



Personal Training Reports

Objectives

By the end of this tutorial, you should be able to do the following:

- Access and use the Reports tool provided by the VA LMS

[Click here to view online tutorial](#)

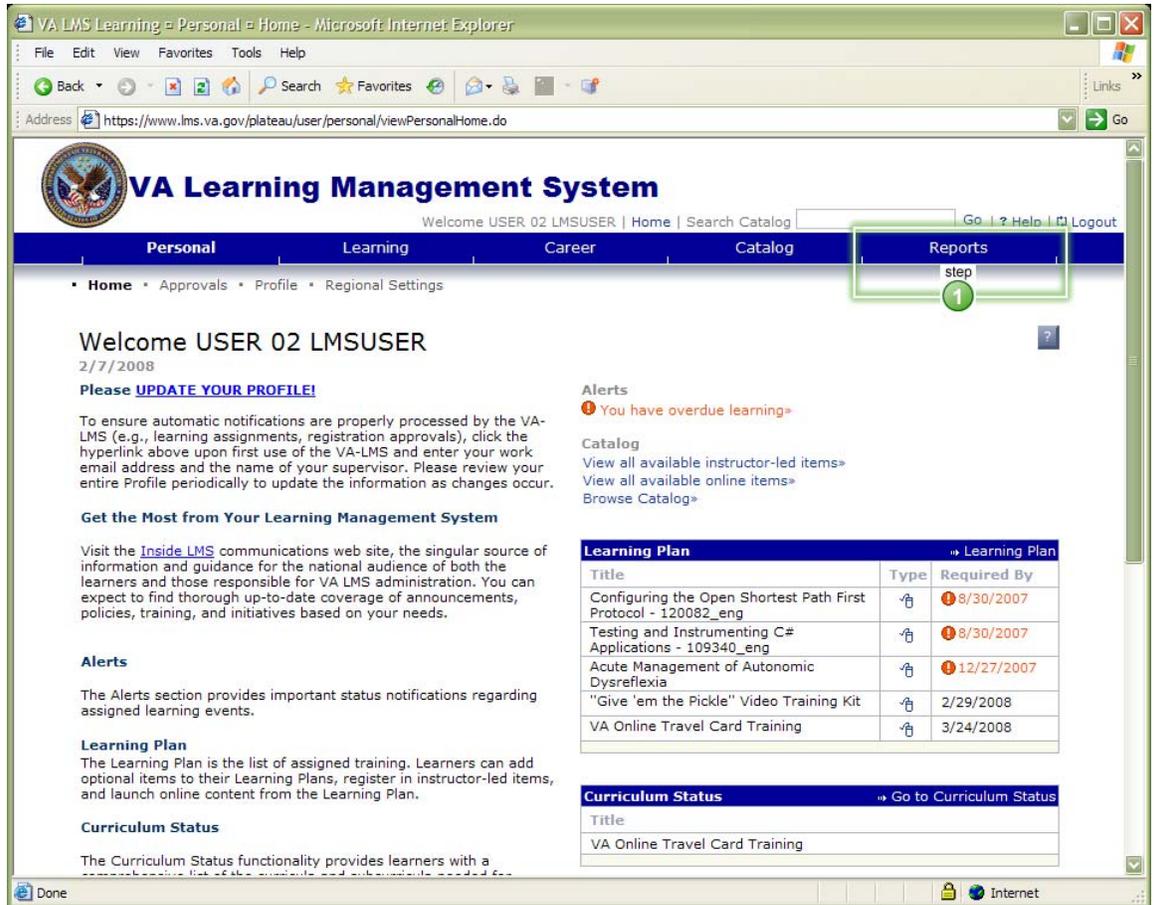
Table of Contents

Place cursor over the task or step and Ctrl + click the task or step to jump directly to it.

