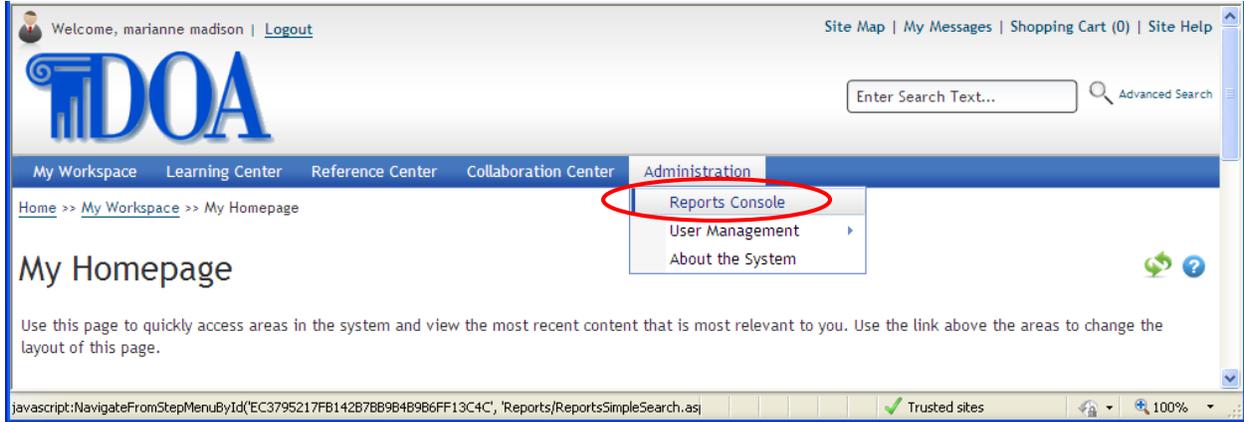


How to Run a Report in the Knowledge Center Reports Console

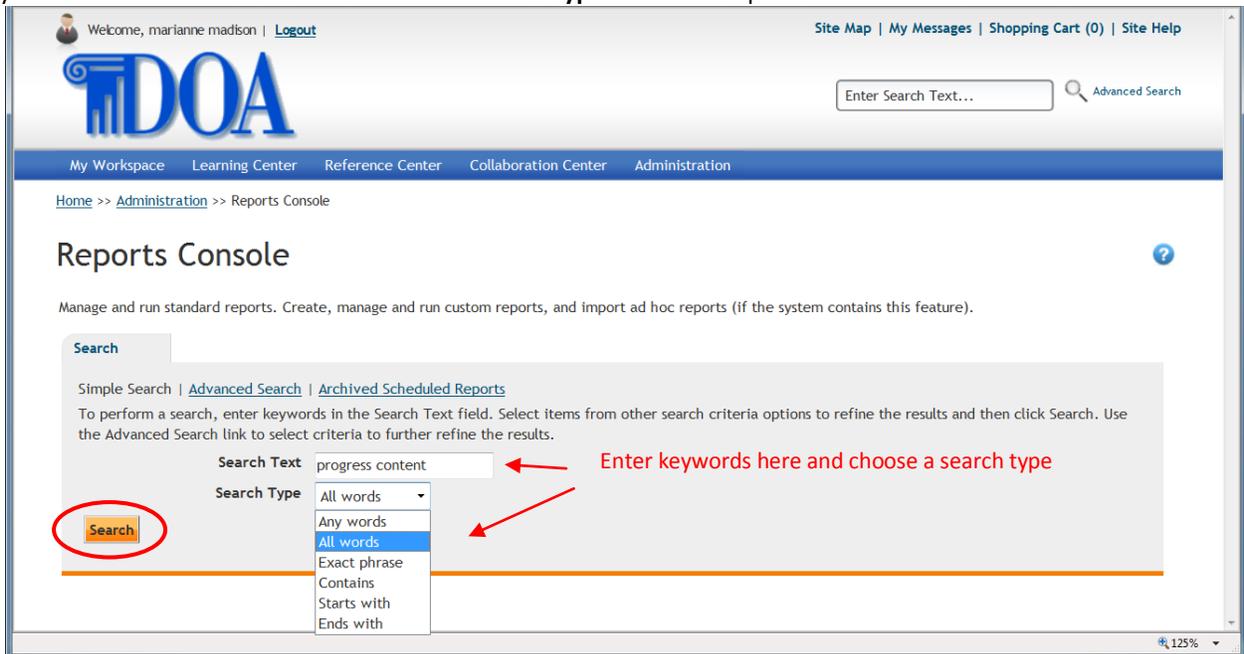
The Reports Console allows a user who has the proper permissions to run completion reports for their users.

