Running Reports: Subordinate Records

Objectives

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

- Run a report on a subordinate's learning plans.

Click here to view online tutorial

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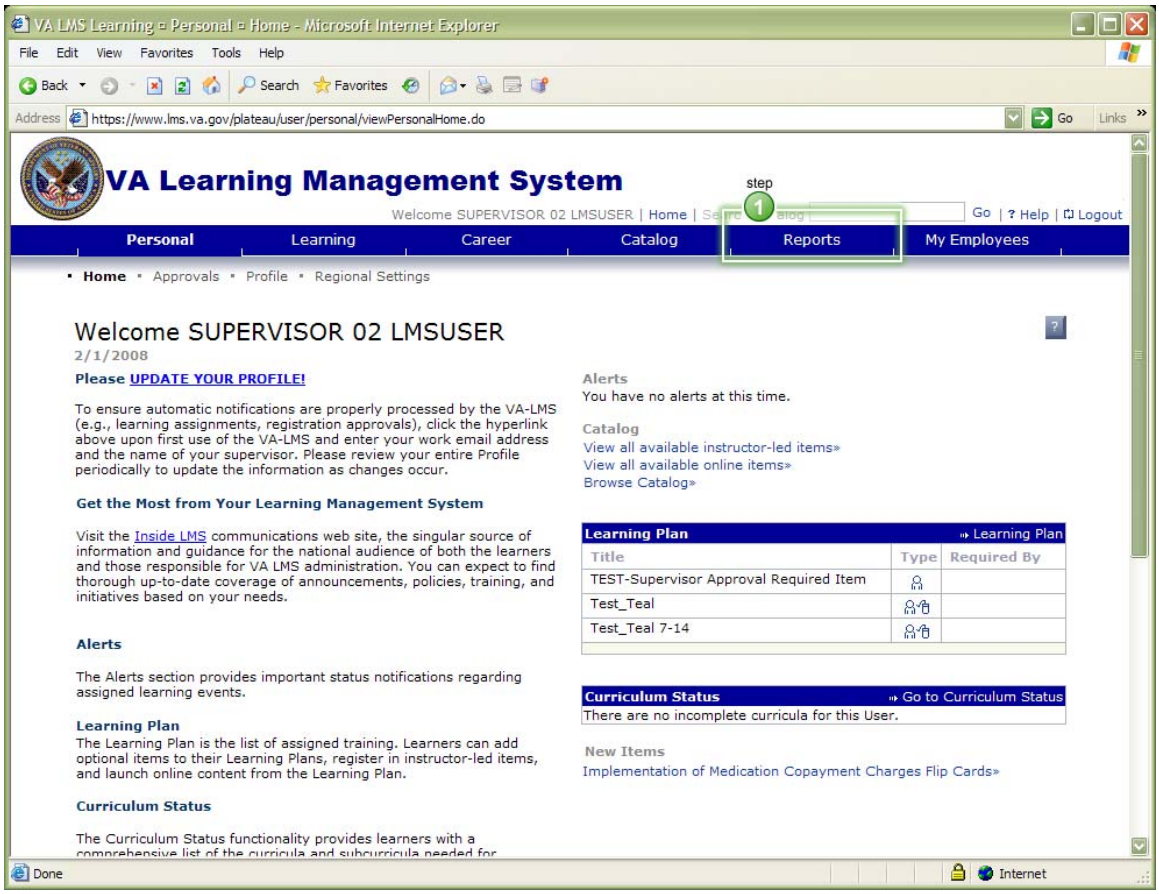
Running Reports: Subordinate Records