Personal Training Reports.....	1
Objectives	1
Table of Contents	1
Personal Training Reports.....	2
Step 1- Click the Reports link in the Main Menu	2
Step 2- Click the desired report link	3
Step 3- Enter desired report settings	4
Step 4- Click the Run Report button.....	6
Step 5- Print or Save the file as desired	8
Step 6- Click Close [X] button to close the report window	10
Step 7- Click the Back to Browse Reports link	11
Personal Training Reports Step by Step Guide.....	13
Resource Information.....	14

Personal Training Reports

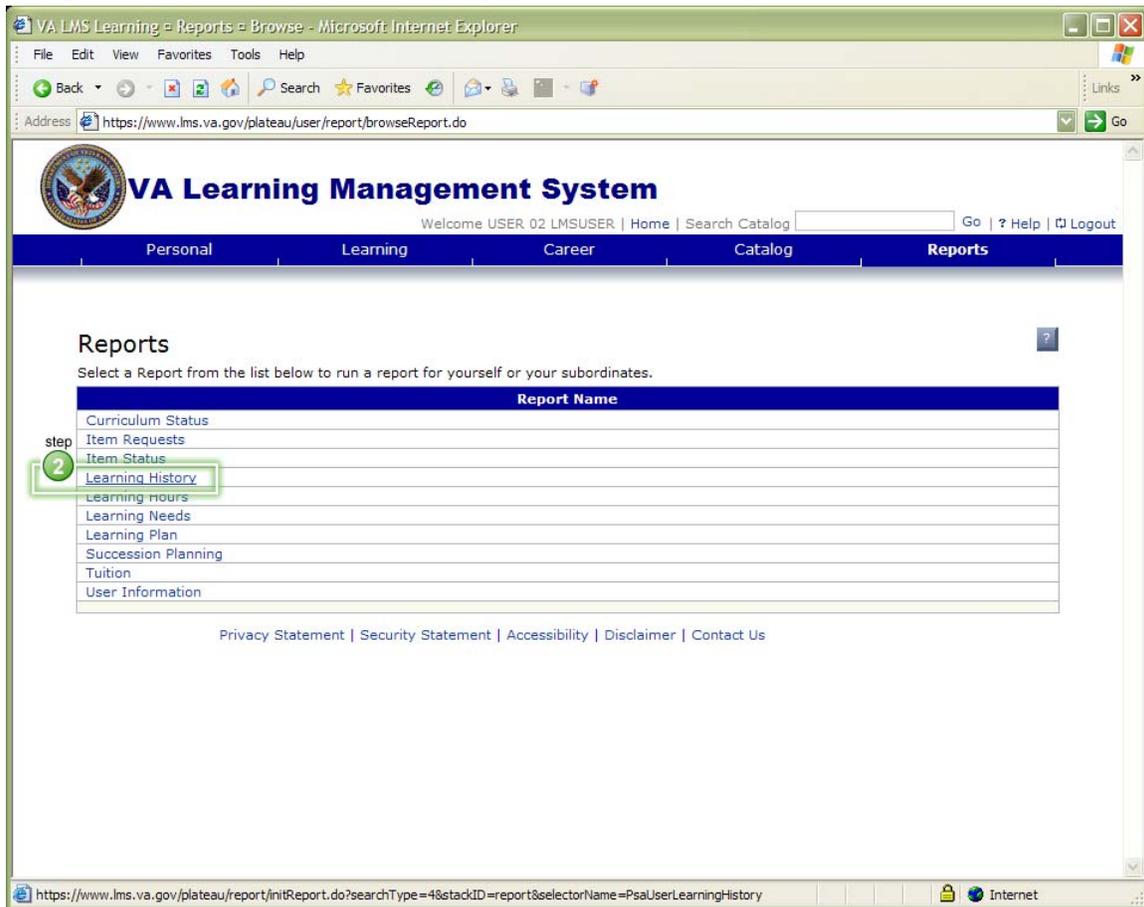
Step 1- Click the Reports link in the Main Menu



VA LMS users should be familiar with the personal training Reports feature available in the VA LMS.

The VA LMS can help you generate personal training reports through the Reports link in the Main Menu. Click this link to go to the Reports screen.

Step 2- Click the desired report link



The Reports screen shows a list of available personal reports.
 Depending on the report selected, various options are displayed.
 For our tutorial, click the Learning History report link.