First, login to the KC.

Click **Administration > Reports Console**



Enter keywords into the **Search Text** box. Choose a **Search Type** from the drop-down list. Then click **Search**.



The KC will show a list of reports with your keywords in the title of the report. Select the report you want to run by clicking its title.

The screenshot shows the 'Reports Console' page in a web browser. At the top, there is a navigation bar with links for 'My Workspace', 'Learning Center', 'Reference Center', 'Collaboration Center', and 'Administration'. Below the navigation bar, the breadcrumb trail reads 'Home >> Administration >> Reports Console'. The main heading is 'Reports Console' with a help icon. A sub-heading reads 'Manage and run standard reports. Create, manage and run custom reports, and import ad hoc reports (if the system contains this feature).' Below this is a 'Search' section with a search bar containing 'progress content' and a dropdown menu set to 'All words'. A 'Search' button is located below the search bar. The results section shows 'Records found: 1' and a table with one entry. The entry's title is 'Training Progress by Content', which is circled in red. The table has columns for 'Title' and 'Type', with 'Standard' listed under 'Type'. A description below the table reads: 'This report enables Administrators and Organization Managers to search for an online course, classro...'. The browser's zoom level is set to 125%.

Click the Select button.

The screenshot shows the configuration page for the 'Training Progress by Content' report. The breadcrumb trail is 'Home >> Administration >> Reports Console >> Training Progress by Content'. The main heading is 'Training Progress by Content' with a refresh icon and a help icon. A 'Return' button is located at the top left. The report title 'Training Progress by Content' is displayed next to a bar chart icon. Below the title, it says 'Locale : English (United States)'. A description reads: 'This report enables Administrators and Organization Managers to search for an online course, classroom course, test, or curriculum and view user progress for that selected content item.' At the bottom of the configuration area, there are two buttons: 'Select' and 'Schedule Report'. The 'Select' button is circled in red. A 'Save Shortcut' link is visible in the top right corner. The browser's zoom level is set to 125%.

Enter keywords for the course name into the **Search Text** box. Choose a **Search Type** from the drop-down list. Choose **Online** and then click **Search**.

Enter Search Text... Advanced Search

My Workspace Learning Center Reference Center Collaboration Center Administration

Home >> Administration >> Reports Console >> Training Progress by Content >> Run Report

Training Progress by Content

Search

Search for content that has training progress associated with it in order to view student progress and information about the content.

Search Text: SPCC 2012

Search Type: All words

Training Type:

- Certification
- Classroom
- Curriculums
- Online
- Test

Search

A list of courses with the keywords you entered is shown. **Note:** You may see more or less courses than shown here, depending on your search parameters.

Click the radio button next to the course for which you need the report and click the Select button.

Search Type: All words

Training Type:

- Certification
- Classroom
- Curriculums
- Online
- Test

Search

Records found: 8

	Title	Type
<input type="radio"/>	DOA -- Cardholder Supervisor/Reviewer Training 2012 <i>Required training for cardholders' supervisors and/or reviewers - anyone who signs off on a cardhold...</i>	Online
<input type="radio"/>	DOA -- SPCC Cardholder Refresher Training 2012 <i>This is refresher training for SPCC cardholders. It is required annually after initial training. Y...</i>	Online
<input checked="" type="radio"/>	DOA -- SPCC Cardholder Training 2012 <i>Initial training required for all SPCC cardholders. You must review the training module and achiev...</i>	Online
<input type="radio"/>	DOA -- SPCC Program Administrator Refresher Training 2012 <i>Annual training required for all SPCC program administrators. Must review the training and achiev 1...</i>	Online
<input type="radio"/>	DOA -- SPCC Program Administrator Training 2012 <i>Initial training required for all SPCC program administrators. Must review the training and achiev...</i>	Online
<input type="radio"/>	VDFP 2012 Module 1 Fiscal Services SPCC Reconciliation <i>Welcome to the Virginia Department of Fire Programs Procurement Services training series. This train...</i>	Online
<input type="radio"/>	VDFP 2012 Module 5 Procurement Services SPCC Admin <i>Welcome to the Virginia Department of Fire Programs Procurement Services training series. This train...</i>	Online
<input type="radio"/>	VDFP 2012 Module 5 Procurement Services SPCC Admin <i>Welcome to the Virginia Department of Fire Programs Procurement Services training series. This train...</i>	Online

Select

Return

Next you will see a list of “organizations.” You will need scroll down the list to select your agency. Don’t worry about the “+” signs next to the agency name. Leave the list “unexpanded.”