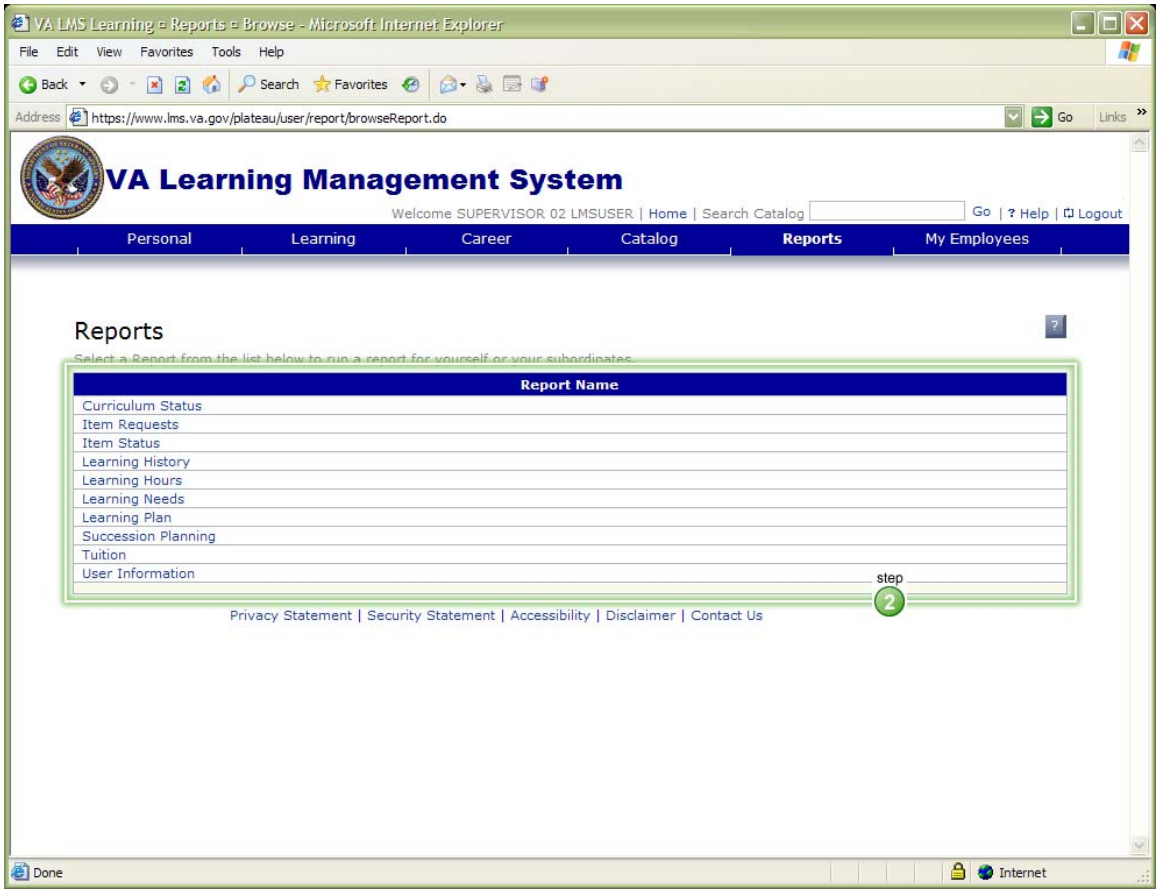
Step 1 –Click the Reports link in the Main Menu



The VA LMS provides the supervisor with a variety of reports that they can run on subordinates to track training. This tutorial provides you with a general overview for the process of running reports in the VA LMS.