Step 3- Enter desired report settings

VA LMS Learning - Reports - User Learning History - Microsoft Internet Explorer

Address: https://www.lms.va.gov/plateau/report/initReport.do?searchType=4&stackID=report&selectorName=PsaUserLearningHistory

VA Learning Management System

Welcome USER 02 LMSUSER | Home | Search Catalog | Go | ? Help | Logout

Personal Learning Career Catalog **Reports**

Reports

-- Back to Browse Reports

Run User Learning History

Report Title: User Learning His

Report Header: IDP Planning

Report Footer: FY08

Report Destination: Browser Local File

Report Format: XML CSV HTML PDF

Mask User IDs

Page Break Between Records **step 3**

Completed Date From: (MM/DD/YYYY)

Completed Date To: (MM/DD/YYYY)

Report Type: Summary Detail

Include: Item Events External Events Both

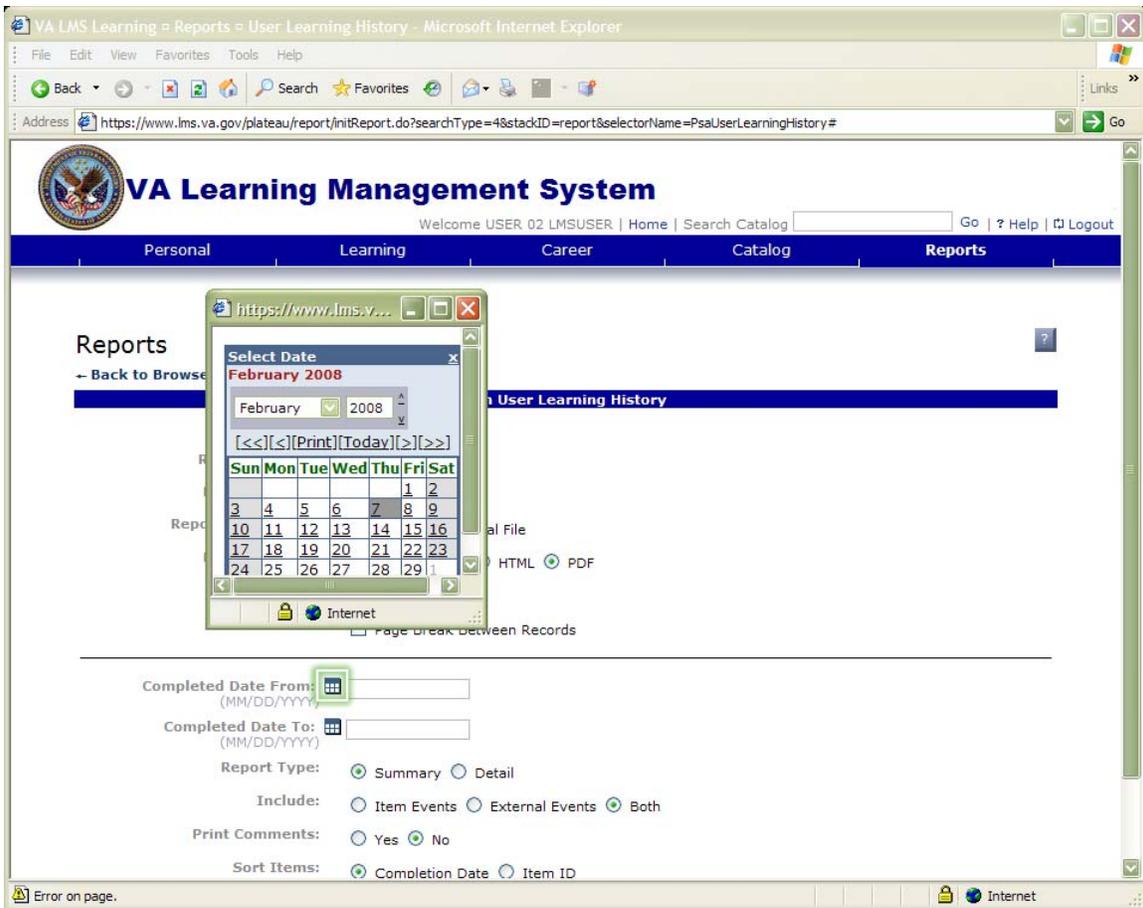
Print Comments: Yes No

Sort Items: Completion Date Item ID

This next screen allows users to customize and specify their desired report layout options. Mr. LMSUSER types “IDP Planning” in the Report header field.