The screenshot shows a web browser window displaying the DOA (Department of Administrative Services) website. The user is logged in as 'marianne madson'. The page title is 'Training Progress by Content'. The breadcrumb trail is: Home >> Administration >> Reports Console >> Training Progress by Content >> Run Report. The main heading is 'Training Progress by Content'. Below the heading is a 'Run Report' tab. The instructions state: 'Use the form below to indicate the parameters for the report you want to run. Then click Run Report to run the report (opens in a new window)'. The form contains the following fields:

- Title: DOA -- SPCC Cardholder Training 2012
- Training Type: SCORM 1.2
- Organization: A list of organizations with checkboxes. The following organizations have their checkboxes checked:
 - State Agency not listed (Other State Agencies)
 - Attorney General - Dept of Law (141)
 - Auditor of Public Accounts (133)
 - BES Authority Agency (091)
 - Board of Accountancy (226)
 - Board of Bar Examiners (233)
 - BRD Towing - Recovery Operator (507)

Then scroll all the way to the bottom of the organization list. You will see some extra choices here.

- Be sure to add a check mark beside **Include sub-organizations** to ensure that your entire agency will be in the report.
- Select **Active** from the User Activity drop down list.
- Select **Completed** from the Progress Status drop down list.
- Enter the **date parameters** for the report. Keep in mind that the larger the date range, the slower the report will run and the system may time out.
- Click **Run Report**. Be patient while the report runs.

The screenshot displays a web-based report configuration interface. At the top, a scrollable list of organizations is shown, including Virginia Museum of Fine Arts, Virginia Parole Board, Virginia Port Authority, Virginia Racing Commission, Virginia Resources Authority, Virginia Retirement System - External Entities, Virginia Retirement System, Virginia State Bar, Virginia State University, Virginia Tourism Authority, Virginia Veterans Care Center, Virginia Western Community College, Virginia-Israel Advisory Board, VPI - State University, and z Empty Organizations. A red circle highlights the bottom of this list, where the checkbox for "Include sub-organizations" is checked. Below the organization list, there are several filter and parameter settings: "User Activity" is set to "Active", "Progress Status" is set to "Completed", "Start Date" is "3/1/2012 12:00 AM", "End Date" is "8/8/2012 Midnight", "# Records (per page)" is set to "25", and "Layout" is set to "Default". A red circle highlights the "Run Report" and "Back" buttons at the bottom left of the interface. The browser's address bar and a 100% zoom level are visible at the bottom of the window.

Here is your report! You can change the layout by clicking the buttons across the top of the report. You can also export the report to Excel, PDF, or XML.

Training Progress by Content

[Print](#) | [Save New](#) | [View Layouts](#) | [Refresh](#) | [Close Window](#)

Export your report to different formats here → [Export to Excel](#)
[Export to PDF](#)
[Export to XML](#)

Selected Report Criteria

Report Date: Wednesday, August 15, 2012
Title: DOA -- SPCC Cardholder Training 2012
Training Type: Online
Organization: Dept of Accounts (151)
Include Sub-Organizations?: Yes
User Activity: Active
Progress Status: Completed
Date Range: 3/1/2012 - 8/8/2012
Report Layout: Default

Report Results

Total Users: 22

Use these buttons to change the way your report looks →

Formula | Layout | Sort | Filter | Group | Aggregate | Chart | Crosstab | Paging

#	Last Name	First Name	Enroll Date	Start Date	Complete Date	Progress Status	Score	Report
1	ADAMS	MICHAEL	4/23/2012	4/23/2012	4/23/2012	Complete		User Progress Go
2	Bogan	Vanessa	6/29/2012	6/29/2012	6/29/2012	Complete	100	User Progress Go
3	Cameal	Michelle	7/20/2012	7/20/2012	7/20/2012	Complete	100	User Progress Go

100%