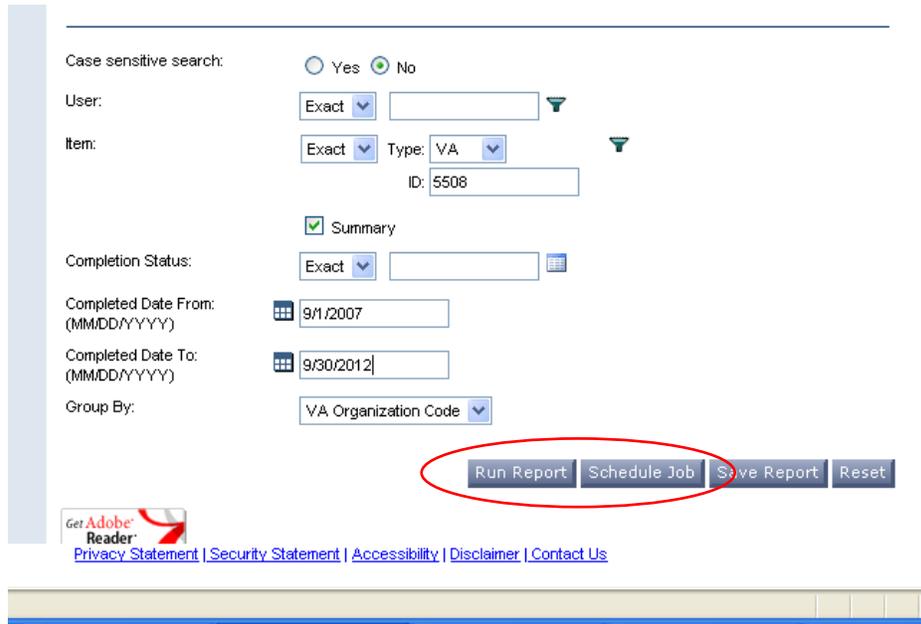


## Running Reports in VA LMS

Effective Mon., July 14, a system update alters the steps for running reports in the VA Learning Management System (VA LMS).



The screenshot displays the VA LMS reports interface. It includes several search and filter options: 'Case sensitive search' with radio buttons for 'Yes' and 'No' (selected); 'User' with a dropdown set to 'Exact' and an empty input field; 'Item' with a dropdown set to 'Exact', a 'Type' dropdown set to 'VA', and an 'ID' input field containing '5508'; 'Completion Status' with a dropdown set to 'Exact' and an empty input field; 'Completed Date From' and 'Completed Date To' with date pickers set to '9/1/2007' and '9/30/2012' respectively; and 'Group By' with a dropdown set to 'VA Organization Code'. A 'Summary' checkbox is checked. At the bottom, there are four buttons: 'Run Report', 'Schedule Job', 'Save Report', and 'Reset'. The 'Run Report' button is circled in red. Below the buttons is an Adobe Reader logo and a footer with links for 'Privacy Statement', 'Security Statement', 'Accessibility', 'Disclaimer', and 'Contact Us'.

VA LMS currently allows you to use the “Run Report” button to run a job immediately from the LMS reports window — you click the “Run Report” button and wait for the report to open or to be available for download. Effective Mon., July 14, this function will no longer be available; therefore, the “Run Report” button is being removed. Instead, you will use the “Schedule Job” button; this enhancement allows reports to run more quickly.

You can still run jobs immediately; however, you will no longer have to wait for the report to open, but will receive an e-mail message when the report is ready for you to retrieve. The number of Administrators running reports affects the amount of time it takes the system to complete your report. You will receive the e-mail notification when your report is ready for pick-up.

Click the “Schedule Job” button and follow the steps below to run your report.

The screenshot shows the 'Training Deficiency Report' 'Schedule Background Job' form. The form includes a sidebar with navigation options like 'User Management', 'Performance', 'Learning', 'Commerce', 'Content', 'Reports', and 'System Admin'. The main content area is titled 'Schedule Background Job' and contains instructions and scheduling options. A callout box points to the 'Run this job immediately, if allowable.' radio button. Another callout box points to the 'Job Description' text area. A third callout box points to the 'Email' input field. A fourth callout box points to the 'Finish' button. A yellow circle highlights the 'Email the Report' checkbox. Red circles highlight the 'Run this job immediately, if allowable.' radio button, the 'Job Description' text area, the 'Email' input field, and the 'Finish' button. The 'Finish' button is also circled in red.

You will see the default is to run the job immediately, if allowable. This option is recommended and preferred by most Administrators.

Make a note in this description box so that it will be easier to locate the finished report.

Enter your e-mail address.

The final step is to click the finish button!

**Note:** The yellow circle shows the option to check a box to have the report e-mailed directly to you. When using this feature, please note that reports over 3 MB are too large to be e-mailed to you, and most VISN-level reports are more than 3 MB in size. Unfortunately, our VA e-mail system blocks attachments greater than 3 MB.

Guidelines for this “e-mail the report” function will be provided on the following LMS calls:

- LMS National Call, Thursday, July 17
- National Item Manager Call, Thursday, July 24
- National Domain Manager, Monday, July 14

After the report is run, you will be notified in an e-mail that you can go to the Background Report Jobs Link under the System Admin menu for Reports. Find your completed report, save it to your desktop by pressing "Download," and then open it.

The screenshot shows the VA Learning Management System interface. The left sidebar contains a navigation menu with the following items: User Management, Performance, Learning, Content, System Admin, Approval Process Data, Approval Role Coverage, Approval Role Data, Approvals Status, Background Jobs (circled in red), Background Report Jobs (circled in red), Custom Reports, External Reports, Facility Data, Holiday Profile, Licensing Audit, Location Data, Location Utilization, Recurring Report Jobs, and Saved Reports. The main content area is titled "Background Report Jobs" and includes a "View Background Report Job Results" link. Below this is a table with the following data:

Job ID	Report Name	Description	View	Download	Email	Delete
109885	UserLearningHours		<a href="#">View</a>	<a href="#">Download</a>	<a href="#">Email</a>	<a href="#">Delete</a>
109871	Mandatory Item Status		<a href="#">View</a>	<a href="#">Download</a>	<a href="#">Email</a>	<a href="#">Delete</a>

At the bottom of the page, there are links for Privacy Statement, Security Statement, Accessibility, Disclaimer, and Contact Us. The browser status bar at the bottom shows "Done", "Trusted sites", and "100%" zoom level.