He decides it would also be good to indicate the year in the Footer field. Here he types in “FY08”.

He leaves the default Browser option selected, but changes the Report format to be PDF for ease in printing the report.



Using the Calendar Picker tool, Mr. LMSUSER sets the Completed Date From field to “September 30, 2006” ...

Step 4- Click the Run Report button

VA LMS Learning - Reports - User Learning History - Microsoft Internet Explorer

Address: <https://www.lms.va.gov/plateau/report/initReport.do?searchType=4&stackID=report&selectorName=PsaUserLearningHistory#>

Personal Learning Career Catalog Reports

Reports

← Back to Browse Reports

Run User Learning History

Report Title:

Report Header:

Report Footer:

Report Destination: Browser Local File

Report Format: XML CSV HTML PDF

Mask User IDs

Page Break Between Records

Completed Date From: (MM/DD/YYYY)

Completed Date To: (MM/DD/YYYY)

Report Type: Summary Detail

Include: Item Events External Events Both

Print Comments: Yes No

Sort Items: Completion Date Item ID

step 4
Run Report Reset

Privacy Statement | Security Statement | Accessibility | Disclaimer | Contact Us

Error on page. Internet

...and sets the ending date using the Completed Date To: field by typing “09/30/2007”.

He sets the Report Type to Detail and leaves the default Include setting.

Next, he changes the Print Comments option to Yes.

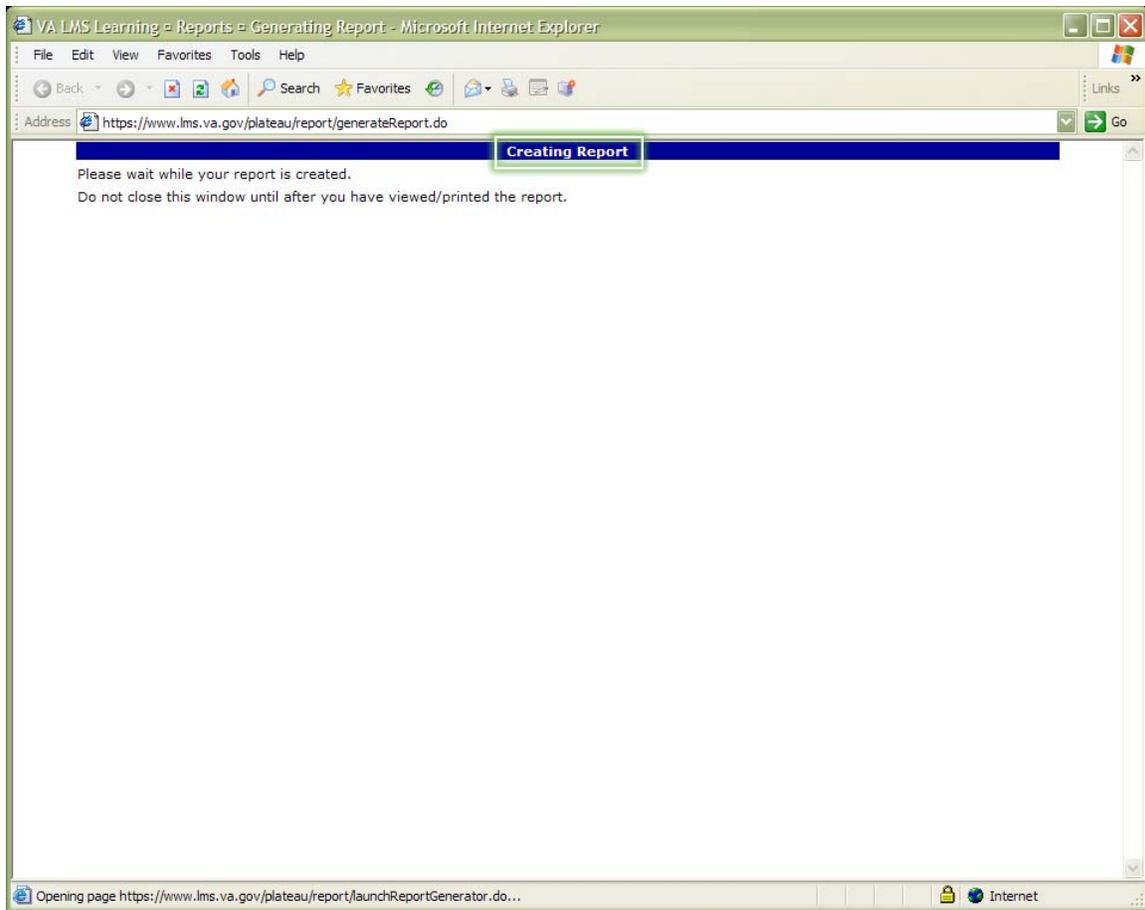
Finally, he leaves the Sort Items option set to sort by Completion Date.



