

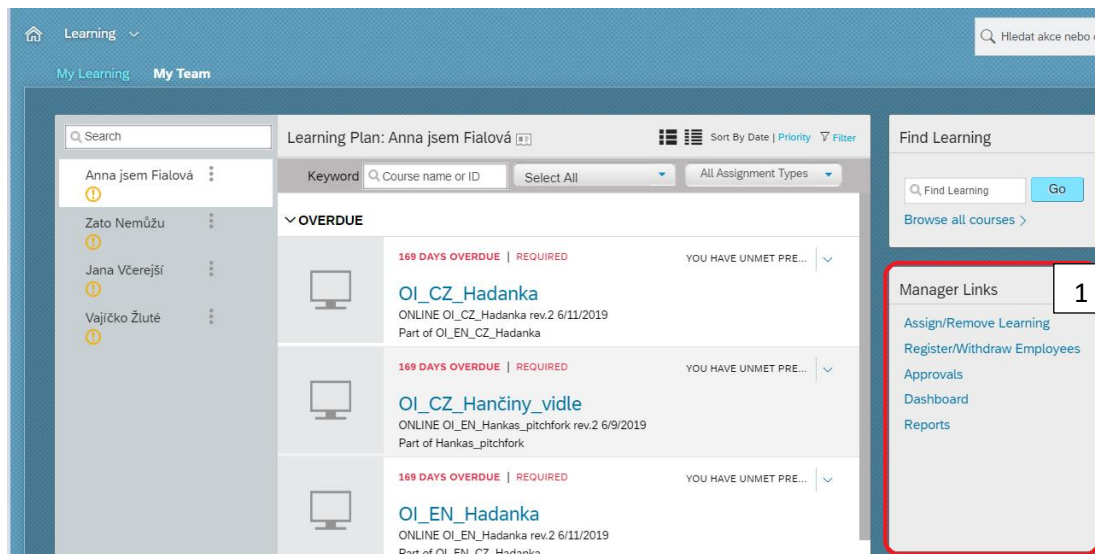
Learning Management System

Instructions for Reporting

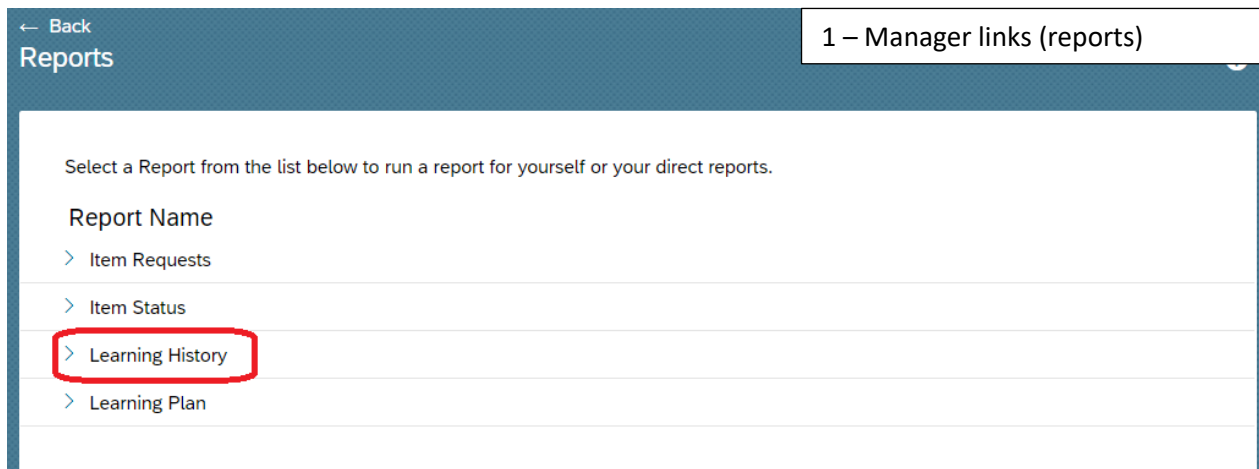
In „My Team“ section go to „**Manager Links**“.

1 Manager links – you can create reports and other useful functions via „**reports**“ button.

Full range of manager links functionalities will be explained after Instructor-led trainings launch.



