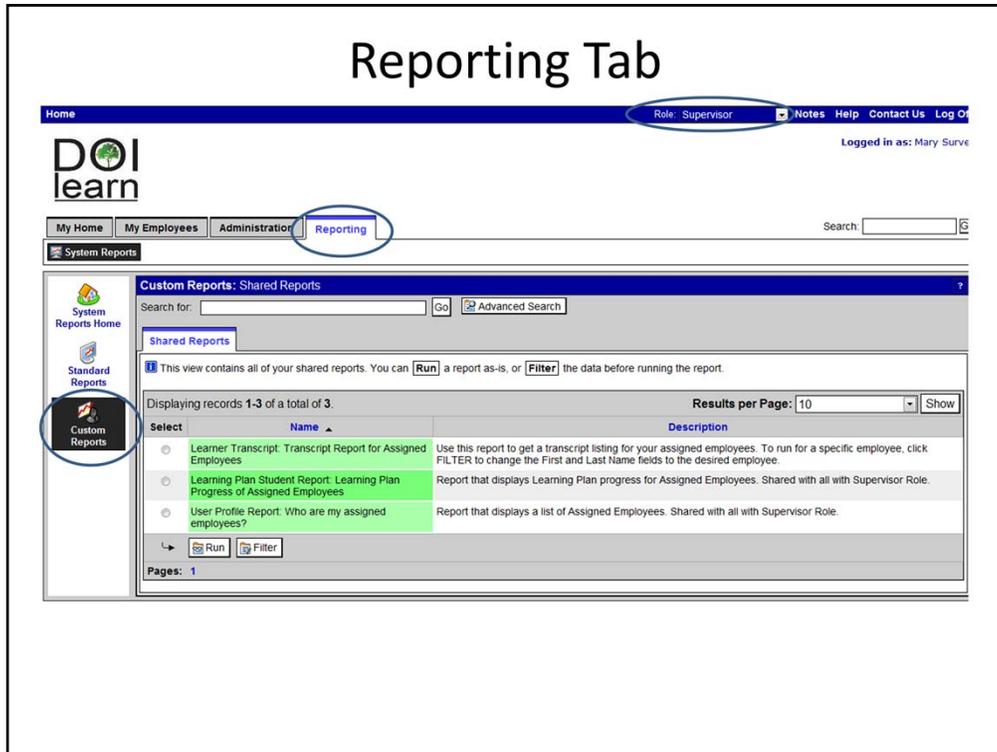


DOI LEARN

How To Run Custom Reports

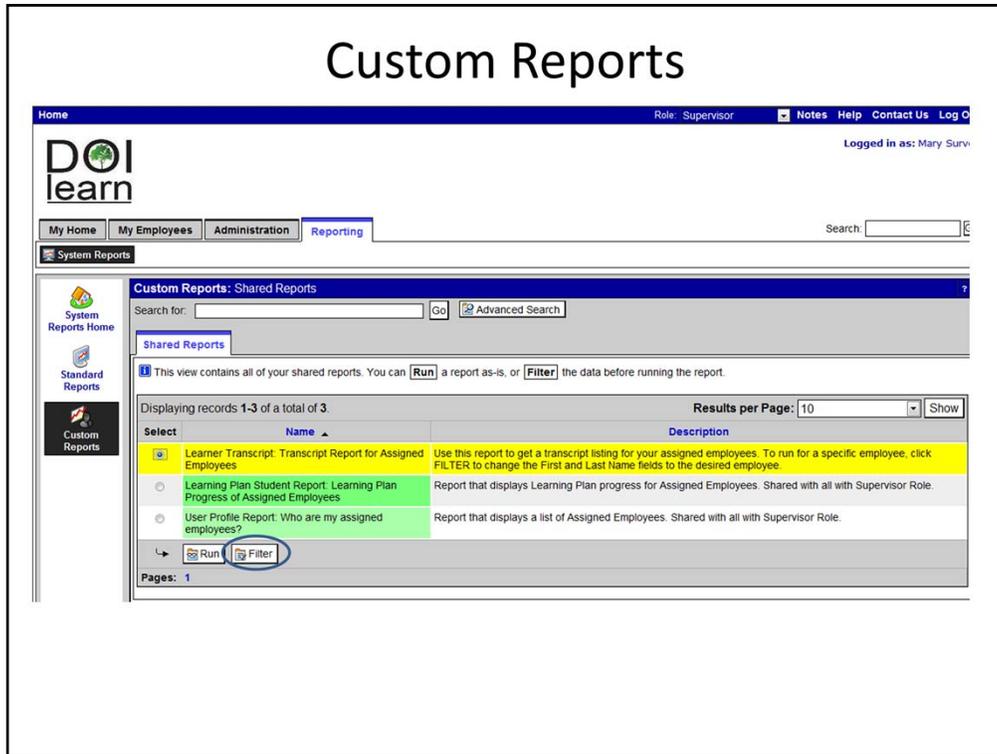


Login: <http://www.doi.gov/doilearn/index.cfm>



At the initial log in screen, make sure your role is **Supervisor, LP Roster Manager, Instructor, or Program Manager, etc.**

