1.2.19 ORGANIZATION REPORT – REQUIRED TRAINING

Allows authorized users to view training assignments for all users in the selected organization(s) and see user progress for those assignments.

*Permissions:* Site Administrator, Report Manager, and Organization Manager.

*Output Type:* Analysis grid

### 1.2.20 ORGANIZATION REPORT – REQUIRED TRAINING ASSIGNMENTS BY CONTENT ITEM

Displays all users in the selected domain(s) currently assigned to complete required training for a specific content item. This includes users assigned as individual users, or by job title, organization or role. The report includes how the user was assigned and the assignment date. If a user has multiple required training assignments for the same content item (e.g., they may have been assigned the content as both an individual user and as a member of an organization), they will appear in the report multiple times. The users that appear in the report are limited by user search standards (USS) based on the domain the user (whomever is running the report) is currently logged into. The USS is selected on the criteria page from the Reports Console, or passed based on the selection on the search form on the Required Training page. The USS applies to the assigned entities. If an organization, role or job title is assigned, then all users in that entity are displayed regardless of their domain membership(s). All content items, regardless of permissions, are returned in search results.

**Permissions:** Administrator, Report Manager, Content Manager, and Course Manager.

**Output Type:** Analysis grid

### 1.2.21 ORGANIZATION REPORT – REQUIRED TRAINING ASSIGNMENTS BY USER

Displays all training assignments according to selected report criteria for the selected user. Search results are limited to users in the selected domain(s).

**Permissions:** Site Administrator, Report Manager, and Organization Manager.

**Output Type:** Analysis grid

### 1.2.22 ORGANIZATION REPORT – REQUIRED TRAINING PERIODS BY USER

Displays all the training periods according to selected report criteria for the selected user. Search results are limited to users in the selected domain(s). Results can be limited by content type, date range and user and content activity at the time the training period was closed. The start date and end date together control the training periods that are returned in the report. Training periods must be within or equal to the start date/time and end date/time. To see current training periods, select an end date in the future.

**Permissions:** Site Administrator, Report Manager, and Organization Manager.

*Output Type:* Analysis grid

### **1.2.23 ORGANIZATION REPORT – TRAINING PROGRESS**

View course, curriculum, test, and assigned training progress made by all users in a specific organization, filtering by date range and progress status.

**Note:** This report is the same as the Manager's Report - Training Progress except users are filtered by organization rather than by manager.

**Permissions:** Site Administrator, Report Manager, and Organization Manager.

*Output Type:* Analysis grid

### **1.2.24 RECENT USER ACCESS REPORT**

Provides a list of users who recently accessed the site filtered by organization, state, or date range.

**Permissions:** Site Administrator, Report Manager, and Organization Manager.

*Output Type:* Analysis grid

### **1.2.25 REGISTERED USERS REPORT**

Allows authorized users to view users within a select organization that are registered to the site within a specified date range whether currently inactive or active users.

**Permissions:** Site Administrator, Report Manager, and Organization Manager.

*Output Type:* Analysis grid

### **1.2.26 REPEAT USER ACCESS REPORT**

Allows authorized users to view which users have repeatedly accessed the site. Data results are based on the user's last login within a specified date range.

**Permissions:** Site Administrator, Report Manager, and Organization Manager.

*Output Type:* Analysis grid

### **1.2.27 SUMMARY REPORT – COURSE PROGRESS BY ORGANIZATION**

Summary of course progress made by users within a selected organization(s). The report can be further filtered by date range, user status, and course type. To view course statistics, select Course Statistics from the action menu next to the desired course title.

*Permissions:* Site Administrator, Report Manager, and Organization Manager.

*Output Type:* Analysis grid

### 1.2.28 SUMMARY REPORT – ORGANIZATION PROGRESS

Displays high-level information on the number of users that have enrolled, started and completed both online and classroom courses listed by organization.

*Permissions:* Site Administrator, Report Manager, and Organization Manager.

*Output Type:* Analysis grid

### 1.2.29 SUMMARY REPORT – USER PROGRESS BY ORGANIZATION

Displays an overview of course progress for users within a selected organization(s).

*Permissions:* Site Administrator, Report Manager, and Organization Manager.

*Output Type:* Analysis grid

### 1.2.30 SURVEY STATISTICS REPORT

View the results of both content surveys (surveys associated with a course) and site surveys. The user first selects a survey, and then selects additional criteria (i.e., search text, date range, and delivery method) to further define what data is returned in the results. When the user runs the report, they can toggle between a summary report and a detailed report. A summary report includes the average response for each multiple choice question, and a link to individually view short answer responses for one question at a time. A detailed report includes totals and percentages for all multiple choice responses, and the full text of all short answer questions.

