

## 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.

USER MANAGER  
BUSINESS UNIT MANAGER  
COURSE / LESSON MANAGER  
ACTIVITY MANAGER  
PROGRAM MANAGER  
CERTIFICATION MANAGER  
RESOURCE MANAGER  
REPORT MANAGER

Activity Report  
Certification Report  
Evaluation Report  
Enrollment Report (Excel Only)  
Program Activity Report (Excel Only)  
Assessment Report (Excel Only)  
Program Progress Report (Excel Only)  
Training Progress Report (Excel Only)  
User Report (Excel Only)

### 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	<input checked="" type="checkbox"/> HTML <input type="checkbox"/> Excel <input type="checkbox"/> Include Inactive Users
<a href="#">View Report</a>	

## 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	NEWBORN CARE	Completed	36

#### 4. Save the report.

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

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### Activity Report

Download Link: 1287173320915.xls

Employee #	User	User Gr	Job Title	Activity	Status	Score
00000100	Reggie Dunlop	[DEFAULT]	District Manager	101 eLearning - Ecolab and Global Retail Services	Started	0
00000100	Reggie Dunlop	[DEFAULT]	District Manager	101 Field Activity 1 - Home Office Organization	Completed	
00000100	Reggie Dunlop	[DEFAULT]	District Manager	101 Field Activity 2 - Equipment Organization	Completed	
00000100	Reggie Dunlop	[DEFAULT]	District Manager	101 Field Activity 3 - Sales Bag	Completed	
00000100	Reggie Dunlop	[DEFAULT]	District Manager	101 Field Activity 4 - Computer Setup and Navigation	Completed	

## 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).

### Activity Report

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#### 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

## 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.** When the report appears, click any column title to sort by that column. You will be able to download or print the report. To print it, use the Print 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