

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 funcionalities will be explained after Instructor-led trainings launch.

🏠 Learning							Q Hledat akce nebo os	
My Learning	My Team							
Q Search		Learning Plan:	Anna jsem Fialová	E	Sort By Date Priority	⊽ Filter	Find Learning	
Anna jso	em Fialová 🚦	Keyword Q	Course name or ID	Select All	All Assignment Types	•	Q, Find Learning Go	
Zato Ne O Jana Vč O Vajíčko O	můžu i ierejší i Žluté i	~ OVERDUE	169 DAYS OVERDUE OI_CZ_Hadar ONLINE OI_CZ_Hadan Part of OI_EN_CZ_Had	REQUIRED Na ka rev.2 6/11/2019 Janka	YOU HAVE UNMET PRE	YOU HAVE UNMET PRE V Manager Links Assign/Remove		
		.	169 DAYS OVERDUE OI_CZ_Hančii ONLINE OI_EN_Hanka Part of Hankas_pitchfo	REQUIRED ny_vidle Is_pitchfork rev.2 6/9/2019 rk	OUIRED YOU HAVE UNMET PRE V /_vidle pitchfork rev 2 6/9/2019		Register/Withdraw Employees Approvals Dashboard Reports	
			169 DAYS OVERDUE OI_EN_Hadar ONLINE OI_EN_Hadar Part of OI_EN_C7_Hac	REQUIRED 1ka Ika rev.2 6/11/2019 Janka	YOU HAVE UNMET PRE	~		

After that click on **"Learning history"** reports.

← Back Reports	1 – Manager links (reports)				
Select a Report from the list below to run a report for yourself or your direct reports.					
Report Name					
> Item Requests					
> Item Status					
> Learning History					
> Learning Plan					



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).

← Back	1 – Manager links (reports)					
Reports	*					
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Report Name						
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> Item Status						
✓ Learning History						
Learning History						
Learning History (CSV)						
> Learning Plan						

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"**.

← Back Reports	1 – Manager links (reports)					
Run Learning History (CS\	0					
User:	 Self Direct Reports All Direct Reports All Include Alternate Direct Reports 					
Report Destination:	Local File CSV Comma (,) V					
Report Format:						
CSV Report Delimiter:						
	☑ Mask User IDs					
Completed Date From: (MM/DD/YYYY)						
Completed Date To: (MM/DD/YYYY)						
Report Type:	🖲 Summary 🔘 Detail					
Include:	◎ Item Events ◎ External Events ◎ Program Events ● All					
Print Comments:	○ Yes ● No Reset Run Report					

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

In hea	adlines	vou w	/ill see c	ourse	ID. name of o	course.	completi	on date and	its sta <mark></mark> ⁺		
User		,			,	,				1 –	Manager links (reports)
User ID :			*****				Name :	Ν	loudrý, Josef		
Item Ev	vents										
Entity ID				Entity	Title	Scheduled Offer	ing ID	Completion Date	Grade		Status
ONLINE	OI_ESDNH (Rev	1 - 5/17/2019	03:54 PM Europe/Pi	rague) ESD N	NH Training in English			6/10/2019 02:30 PM Europe/Pr	rague		Online Course Completed
ONLINE Europe/F	ONLINE HOZ_ForkLiftTruckRep (Rev 1 - 5/17/2019 03:54 PM Europe/Prague)		M Obsał licenc	n skoleni ridicu VZV - opakovane e		5/7/2018 02:30 PM Europe/Prague		gue		Online Course Completed	
										1 – N	Manager links (reports)
User ID	Last Name	First Name	Middle name	Item Type	Entity ID	Entity Type	Item Revision No	Imber Item Revision Da	te		Entity Title
*******	Marný	Tomáš		COURSE	C_Hančiny_vidle	Item		1 6/9/2019 02:17 P	M Europe/Pr	ague	C_Hančiny_vidle
*****	Marný	Tomáš		COURSE	HOZ_DrivingLicence	Item		1 7/1/2019 07:12 A	M Europe/Pi	rague	Driving in the Czech Republic Training