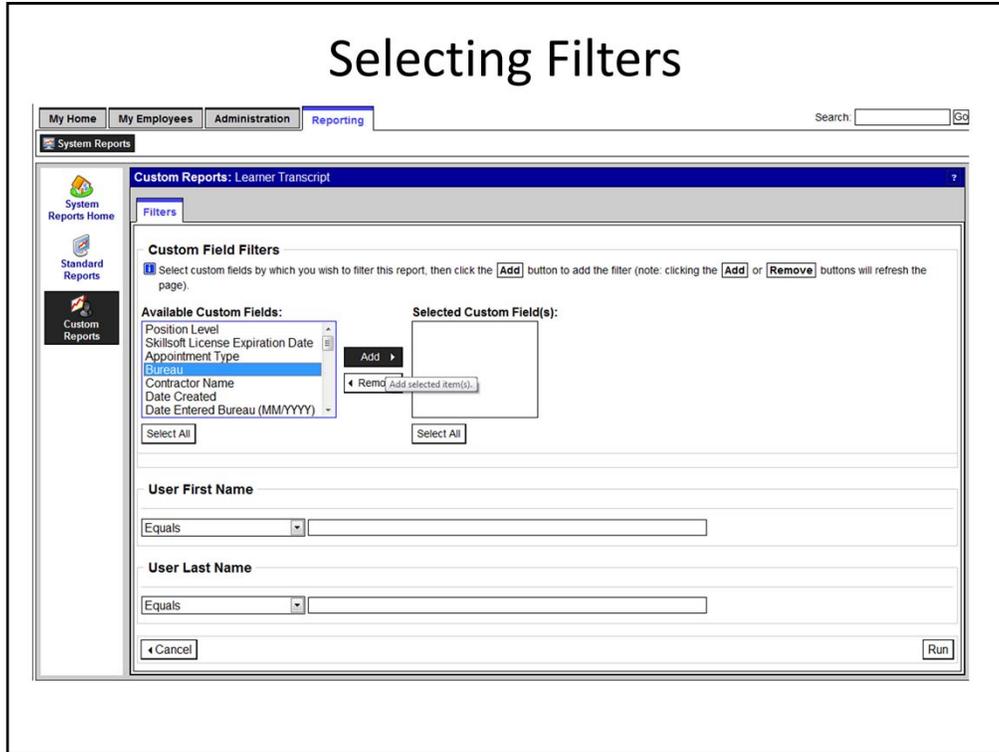
- Select the **Reporting Tab**
- Click on **Custom Reports**
- **NOTE:** Program Managers and Instructors can run reports for any employee in the Bureau, Supervisors can only run reports for their employees.



This is an example of some custom reports offered in DOI LEARN and the selection changes depending on the role you have. Instructors and Program Managers may see different custom reports available depending on their role.

