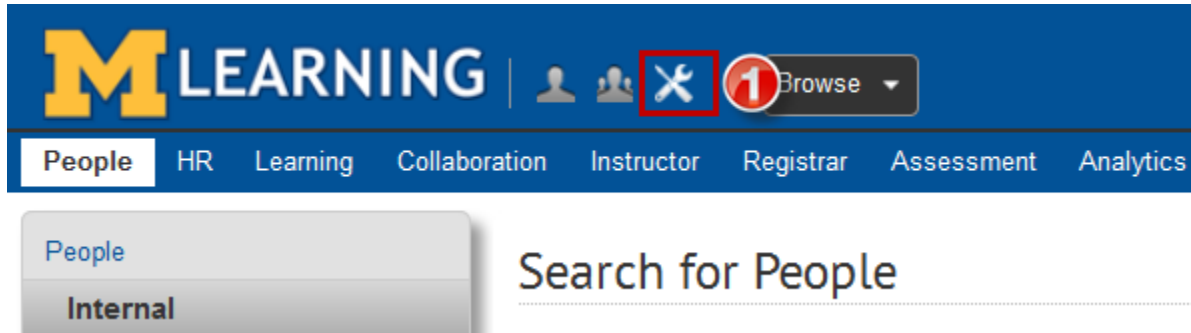


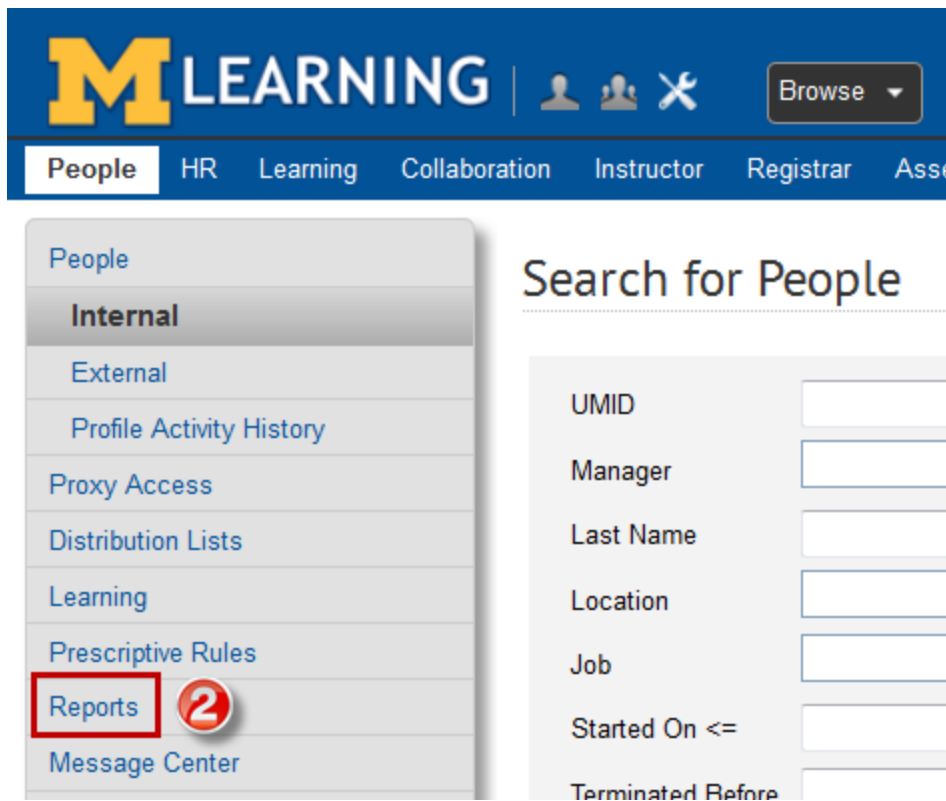
Instructions for ENC's

Login to MLearning: <https://trainingportal.med.umich.edu>

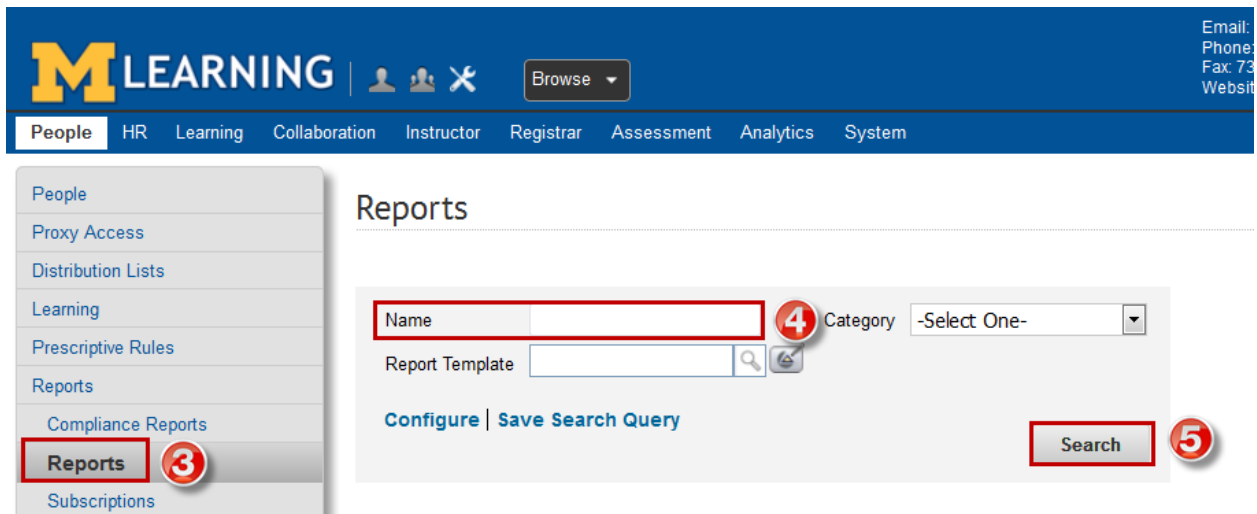
1. Click **Admin** Icon (tools icon)