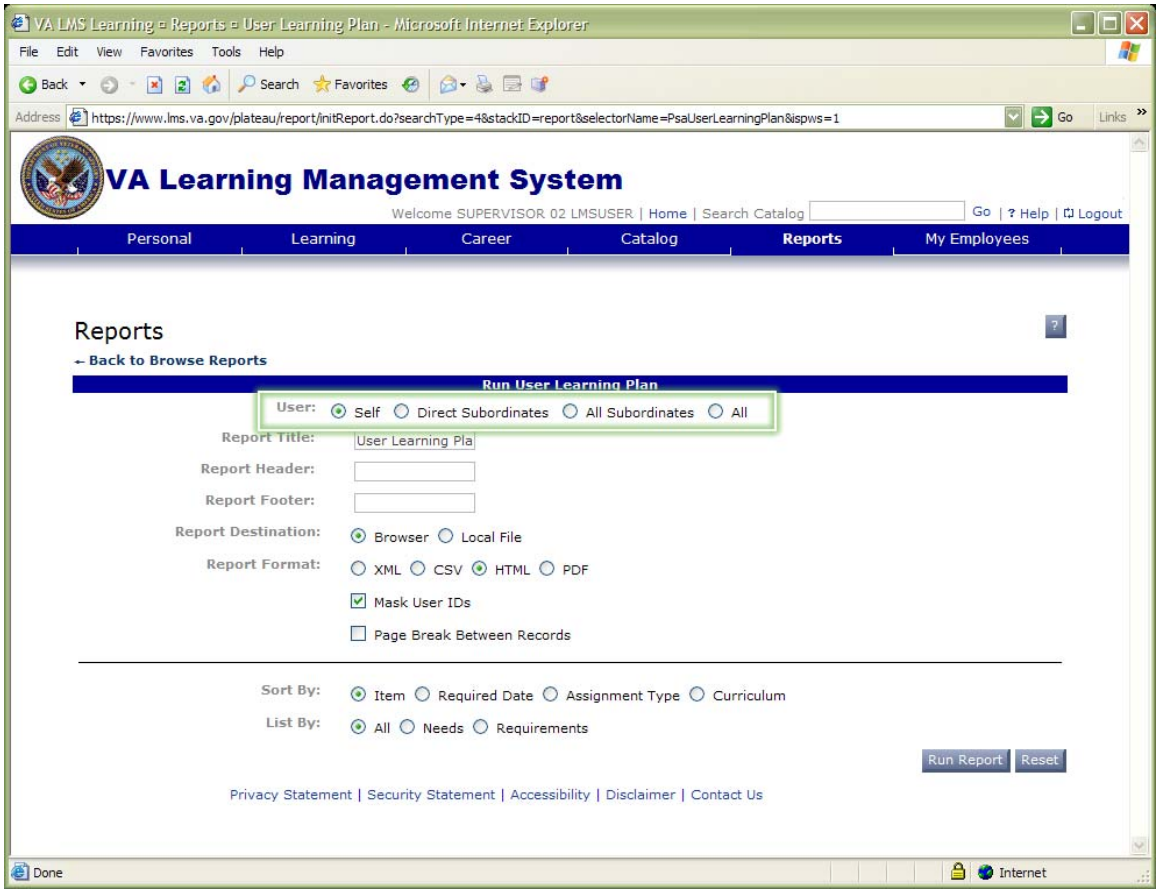
To run reports on your subordinate, select Reports on the blue Main Menu.

Step 2 –Click on the Title of the desired report



The Reports screen is displayed listing the reports that you can run for yourself or your subordinates.

For this tutorial, click on the Learning Plan report.



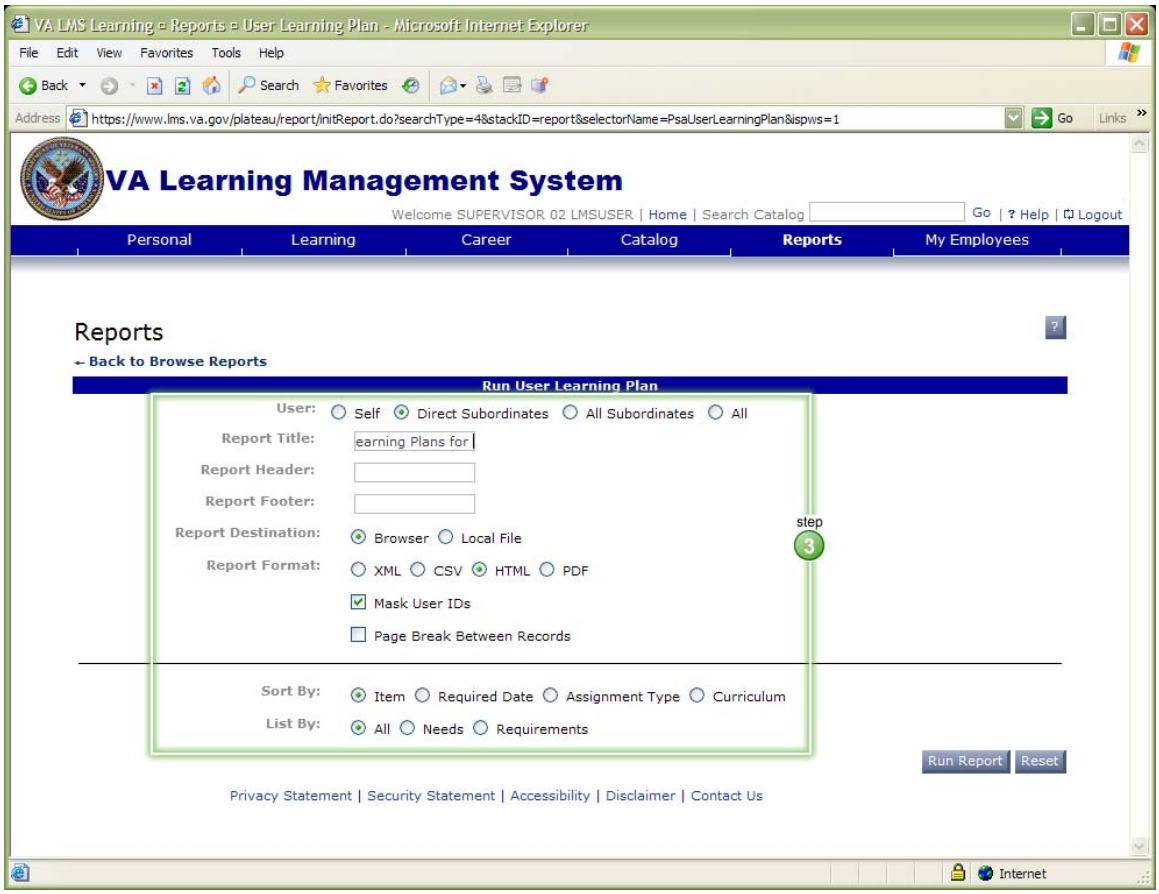
The screen for the report that you selected-in this case, Learning Plan-is displayed. This screen allows you to select the desired settings for your report.