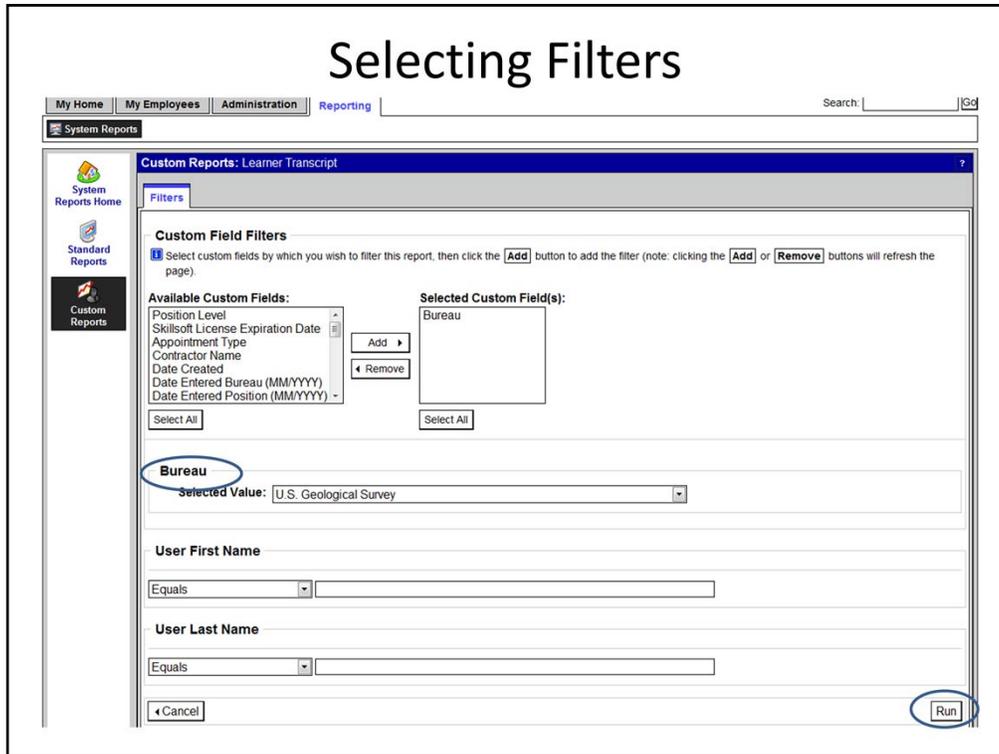
- Select the report you wish to run
- Click the **Filter** button at the bottom of the screen

Selecting Filters



Highlight the Available Custom Fields and select the **Add** button. This will put the different fields into your report.

If there is already a Selected Custom Field in the box and you do not want that field, highlight it and select Remove. This moves it back to the left box of Available custom fields.



Once you add a field you will notice that a Selected Value box will appear at the bottom. You will need to select the drop down menu and make your selection.

Click "Run" in the lower right corner when you are ready.

Running Your Report


Logged in as: Mary Surv

My Home
My Employees
Administration
Reporting

Search:

System Reports

Default Reports - Learning Object Reports: Run Report
X Close Report

Report Name: Learner Transcript
Export Print

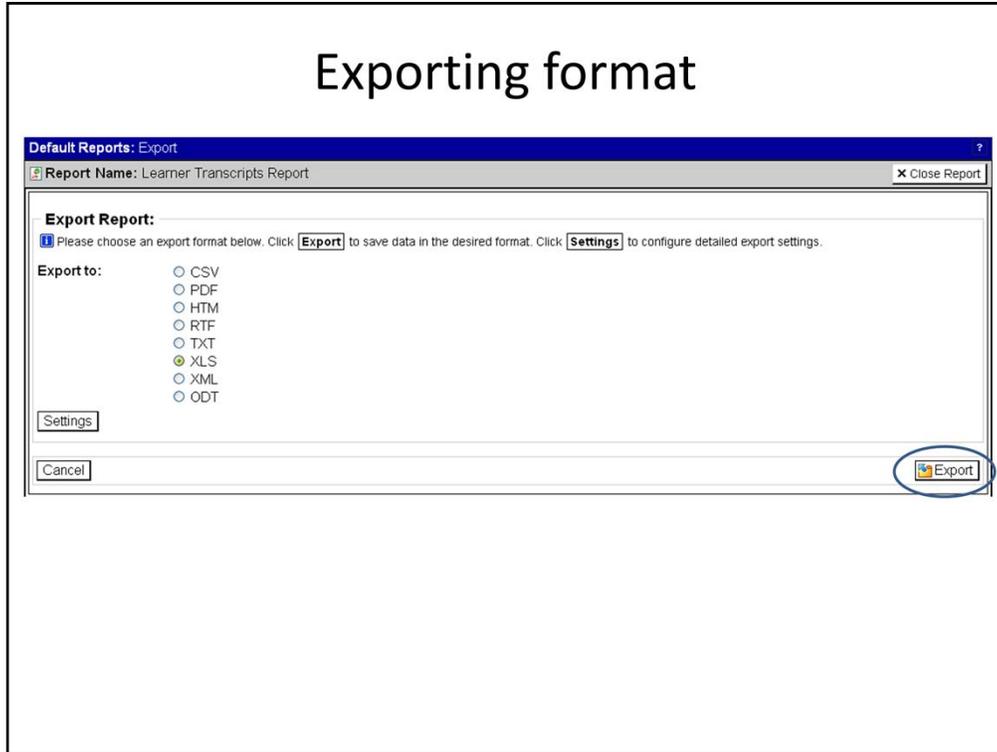
Last Name	First Name	User Email	Course Name	Class Name	Course Completion Status	Registration Status	Course Type	Course Duration (Hours)	Course Completion Date
All students: 1									
Student name: USGSLearner Survey, username: USGSLARNER, status: Active									
Survey	USGSLearner	dmarshali@uags.gov	Designing, Developing and Deploying Effective Technology Enabled Learning using Adobe Connect™	USGS-2011-1015-Denver, CO	Not Attempted	Enrolled	Instructor Course	30	
Survey	USGSLearner	dmarshali@uags.gov	40-Hour Supervision: Level II	DOI-U-2011-1212-10-DLC	Not Attempted	Enrolled	Instructor Course	40	
Survey	USGSLearner	dmarshali@uags.gov	Federal Information Systems Security Awareness + Privacy and Records Management (FISSA +)	Federal Information Systems Security Awareness + Privacy and Records Management (FISSA +)	Completed	Enrolled	Online Course	1.5	9/20/2011 9:30:00 PM
Survey	USGSLearner	dmarshali@uags.gov	2011 Discrimination and Whistleblowing in the Workplace (No FEAR Act)	2011 Discrimination and Whistleblowing in the Workplace (No FEAR Act)	Completed	Enrolled	Online Course	1	9/28/2011 7:00:00 PM

