Guidance for Running Reports in eLMS

eLMS Program Management Office

The following reports must be scheduled instead of running real-time:

002-Admin-Item-No-Complete-CSV

003-Admin-Data-Summary-CSV

014-Admin-Assess-Process-Rpt

017-Admin-User-Sched-Offer-Data-CSV

034-Admin-Item-Changes-CSV

035-Admin-Users-Learn-Plan-CSV

039-Admin-Online-Item-Data-CSV

• **Scheduling reports** (one-time and saved/recurring reports): Administrators must schedule reports to run between **2 AM and 6 AM Eastern Time**. (All of the automated processes for eLMS run between 12 am and 1:59 am Eastern Time.) Please note, if you are scheduling more than one report, please stagger the start times. Also, choosing an "off" time e.g. 2:03 am vs. 2:00 am is preferable.

• **Emailed Report Results from eLMS:** The maximum size for report results that can be emailed from eLMS is **2 MB**. Please note, reports are available for download directly from the system if they are too large to email.

• **Number of Rows in CSV-Formatted Reports:** The maximum size for CSV reports results is approximately **65,000 rows.** There are also limits on the number of characters in a cell and on the number of columns.

• **Number of Pages in PDF-Formatted Reports:** The maximum recommended number of pages In a PDF report is **200 pages**. Generating large PDF reports uses eLMS system resources; the page limit is suggested to prevent the report environment from timing out or crashing. Please make sure to uncheck the "Page Break Between Records" checkbox to ensure that you have fewer pages. It is likely that once a report is over 200 pages, it will fail to run.

• **Scheduled Report Results Availability:** Results from scheduled reports are available in eLMS for **30 days**. Administrators should download scheduled reports as soon as possible after an overnight run. *Administrators are responsible for maintaining or removing their own saved or scheduled reports.*

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• **Run Smaller "Chunked" Reports During Peak Business Hours (11am – 4:30pm ET) & Avoid Running Large Reports:** *Reports should only be run real-time if they are critical to business needs.* Administrators should either schedule large reports to run overnight or break down reports into smaller files, if needed, in real-time. **Note:** The more administrators running reports at the same time during peak business hours, the greater chance the reporting environment may slow down or time out.
Examples of "Report Chunking":

- Setting up separate reports by org code

- For scheduled offerings and completion-based reports, consider smaller timeframes (i.e., instead of a month, pull separate reports by week).

- Learning History Report: consider the number of rows returned

- Run a small sample report to get an idea of how much data will actually be returned (trial-and-error)

• **Learner Certificates of Completion:** Administrators should advise their learner communities **not to generate completion certificates for training taken in eLMS, unless there is a business need for a hard-copy reference/proof***.* eLMS completion certificates are generated in the same manner as a typical administrator report, and place an additional load on the system and the report environment—especially when a large number of other reports are running at the same time. The same holds true if a user is running a certificate of completion or learning history report.

• **Narrow Reports to appropriate audience:** Make sure you are targeting the smallest group possible. It's not enough to simply select a single domain which may have 10,000 people in it. If you are targeting a specific set of curricula or items, you can include those terms or curricula in your User Search Parameter so you're only looking for students who have that Curricula or Item assigned.

> Example:
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> If you are looking at a curricula that you know is only assigned to approximately 500 people, but you're choosing a domain that contains 10,000 people, you are targeting way too many people, and are at risk of your report not running. If you simply add the Curricula to your user search, you will be selecting only users who actually have the curricula assigned.

- **Check for additional criteria that might narrow search audience:** Click on the ***Add/Remove Criteria*** option to see if there are additional fields that will help to narrow the search audience. This is available at the bottom of the page on the search screens. There are often fields that do not show in the default view. Once you add a field it will remain unless you remove it.

- C**ustom Reports – Fixes and Changes:** When a custom report is modified based on support requests from the PL1 community, the new, "fixed" report replaces the old one.

  This means that administrators must 1) **delete saved/recurring reports** based on the old report, and 2) **recreate their saved or recurring reports for that updated report.** *If the "old" recurring report continues to run, it will generate an error message.*