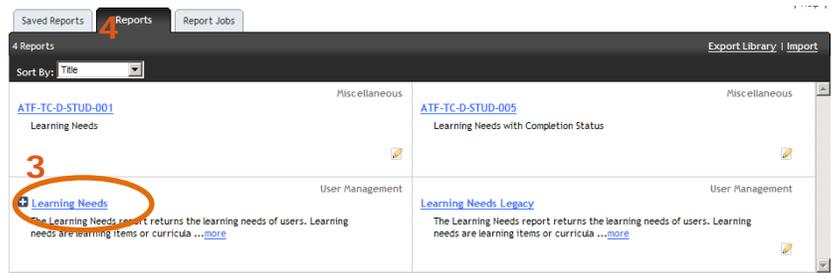
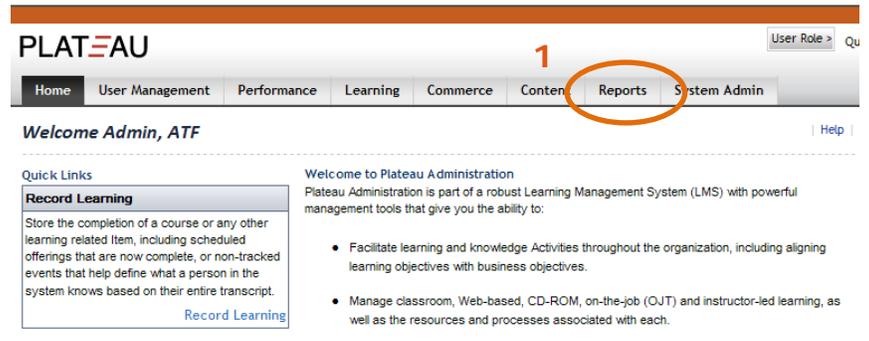


<h2 style="color: #e67e22;">Before You Start:</h2>	<p>It is the responsibility of the Training Coordinator to provide reports to management per request. The following job aid outlines the process for running the learning needs report which will indicate which employees <b>need</b> training and when they need it. It will also indicate which employees are <b>overdue</b> for training.</p>
<h3 style="color: #e67e22;">1.</h3>	<p>Log in to the LMS and select <u><a href="#">Reports</a></u>.</p>
<h3 style="color: #e67e22;">2.</h3>	<p>In the <u><a href="#">search field</a></u>, Enter "Learning Needs" and Click <u><a href="#">Submit</a></u>.</p>
<h3 style="color: #e67e22;">3.</h3>	<p>Click on <u><a href="#">Learning Needs</a></u>.</p>



<p><b>4.</b></p>	<p>All the Learning Needs reports appear. Click on <b>User Learning Needs By Organization</b>.</p>	
<p><b>5.</b></p>	<p>The <b>Run</b> Report page displays. Uncheck <b>Mask User IDs</b> and enter a <b>Date</b> range.</p>	



<p><b>9.</b></p>	<p>Click <b>Submit Criteria</b>.</p>	<p>Add IDs (separate multiple IDs using a comma)</p> <p>Users: <input type="text"/> <span>Add</span></p> <p>Search Users</p> <p><span>Search</span> <span>Submit Criteria</span> <span>Reset</span></p> <p>Case sensitive search: <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>User ID: <input type="text"/> Starts With <input type="text"/></p> <p>Last Name: <input type="text"/> Starts With <input type="text"/></p> <p>First Name: <input type="text"/> Starts With <input type="text"/></p> <p>Role ID: <input type="text"/> Starts With <input type="text"/></p> <p>User Status: <input checked="" type="radio"/> Active <input type="radio"/> Not Active <input type="radio"/> Both</p> <p>Domains: <input type="text"/> Starts With <input type="text"/> <input type="button" value="v"/></p> <p>Organizations: <input type="text"/> Starts With <input type="text"/> 787 <input type="button" value="v"/></p>
<p><b>10.</b></p>	<p>The Run Report page displays. Click <b>Run Report</b>.</p>	<p>Run User Learning Needs Group By Organization</p> <p>Report Title: <input type="text"/> User Learning Needs</p> <p>Report Header: <input type="text"/></p> <p>Report Footer: <input type="text"/></p> <p>Report Destination: <input type="text"/> Browser</p> <p>Report Format: <input type="text"/> HTML</p> <hr/> <p><input type="checkbox"/> Mask User IDs</p> <p><input checked="" type="checkbox"/> Page Break Between Records</p> <p>User: <input type="text"/> [Criteria Specified] <input type="button" value="v"/> <input type="button" value="v"/></p> <p>User Status: <input checked="" type="radio"/> Active <input type="radio"/> Not Active <input type="radio"/> Both</p> <p>Item: <input type="text"/> Exact <input type="text"/> Type: <input type="text"/> <input type="button" value="v"/></p> <p>ID: <input type="text"/></p> <p>Required Date From: <input type="text"/> 2/8/2011 (MM/DD/YYYY)</p> <p>Required Date To: <input type="text"/> 2/28/2011 (MM/DD/YYYY)</p> <p>Item Criticality Selection Options: <input type="radio"/> Needs <input type="radio"/> Requirement</p> <p>Sort By(not for group by Item): <input type="text"/> Item ID</p> <p><span>Run Report</span> <span>Schedule Job</span> <span>Save Report</span> <span>Reset</span></p>