Note: When you are ready to run your own training reports, you will choose the criteria you want by selecting the appropriate checkboxes or radio buttons and filling in the desired data fields.

Remember that the On-Screen Help tool is available. By clicking on this tool, you can learn more about the different fields and options to help you determine the correct selections for the report you desire.

When you have selected all the criteria you want for your report, click the Run Report button.



A Creating Report screen briefly appears.

Step 5- Print or Save the file as desired

The screenshot shows a web browser window displaying a report titled "User Learning History" for user "LMSUSER, USER 02". The report is generated by the "IDP Planning" system. The main content area contains a table of items and a details section for a specific item.

Item ID	Title	Scheduled Offering ID	Completion Date	Grade	Status
VA Awareness2008 (Rev1 - 8/6/2007 11:00 PM CST)	Cyber Security Awareness 2008	8/6/2007	10:58 AM CST		Complete

Details

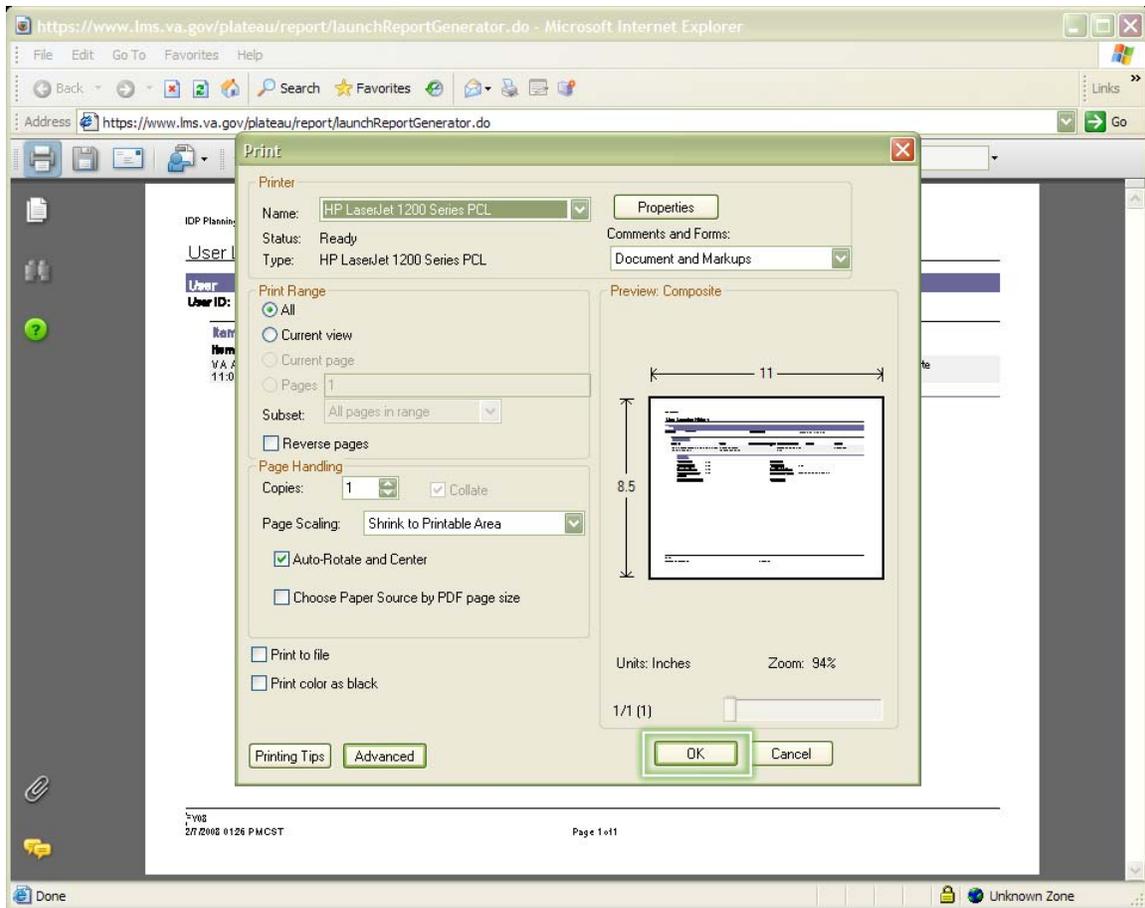
Total Hours:	0.00	Instructor:	
Credit Hours:	1.00	Tuition (\$):	0.00
Learning Hours:	1.00	Last Update User:	
Training Non Duty Hours:	0.00	Last Update Time:	8/23/2007 03:37 PM CST
Orig Learning Code:		Comments:	

