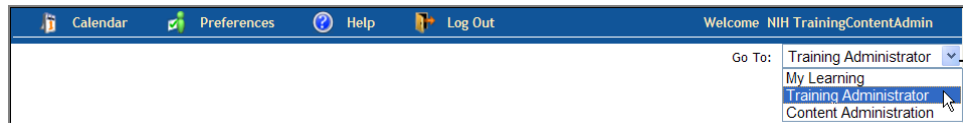# RUNNING THE HHS CERTIFICATION/CURRICULUM COMPLIANCE/EXCEPTION REPORT

This report allows you to report on people in an organization (or its sub-orgs) who have, or have not, completed a specific certification/curriculum during the date range you specify. The results can be further refined using the employee EOD Date, Certification/ Curriculum Domain, and Person Type.

1. Log on to the LMS.

    NOTE: For instructions about logging on, refer to the *Log-On Instructions (TS02-L)* tip sheet.
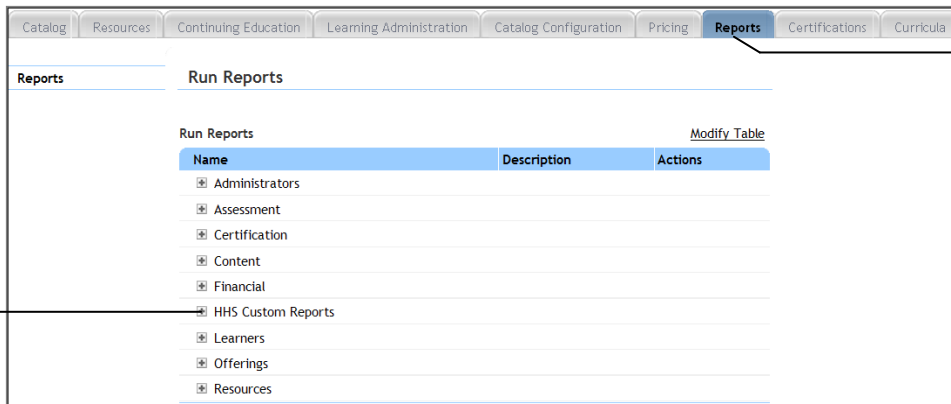
2. Select an administrator role, either **Training Administrator** or **Human Capital** Administrator – People, from the **Go To: drop-down menu**.

Go To: drop-down menu

Figure 1: LMS Welcome Screen

3. Click the **Reports tab**.

4. Click on the **Plus (+) symbol** located left of the **HHS Custom Reports** category. This will expand the list of the reports available.

Reports tab

Plus (+) symbol

Figure 2: Reports Tab

5. Click the **report name** *HHS Certification/Curriculum Compliance/Exception Report* to bring up the **Report Parameters** screen.

Run Reports

Run Reports		Modify Table
Name	**Description**	**Actions**
⊞ Administrators		
⊞ Assessment		
⊞ Certification		
⊞ Content		
⊞ Financial		
⊟ HHS Custom Reports		
HHS Certification/Curriculum Compliance/Exception Report	Report on people in an organization (or its sub-orgs) who have, or have not, completed a specific certification/curriculum during the date range you specify. The results can be further refined using the employee EOD Date, Certification/Curriculum Domain, and Person Type. This report was custom developed by NIH.	Email Subscribe

Report Name →

Figure 3: Reports Tab

6. Enter the first few words of the Certification Title or Curriculum Title into the appropriate **title field**.

Report Parameters - HHS Certification/Curriculum Compliance/Exception Report

Magnifying Glass icon

* = required

Title field —

Select One of the following :
Certification Title: `nih environmental` 🔍 — *Search icon*

Curriculum Title:
Name
NIH Environmental Management Sys

From Date*: `10/01/2009` — *From Date field*

To Date*: `10/30/2010` — *To Date field*

Organization ID (Use % to include sub-orgs)*: `HN%` — *Organization ID field*

EOD Start Date (mm/dd/yyyy): `_____`

EOD End Date (mm/dd/yyyy): `_____`

Certification/Curriculum Domain: `_____` 🔍

Person Type: -Select One- ▾ ➕

Report Type*: Compliance ▾ — *Report Type field*

Submit   Cancel — *Submit button*

Figure 4: Report Parameters Screen

7. Click the **magnifying glass icon** and then select the certification/curriculum title name to insert it into the title field.

   IMPORTANT! If the **magnifying glass icon** returns more than one result, you will need to use the **search icon** to search for and identify the correct certification/curriculum that you are looking for.

8. Specify the **From Date**, **To Date**.

9. Specify the **Organization ID**. Enter a % as a wildcard in the **Organization ID** field to capture all of the sub organizations.

10. Select a **Report Type** of "Compliance" to return those users who have taken the course, or a **Report Type** of "Exception" for those who have not.

11. Enter appropriate data into any other fields relevant to the report results you desire to have generated.

12. Click **Submit**.

Figure 5: Sample HHS Certification/Curriculum Compliance/Exception Report

13. To view the Compliance/Exception percentage, click the **Last Page** icon at the top of the report to view the percentage.