As a supervisor, you have additional options for selecting whether you want to run a report on:

- Yourself,
- Your Direct Subordinates,
- All Subordinates, or
- All (which means All Subordinates and yourself).

Click the Direct Subordinates radio button.

Step 3 –Enter desired report settings



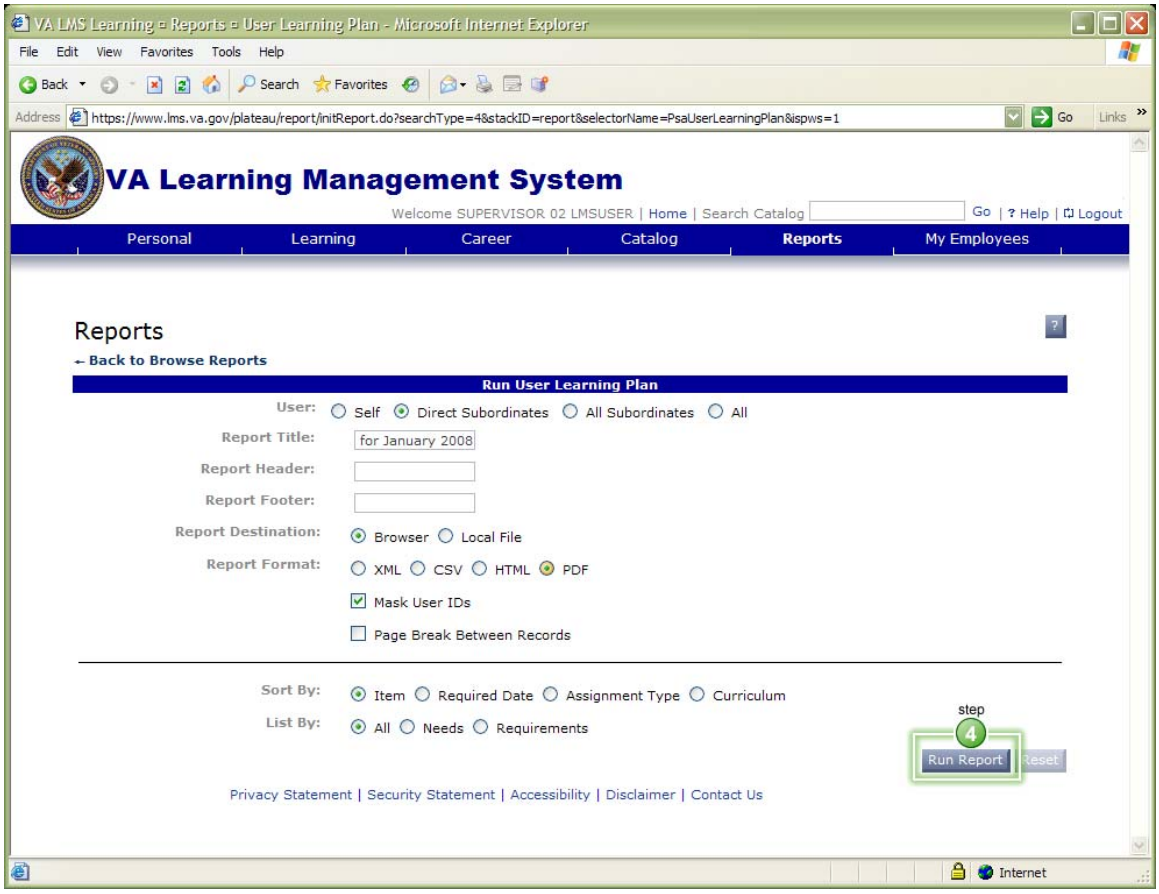
Fill in or select the parameters of the report, including the Report Title, the format, and how the report is sorted.