Page 1 of 1

Next, the report appears with the name of the report in the top left-hand corner.

Depending on the selected format, the report can be printed by clicking File, selecting Print, and clicking the Print or OK button.

To print the report in a PDF format, click the printer icon in the PDF toolbar.



To confirm you want to print the PDF, click the OK button.

Step 6- Click Close [X] button to close the report window

The screenshot shows a Microsoft Internet Explorer browser window displaying a report from the VA LMS. The address bar shows the URL: <https://www.lms.va.gov/plateau/report/launchReportGenerator.do>. The report content is as follows:

IDP Planning

User Learning History

User

User ID:	*****	User Name:	LMSUSER, USER 02			
----------	-------	------------	------------------	--	--	--

Item Events

Item ID	Title	Scheduled Offering ID	Completion Date	Grade	Status
VA Awareness2008 (Rev1 - 8/6/2007 11:00 PM CST)	Cyber Security Awareness 2008	8/6/2007 10:58 AM CST	8/6/2007 10:58 AM CST		Complete

Details

Total Hours:	0.00	Instructor:	
Credit Hours:	1.00	Tuition (\$):	0.00
Learning Hours:	1.00	Last Update User:	
Training Non Duty Hours:	0.00	Last Update Time:	8/23/2007 03:37 PM CST
Orig Learning Code:		Comments:	