ORG ID	LAST NAME	FIRST NAME	USERNAME	EOD DATE	PERSON TYPE	Manager	EMAIL	COMPLETION DATE	TITLE
HNN-25	MOORE	BELINDA	00038629	2/11/2001	Federal	JOSEPHINE EGAN	bm214d@nih.gov	09/08/2010	NIH Environmental Management Sys
HNN-27	OKUN	Eitan	NIH0012218215	11/29/2009	Fellow		okune@mail.nih.gov	09/08/2010	NIH Environmental Management Sys
HNN-277	CAMANDOLA	SIMONETTA	00100643	3/19/2006	Federal	MARK MATTSON	camandolasi@mail.nih.gov	03/02/2010	NIH Environmental Management Sys
HNN-2E2	ARYA	BIRA	00045239	7/5/2000	Federal	DENNIS TAUB	biragyna@mail.nih.gov	09/08/2010	NIH Environmental Management Sys
HNN-2H	KNUTH	Nicolas	NIH0013245408	7/1/2010	Fellow		knuthn@mail.nih.gov	06/01/2010	NIH Environmental Management Sys
HNN-2H4	COIT	Octavia	NIH0014421273	1/4/2010	Contractor		coitot@mail.nih.gov	08/24/2010	NIH Environmental Management Sys
HNN-2J	BROCK	Brian	NIH0014423896	1/11/2010	Contractor		brockbm@mail.nih.gov	08/24/2010	NIH Environmental Management Sys
HNP28	YANG	JINGHUA	00133457	1/3/2010	Federal	JOHN CISAR	jiyang@mail.nih.gov	01/08/2010	NIH Environmental Management Sys
HNS125	DOZIER	Dennis	NIH1300200488	4/30/2010	Contractor		dozierdl@mail.nih.gov	05/17/2010	NIH Environmental Management Sys
HNS7	KATZ	Luba	NIH0013148631		Contractor	KARIN REMINGTON	katzlu@mail.nih.gov	12/23/2009	NIH Environmental Management Sys
HNT4	ARCIERI	Kenneth	NIH0014416782	3/1/2010	Fellow		arcierikw@mail.nih.gov	03/18/2010	NIH Environmental Management Sys
HNT4	CROSBY	MARCO	00134009	1/31/2010	Federal	CHANDAN SASTRY	mc453h@nih.gov	05/05/2010	NIH Environmental Management Sys
HNT452	O'HALLORAN	Peter	NIH0014344274	7/27/2010	Fellow		ohalloranpe@mail.nih.gov	08/04/2010	NIH Environmental Management Sys
HNT483	SHERAFAT KAZEMZADEH	Roya	NIH2000473898	4/21/2010	Volunteer		sherafatkazemr@mail.nih.gov	05/18/2010	NIH Environmental Management Sys
HNT4-9	LEE	Hae Ung	NIH0014432670	4/20/2010	Fellow		leehu@mail.nih.gov	05/04/2010	NIH Environmental Management Sys
HNT4J5	FICKES	Abbi	NIH2000526090	7/2/2010	Fellow		fickesae@mail.nih.gov	07/22/2010	NIH Environmental Management Sys
HNV277	REED	Casey	NIH0013392475	11/12/2009	Fellow		reedc2@mail.nih.gov	07/20/2010	NIH Environmental Management Sys
HNV3G	WINTERS	CAROLYN	00043557	1/10/1973	Federal	DOROTHY DUKE	winters2@mail.nih.gov	06/01/2010	NIH Environmental Management Sys
HNW2-J	JIA	LI	00094302	4/18/2005	Federal	DOUGLAS FORREST	jiali@mail.nih.gov	06/14/2010	NIH Environmental Management Sys

Compliance/Exception percentage ——— 46.25% Compliance

Figure 6: Sample HHS Certification/Curriculum Compliance/Exception Report

14. To print this report, click the **Printer Icon** at the top left corner of the report.
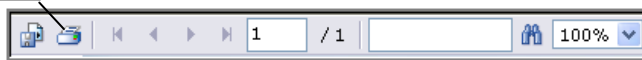
Printer Icon ———

Figure 7: Report Menu bar

NOTE: Do not use the Print icon on your browser. The report will not be formatted properly when it if you use the web browser print function

15. Click **OK** from the Print Options pop-up.

OK button

Figure 8: Print Options

NOTE: Depending on your web browser settings, you may see a security message like the one below.

If you do, then click the yellow bar and select **Download File** from the menu that appears. Repeat steps 14 and 15 to print the report.
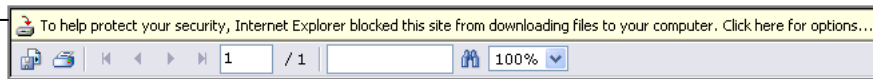
Security Message

Figure 9: Report Menu bar with security message

16. Repeat steps 14 and 15 to print the report.

If you experience trouble with this process, please contact the helpdesk for support at LMSSupport@mail.nih.gov or 1-866-246-5440.