Pages: 1
First Previous Next Last

After clicking **Run** you will be able to view the report on the screen.

- If the report comes up empty you will need to change your filters. To do this make sure you click on the **Close Report** tab and you will be taken back to the report filter section
- If you come up with too many records you can also change your filters too
- If you are satisfied with your report you can export it by clicking the **Export** button
- You can also print the report by clicking on **Print** but we recommend you export first to Excel.

Exporting format



- When you select the **Export** button you will have several different file formats. For this example we are exporting using the XLS format which is Excel but it is recommended you use CSV if you think you have a lot of data records to export.
- When you select the desired format, click on the **Export** button. A window will open asking you to Open or Save. It is recommend you click "Open" first.

NOTE: When saving the report, make sure to change the file type to an Excel spreadsheet otherwise it saves it as a web page and you **cannot** open it.

Once you have run your report and you are back at the DOI Learn screen click on **Close Report**.

Exported Report

	A	B	C	D	E	F	G	H	I
1	Last Name	First Name	User Email	Course Name	Class Name	Course Completion Status	Registration Status	Course Type	Course Duration
2	Survey	USGSLearner	cimarshal@usgs.gov	Designing, Developing, and Deploying Effective Technology Enabled Learning using Adobe® Connect(TM)	USGS-2011-1015-Denver, CO	Not Attempted	Enrolled	Instructor Course	
3	Survey	USGSLearner	cimarshal@usgs.gov	40-Hour Supervision: Level II	DOIU-2011-1212-16-DLC	Not Attempted	Enrolled	Instructor Course	
4	Survey	USGSLearner	cimarshal@usgs.gov	Federal Information Systems Security Awareness + Privacy and Records Management (FISSA +)	Federal Information Systems Security Awareness + Privacy and Records Management (FISSA +)	Completed	Enrolled	Online Course	
5	Survey	USGSLearner	cimarshal@usgs.gov	2011 Discrimination and Whistleblowing in the Workplace (No FEAR Act)	2011 Discrimination and Whistleblowing in the Workplace (No FEAR Act)	Completed	Enrolled	Online Course	
6									

This is an example of a report exported into Excel.

NOTE: When saving the report, make sure to change the file type to an Excel spreadsheet otherwise it saves it as a web page and you cannot open it.

Thank You

- Thank you for taking the time to learn about the new DOI Learn system. If you have any more questions you can visit our website at: http://www.usgs.gov/humancapital/ecd/ecd_trainingdoi.html
 - There you will find:
 - FAQ's
 - Several other power point slide shows for Help
 - Internet Settings and Java Version Configurations
 - Clarifications on roles and much more
 - Attend a 1 hr. webinar on using the "Report" feature in DOI LEARN. This training is for Supervisors, Program Managers, Instructors, Roster Managers, LP Roster Managers, etc. You just need to email Catherine Book (cbook@blm.gov) and let her know you are interested in attending and she will email you the information for the next monthly webinar and she'll provide dial-in information
 - Watch for announcements in the system.

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http://www.usgs.gov/humancapital/ecd/ecd_trainingdoi.html

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