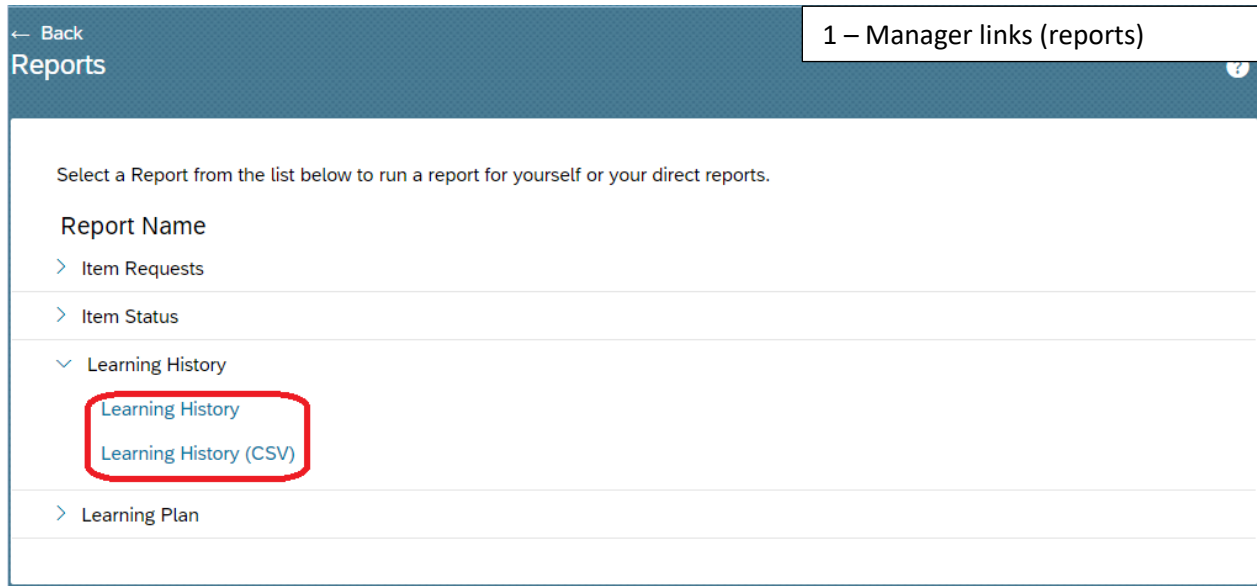
After that click on „**Learning history**“ reports.



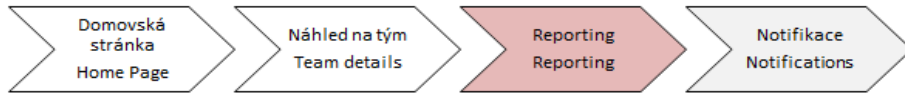


You get 2 options: „**Learning history**“ and „**Learning history (CSV)**“ reports.

1. If you would like to have *overview report*, please choose first option.
2. If you want *editable report*, please choose second option (in CSV format of MS Excel).



Now dialog window with possible specification of current report is displayed.



In „User“ section you can choose from 4 options:

- For your own learning history report, please choose **„Self“**
- For learning history report of your direct reports, please choose **„Direct reports“**
- For learning history report of all subordinates, please choose **„All direct reports“**
- If you want to get your own learning history + all subordinates learning history report, choose **„all“**

You have to specify from which date you would like to have learning history.

If you want to see subordinates ID, uncheck **„Mask user IDs“**. After these steps, remains to click on **„Run report“**.

After **„Run Report“** you get your report in one of forms on screen below.

In headlines you will see course ID, name of course, completion date and its status

User									
User ID :	*****	Name :	Moudrý, Josef						
Item Events									
Entity ID	Entity Title	Scheduled Offering ID	Completion Date	Grade	Status				
ONLINE_OLESDNH (Rev 1 - 5/17/2019 03:54 PM Europe/Prague)	ESD NH Training in English		6/10/2019 02:30 PM Europe/Prague		Online Course Completed				
ONLINE_HOZ_ForkLitTruckRep (Rev 1 - 5/17/2019 03:54 PM Europe/Prague)	Obsah skoleni ridicu VZV - opakovane licence		5/7/2018 02:30 PM Europe/Prague		Online Course Completed				

User ID	Last Name	First Name	Middle name	Item Type	Entity ID	Entity Type	Item Revision Number	Item Revision Date	Entity Title
*****	Marný	Tomáš		COURSE	C_Hančiny_vidle	Item	1	6/9/2019 02:17 PM Europe/Prague	C_Hančiny_vidle
*****	Marný	Tomáš		COURSE	HOZ_DrivingLicence	Item	1	7/1/2019 07:12 AM Europe/Prague	Driving in the Czech Republic Training