Again, this tutorial is intended to provide a general overview for running subordinate reports in the VA LMS.

Therefore, if you need further guidance for running a specific report or need further explanation about how to set up the report options, remember that the On-Screen Help tool is available.

The On-Screen Help tool provides detailed guidance for the fields and option available for each report.

Step 4 –Click the Run Report button

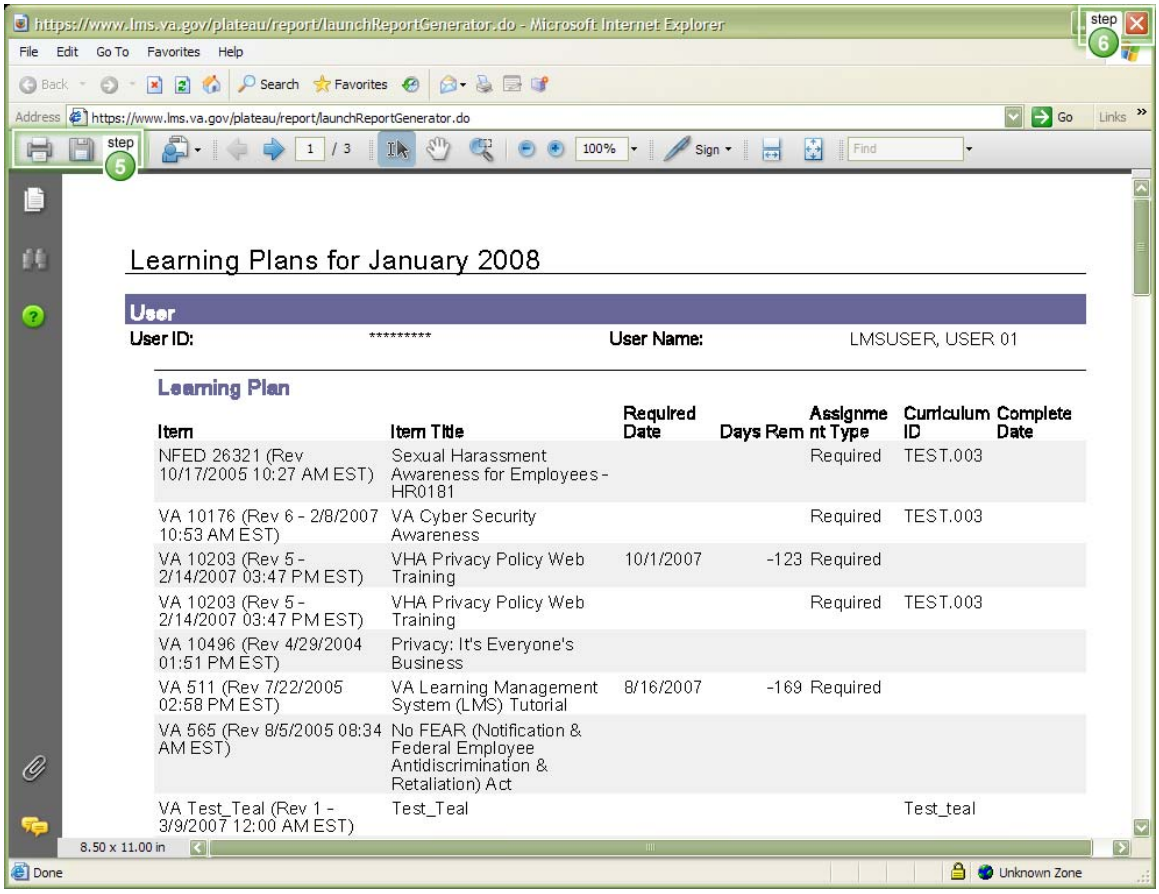


Our fictional supervisor enters a report title of “Learning Plans for January 2008.”

She chooses to have the report generated in a browser window as a PDF and decides to leave the rest of the report options set to their VA LMS default settings.

