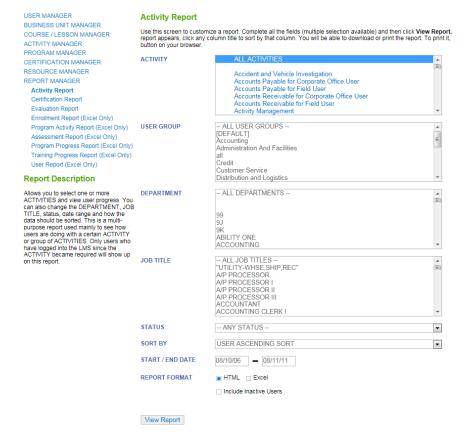## 2. Run the report.

- Customize your report, in this case the Activity Report, and complete all the fields (multiple selection available).

- Click Excel in the Report Format field and then click View Report.

Report Description

Allows you to select one or more ACTIVITIES and view user progress. You can also change the DEPARTMENT, JOB TITLE, status, date range and how the data should be sorted. This is a multi-purpose report used mainly to see how users are doing with a certain ACTIVITY or group of ACTIVITIES. Only users who have logged into the LMS since the ACTIVITY became required will show up on this report.

Activity Report

Use this screen to customize a report. Complete all the fields (multiple selection available) and then click **View Report**. report appears, click any column title to sort by that column. You will be able to download or print the report. To print it, button on your browser.

ACTIVITY
ALL ACTIVITIES
Accident and Vehicle Investigation
Accounts Payable for Corporate Office User
Accounts Payable for Field User
Accounts Receivable for Corporate Office User
Accounts Receivable for Field User
Activity Management

USER GROUP
-- ALL USER GROUPS --
[DEFAULT]
Accounting
Administration And Facilities
all
Credit
Customer Service
Distribution and Logistics

DEPARTMENT
-- ALL DEPARTMENTS --

99
9J
9K
ABILITY ONE
ACCOUNTING

JOB TITLE
-- ALL JOB TITLES --
"UTILITY-WHSE,SHIP,REC"
A/P PROCESSOR
A/P PROCESSOR I
A/P PROCESSOR II
A/P PROCESSOR III
ACCOUNTANT
ACCOUNTING CLERK I

STATUS   -- ANY STATUS --

SORT BY   USER ASCENDING SORT

START / END DATE   08/10/06 — 08/11/11

REPORT FORMAT   ■ HTML   ☐ Excel

☐ Include Inactive Users

[View Report]

3. View the report.

- This is the report you ran, in this case the Activity Report.

- To save the report, right-click the blue number Download Link at the top of the report.

- **Note**: If the blue download link does not appear, return to the previous screen and select Excel in the Report Format field near the bottom and View Report.
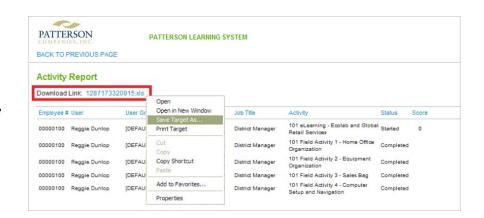
Activity Report

Download Link: 1312997000328.xls

Employee #	User	User Group	Department	Job Title	Activity	Status	Score
	Test User_001	Technical Services	CHESAPEAKE	WELDER III	Merchandise Pricing and Commission Programs	Not Started	0
	Test User_001	Technical Services	CHESAPEAKE	WELDER III	Financing Options	Not Started	0
	Test User_001	Technical Services	CHESAPEAKE	WELDER III	Establishing Credit and Financing	Started	0
	Test User_001	Technical Services	CHESAPEAKE	WELDER III	Accident and Vehicle Investigation	Not Started	0
	Test User_001	Technical Services	CHESAPEAKE	WELDER III	Asepsis	Completed	36
	Test User_001	Technical Services	CHESAPEAKE	WELDER III	Back Safety: Proper Lifting	Started	0
	Test User_001	Technical Services	CHESAPEAKE	WELDER III	Driver's Alert Fleet Safety Program	Not Started	0
	Test User_001	Technical Services	CHESAPEAKE	WELDER III	Ergonomics	Started	0
	Test User_001	Technical Services	CHESAPEAKE	WELDER III	Exposure Control for Bloodborne Pathogens	Started	0
	Test User_001	Technical Services	CHESAPEAKE	WELDER III	Radiation Exposure	Started	0
	Test User_001	Technical Services	CHESAPEAKE	WELDER III	Safety Training Curriculum Introduction	Not Started	0
	Test User_001	Technical Services	CHESAPEAKE	WELDER III	Vehicle Maintenance and Inspection	Not Started	0
	Test User_001	Technical Services	CHESAPEAKE	WELDER III	Forklift Training Introduction	Started	0
	Test User_001	Technical Services	CHESAPEAKE	WELDER III	Gloves	Started	0
	Test User_001	Technical Services	CHESAPEAKE	WELDER III	Masks	Not Started	0
	Test User_001	Technical Services	CHESAPEAKE	WELDER III	DTA - An Introduction to Dentistry	Completed	0
	Test User_001	Technical Services	CHESAPEAKE	WELDER III	Forklift 5000 Series Narrow-Aisle Stand-up Rider	Not Started	0
	Test User_001	Technical Services	CHESAPEAKE	WELDER III	Forklift SP 3000 Series Stockpicker	Not Started	0
	Test User_001	Technical Services	CHESAPEAKE	WELDER III	Forklift SC 4000 Three Wheel Sit-Down Lift Truck	Not Started	0
	Test User_001	Technical Services	CHESAPEAKE	WELDER III	Forklift M Series Walkie Lift Truck	Not Started	0
	Test User_001	Technical Services	CHESAPEAKE	WELDER III	Forklift PE 3000 Series Rider Pallet Truck	Not Started	0
	Test User_001	Technical Services	CHESAPEAKE	WELDER III	Statim Autoclave Repair and Troubleshooting I	Completed	100
	Test User_001	Technical Services	CHESAPEAKE	WELDER III	Statim Autoclave Repair and Troubleshooting II	Not Started	0
	Test User_001	Technical Services	CHESAPEAKE	WELDER III	NEK'S Mini D Caric	Completed	30

4. Save the report.

▪ After right-clicking the blue Download Link number, select Save Target As in the menu.
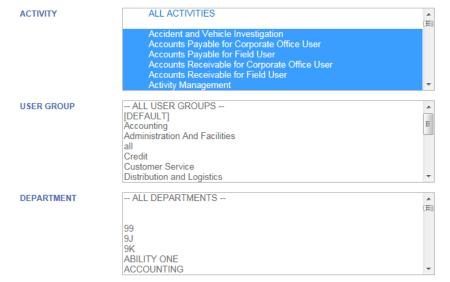
▪ Then follow your normal procedures for saving documents.

Use Multiple Selection Techniques

Select a range of options

▪ Click the first item in the range you want to select.

▪ Hold the **Shift** key and click the last item.

▪ All the items between the first and last item you select will be highlighted (including the items you clicked).

Select multiple individual options

- ▪ Click the first item you want to select.

- ▪ Hold the **Ctrl** key and click each of the other items.

- ▪ Each item you select will be highlighted.

Activity Report

Use this screen to customize a report. Complete all the fields (multiple selection available) and then click **View Report**. \
report appears, click any column title to sort by that column. You will be able to download or print the report. To print it, u \
button on your browser.

ACTIVITY

> ALL ACTIVITIES
>
> Accident and Vehicle Investigation
> Accounts Payable for Corporate Office User
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-- ALL USER GROUPS --
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-- ALL DEPARTMENTS --

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