*Permissions:* Site Administrator, Content Manager, Course Manager, Content Survey Manager, Site Survey Manager, and Instructor.

*Output Type:* HTML

### 1.2.31 TEST ITEM ANALYSIS REPORT

Select a test to see statistical information about each question in the test. Report criteria include organization, sub-organization and date range. Users can also select additional optional headings such as Question ID.

*Permissions:* Site Administrator and Report Manager.

*Output Type:* Analysis grid

### **1.2.32 TRAINING PROGRESS BY COURSE REPORT**

Allows authorized users to search for a course (SCORM 1.2/2004 or classroom) and view user progress within that course.

*Permissions:* Site Administrator, Report Manager, and Organization Manager.

*Output Type:* Analysis grid

### **1.2.33 TRAINING PROGRESS BY USER REPORT**

Allows authorized users to search for a user by organization, first name, and last name And view their individual training progress. Additional criteria include: progress status, training type and date range.

*Permissions:* Site Administrator, Report Manager, and Organization Manager.

*Output Type:* Analysis grid

Lesson Information

<b>Lesson Name:</b>	<b>LESSON 2: RUNNING A REPORT</b>
<b>Lesson Objectives:</b>	Upon completion of this lesson, the learner will be able to: <ul style="list-style-type: none"><li>• Understand the types of reports that can be “drilled down”;</li><li>• Identify the different components of the Analysis Grids;</li><li>• Understand the Input Pages; and</li><li>• Run a Report.</li></ul>
<b>Lesson Introduction:</b>	The content in this lesson will assist the user in running standards reports.
<b>Lesson Duration:</b>	15 minutes
<b>Instructor Notes:</b>	<b>Location:</b> Administration/Reports Console <b>Role/Permission Level:</b> This will vary based on a users role/permission assigned to them. Refer the participants to the permission guide for more information.

## 2.1 DRILL DOWN REPORTS

Some reports have drill-down reports (smaller reports that contain details) that can be accessed by clicking links or using Action menus that display in standard reports.

Below is information about each drill-down report, including the parent reports from which you can access each drill-down report.

- **Content Rating:** Accessible from the Course and Content Ratings report. The Rating tab in the Information window for the course/content displays, which includes ratings/reviews entered by users.
- **Course Completion:** Accessible from Manager's Report - Training Progress, Organization Report - Training Progress, and Summary Report - Organizational Progress. A pie chart indicates the number and percentage of users who have not started, started and completed a course (based on enrollment in the course). Most information in this drill-down report is passed from the parent report to this report.
- **Course Statistics:** Accessible from Manager's Report - Training Progress, Organization Report - Training Progress, Summary Report - Course Progress by Organization, and Summary Report - Training Progress. Displays the progress of individual users in the selected course/curriculum. This drill-down report is similar to the Training Progress by Course report. Some criteria and permissions are passed from the parent report. The users displayed in the report are only the users that the person running the report has the right to manage (i.e., as a user manager or organization manager).
- **Curriculum:** Accessible from Domain Report - Training Progress, Manager's Report - Training Progress, My Training Progress, and Organization Report - Training Progress. Displays all the courses and content items in the selected curriculum (regardless of progress) in a format that is similar to a user's Training Progress report. Each content item in the report contains another drill-down report. For example, if the content item is a classroom course, there is a drill-down report for viewing details for the classroom course. If a user has not completed the curriculum, this report shows all courses and content items that are currently a part of the curriculum. If a user has completed the curriculum, it includes only the courses/content that were a part of the curriculum when the user completed it.
- **Organizational Progress:** Accessible from the Summary Report - Organizational Progress report. Displays in bar chart format the total number of users in each organization, total classroom enrollments, total classroom completions for those enrollments, total online enrollments, total online starts for those enrollments and total online completions for those enrollments. All criteria is passed from the parent report. All courses for which a user has progress data are represented in the report, regardless of activity or permissions.
- **Test Performance History:** Accessible from Curriculum Details, Domain Report - Training Progress, Manager's Report - Training Progress, My Training

Progress, and Organization Report - Training Progress. View all the attempts that a single user has made on an particular published test.

- **Test Question Response:** Accessible from the Test Item Analysis report. Displays the number of times each answer was selected for true/false and multiple choice single correct questions. For other question types, the chart shows the number correct and the number incorrect. In both cases, the number of times a question was not answered is also indicated. The pie chart reflects the answers for the question within the selected parent test only.