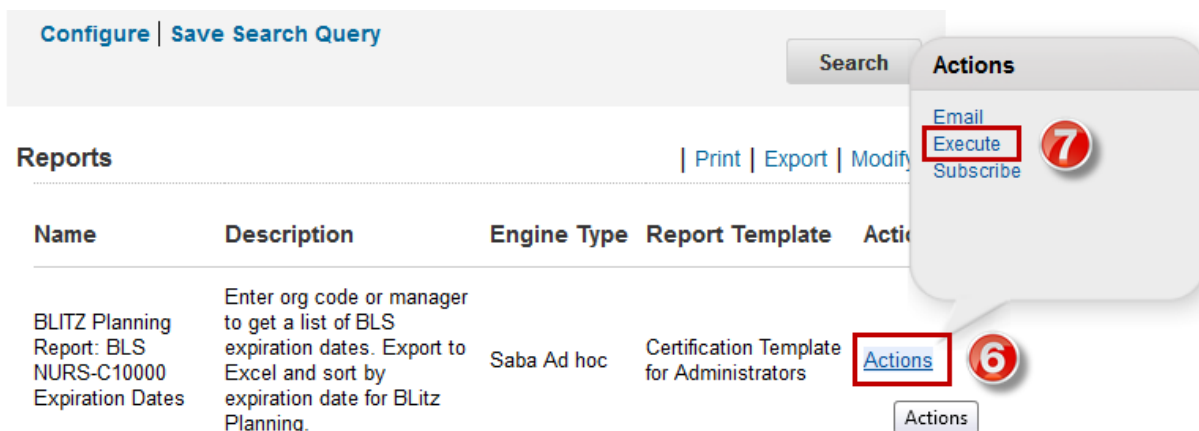
2. Click **Reports** in Left-side Navigation Menu



3. Click **Reports** (under Compliance Reports in left-side navigation menu)
4. Enter **Blitz Planning** in the **Name** field
5. Click **Search**



6. Find the report you want to run (choices, BLS, CAC General, CAC Tele, CAC ICU) , and **Hover Over** or click **Actions**
7. Click **Execute**



- 8. Enter either **Manager** (username) or **Organization** (Org Code)
- 9. Click **Generate Report**

Report Parameters - BLITZ Planning Report: BLS NURS-C1

Certification - Certification ID (Equals)

8

Organization - Include Child Hierarchy (Equals)

9

Troubleshooting If the Report is WRONG:

Here are the reasons why you might not get the result you fully expect:

You have STAFF MISSING from the report:

1. If you are running the report using a **manager unique name** to get a list of people who report to that manager, and you find that a person is **NOT** in the report,
 - a. Person has incorrect manager assignment on MLearning profile.

What to do: Correct manager assignment if needed (MLearning MAY have to do this for you)

- b. Person DOES NOT HAVE AN EXPIRATION DATE for the activity in question – if they are a new hire and have not yet completed the certification, they won't have an expiration date and won't show up in the report.

What to Do: Check their individual learning plan to see when they are due.

2. If you are running the report using an **organization code** and you find a person(s) is **NOT** in the report there are three possible reasons:
 - a. The missing person DOES NOT HAVE AN EXPIRATION DATE for the activity in question – if they are a new hire and have not yet completed the life support training certification, they won't have an expiration date and won't show up in the report.

What to Do: Check their individual learning plan to see when they are due.

- b. The person does NOT have the organization code you are using listed as PRIMARY on their MLearning profile.

What to Do: Check their individual learning plan to see when they are due.

The person does not have MPathways appointment data in the organization code you are reporting against.

What to Do: Update MPathways or check their individual learning plan to see when they are due.

You have STAFF LISTED WHO SHOULD NOT BE:

1. If running against manager unique name and person **IS** in report **but should NOT be**, then the manager you are running the report for is listed on the person's MLearning profile.

What to do: Contact MLearning and ask them to remove your manager from the person's MLearning profile. If you happen to know who the manager should be, then MLearning appreciates this information.

2. If running report against an organization code and person **IS** in report **but should NOT be**, then MPathways appointment information needs to be updated.

What to do: work with appropriate person in your department to have MPathways/Wolverine Access appointment data updated. Probably an appointment needs to be terminated.

Staff Have Incorrect Due Dates on Report:

What to do: Send a copy of the front and back of the AHA BLS/CAC card to MLearning. You can do one of the two following things to get a copy of the card to us:

- a. Fax it to: 615-6021
- b. Take a photo with your phone and email to mlearninginfo@umich.edu
- c. Scan it and email the resulting file to mlearninginfo@umich.edu