



Virtual Open Lab Exercise

Running Reports in eLMS

Objective: To provide hands-on experience running reports in the 6.3 environment of eLMS.

This self paced exercise is not graded. There is no answer key as each Admin will have different responses. You are observing the results you receive and practicing techniques.

For these exercises the reports you run should return 100 records or less. Be sure to **limit your search criteria** when running a report.

Be aware that the default for case sensitivity is set to Yes in the Training. Change it to No to search without capitalization.

1. Log in as an Administrator.

2. How do you do access reports?

3. What are the three tabs at the top of the report screen? What do they provide you?

4. Search for a roster report. What should you have selected to find this report?

5. What is the difference between the legacy report and the other report with the same title?

6. Find the Item Data report. How many types of reports are available?

7. Run an Item Data report on FAA30200201, FY10 on yourself. Use the legacy report.

- 8. Search for Custom Report DOT-FAA-038.**
- 9. How did you find it? What will this report provide?**
- 10. Is there a difference?**
- 11. Run an Account Data report on yourself.**
- 12. How did you do it? What format did you use?**
- 13. Create a Learning Plan report that filters based on a supervisor.**
- 14. Save the report.**
- 15. Run the report and verify the results.**
- 16. Add another subordinate to the supervisor.**
- 17. Run the report again.**

18. Did the report reflect the changes you made?

19. Pick your smallest organization. It should have no more than 30 individuals. Run a curriculum status report on the FAA-All Employees curriculum.

20. What are the results?

21. How would you schedule a report?