## 2.2 ANALYSIS GRIDS

There are 27 reports that have analysis grid available. Analysis grids allow authorized users to get aggregate values such as sum and count, group data, add charts, create crosstab views and much more. The following reports have analysis grids:

- Classroom Course Scheduling Report
- Domain Listing Report
- Domain Report – Content Access
- Domain Report – Required Training
- Domain Report – Required Training Assignments by Content Item
- Domain Report – Required Training Assignments by User
- Domain Report – Required Training Periods by User
- Domain Report – Training Progress
- Manager's Report – Content Access
- Manager's Report – Required Training
- Manager's Report – Training Progress
- Organization Listing Report
- Organization Report – Content Access
- Organization Report – Required Training
- Organization Report – Required Training Assignments by Content Item
- Organization Report – Required Training Assignments by User
- Organization Report – Required Training Periods by User
- Organization Report – Training Progress
- Recent User Access Report
- Registered Users Report
- Repeat User Access Report
- Summary Report – Course Progress by Organization
- Summary Report – Organization Progress
- Summary Report – User Progress By Organization
- Test Item Analysis Report
- Training Progress By Course Report
- Training Progress By User Report

### 2.2.1 ANALYSIS GRID FUNCTIONS

With analysis grids the following functions are available:

- **Formulas:** Formulas are expressions made up of columns, constants, functions, and operators. You can add a Formula Column.
- **Hide and Move Columns:** Reorder and hide columns.
- **Sort Order:** sets the initial sort order of the rows. Note: Sort Order will not work on grouped columns.
- **Filtering:** remove rows that you don't want to show. The results will include the values you have selected and remove rows with all other values.
- **Grouping:** Organize the list by grouping and sub-grouping on data values.
- **Get Aggregate Values:** Aggregates are totals, averages, standard deviations, maximums, and minimums that appear at the top of the report. Aggregates values also appear at each Grouping level.
- **Add a Chart:** Add a Pie, Bar, Line, Curved Line, or Scatter chart.
- **Create a Crosstab View:** A Crosstab is also called Pivot Table. Each column of the Crosstab table is represented by the unique values in the Header Values column. Each row of the Crosstab table is represented by the distinct values in the Label Values column. The "cells" are derived from the Aggregate Values column by adding, counting, or averaging (depending on the Aggregate Function) all the values unique to each Crosstab and Label Column.
- **Control Paging:** Set the number of rows displayed per page, or remove the paging controls and show all rows.

## 2.3 INPUT PAGES

The following reports display an input page when you choose "Select" from the Action menu in search results. You make selections on the input page and then click Run Report.

### 2.3.1 SURVEY STATISTICS

Survey Statistics is where you search for a specific survey for which to run a report. Prior to running the report for a survey, you must search for and select a survey on this page, then run the report on the page that displays after you click Select. You may not run a report for more than one survey at a time.

### 2.3.2 TEST ITEM ANALYSIS

Test Item Analysis is where you search for a specific test for which to run a report. Prior to running the report for a test, you must search for and select a test on this page, then run the report on the page that displays after you click Select.

### 2.3.3 TRAINING PROGRESS BY COURSE

Training Progress By Course is where you search for a specific course for which to run a report. You view training progress for each user within a course. Prior to running the report for a course, you must search for and select a course on this page, then run the report on the page that displays after you click Select. You may not run a report for more than one course at a time.

### 2.3.4 TRAINING PROGRESS BY USER

Training Progress By User is where you search for a specific user for which to run a report. You view a user's training progress with this report. Prior to running the report for a user, you must search for and select a user on this page, then run the report on the page that displays after you click Select. You may not run a report for more than one user at a time.

## 2.4 RUNNING A REPORT

The Run Report page is where you set your filters (e.g., selecting an organization, start/end dates, number of records per page in the report) to run a standard report and view information based on the filters you indicated. Based on the report you are running, the filters displayed on this page will be different.

Some reports have input pages prior to actually allowing you to run a report.

#### To run a report:

1. Click Administration, Click on the Reports Console.
2. From the Reports Console page type keywords in the Search Text field. Select items from other search criteria options to refine the results and then click Search.
3. Find the report you will like to run and click on Select in the Action menu.
4. Click Go to access the Run Report page.
5. Enter your filter selections using the fields, menus and checkboxes that are available.
6. Click Run Report. The report displays in a new window.
7. At this point you have several options. The first four options are available for every report. Other options may or may not be available depending on the report you are viewing.
  - Print
  - Export to Excel
  - Export to PDF
  - Export to XML
  - Click titles of row headings to sort the results according to the heading you selected
  - Click a course name to view course statistics

- Click a user's last or first name to view their training progress
- Type a number in the "Page" field to go to another page in the report, or use the left and right arrows