FW08
27/2008 0126 PM CST

Page 1 of 1

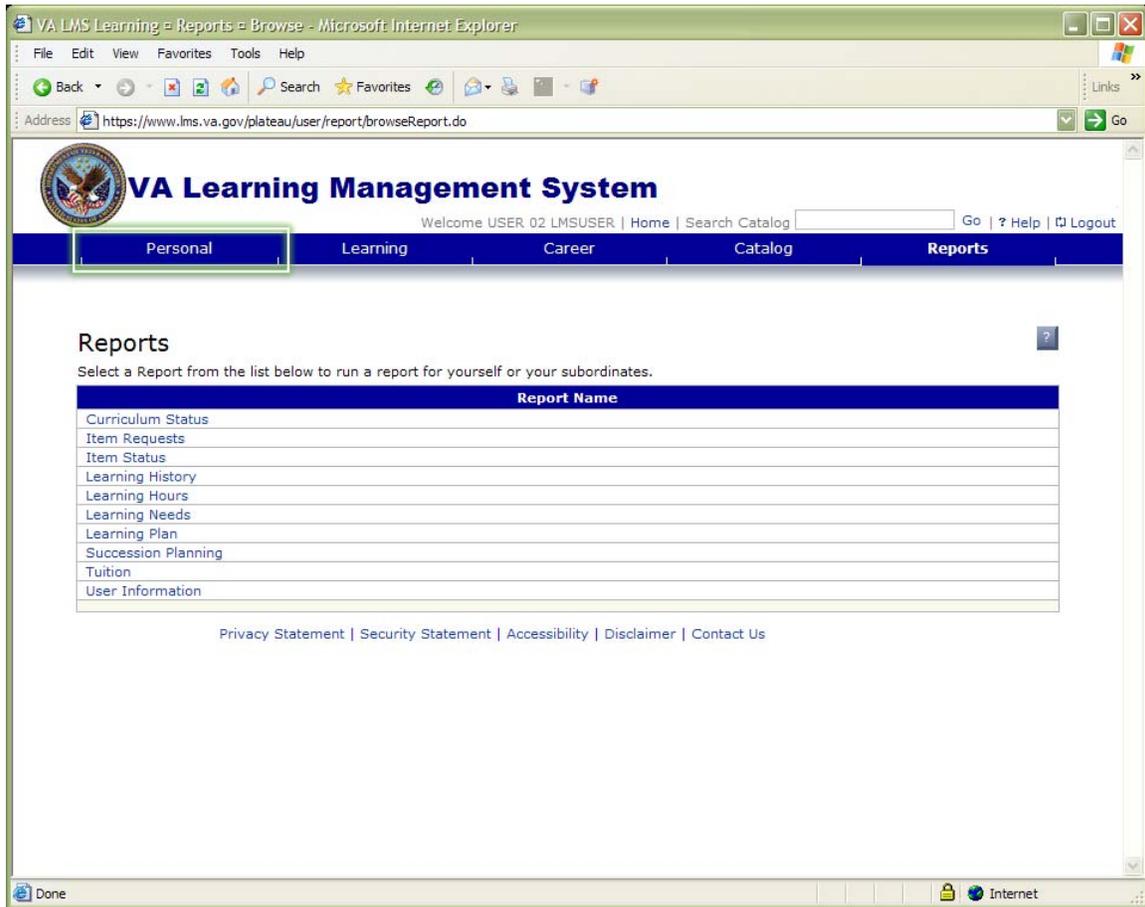
Once the report finishes printing, close the window.

Step 7- Click the **Back to Browse Reports** link



The VA LMS window still shows the Run User Reports screen. To clear the settings for this report, click the Reset button.

To return to the Reports menu and select another report, select the Back to Browse Reports link located just below the Reports title.



To return to the VA LMS homepage, select the Personal link in the blue Main Menu.

The VA LMS provides users with a variety of tools and resources to manage their personal VA LMS user account and records.

Whether updating your profile, printing completion certificates or obtaining reports for your own records or for sharing with others, the VA LMS is a helpful way to manage your training needs and training records online.

So why wait? Go ahead and get started by updating your user profile today!

This completes the task.

Personal Training Reports Step by Step Guide

1. Click the Reports link in the Main Menu
2. Click the desired report link
3. Enter desired report settings
4. Click the Run Report button
5. Print or Save the file as desired
6. Click Close [X] button to close the report window
7. Click the Back to Browse Reports link

This completes the task.

Resource Information

- The web-based demonstration of the process can be found at the following web address:
<http://www.insidelms.va.gov/wbt/003-ManageYourPersonalAccount/UserReport-HowTo.htm>
- To access additional VA LMS training resources, please visit
<http://www.insidelms.va.gov/userRoles/vaLMS-user-notebook/vaLMS-notebook-user.shtm>
- The InsideLMS website provides up-to-date information, resources and tools for all VA LMS users at <http://www.insidelms.va.gov>.

Please send questions, comments, or requests for additional information regarding this training to the VALU_LMSTrainingGroup@va.gov. (VALU_LMSTrainingGroup@va.gov)