Once all of the parameters have been set for the report, click Run Report.

Step 5 – Print or Save file as desired

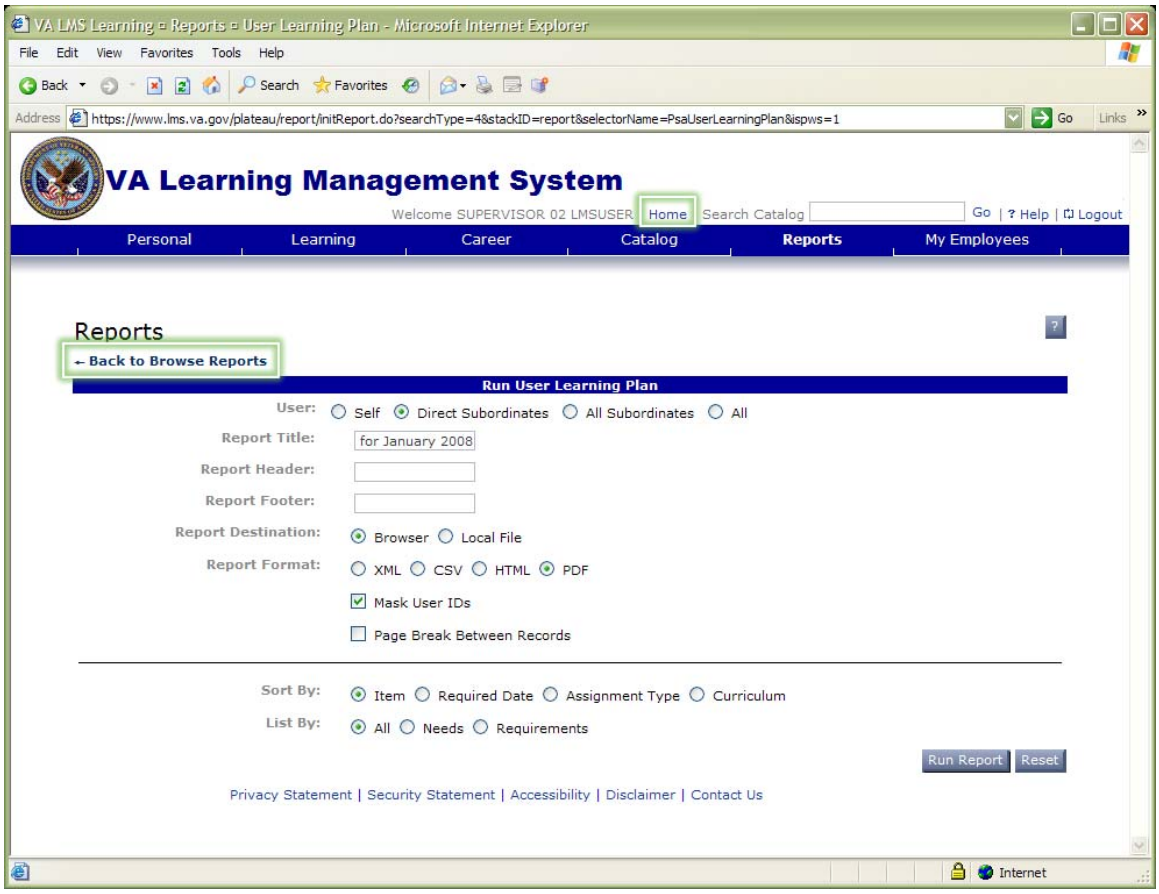


A new window opens that displays the report according to the choices you made.

If you want to print the report, follow the regular procedures for printing in the application used to display the report. In this case, the report was displayed in a web browser.

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

When you are done reviewing the report, close the application used to display it by clicking Close [X] in the upper-right.



You return to the Reports page. From here, you may run additional reports as needed or navigate to other functions within the VA LMS.

Or, you can use the navigation tools provided in the VA LMS to continue with other tasks in the VA LMS, such as returning to the Home page.

This completes the process.

Running Reports: Subordinate Records Step by Step Guide

1. Click the Reports link in the Main Menu
2. Click on the Title of the desired report
3. Enter desired report settings
4. Click the Run Report button
5. Print or Save file as desired
6. Click the Close (X) button to close the report window
7. Click the Home 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/005-SUPS-ManageMyEmp/RunReportSubRecords.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)