

Facilitator - Executing My Team Mandatory Compliance and JC Survey Reports

This process describes how to access these reports

- There are three views available for these reports: **By Learner**, **By Manager** and **By Organization**.

Accessing the BY LEARNER Report

1. **Admin Tools** Icon
2. **Reports** (on the left panel)
3. Click **Joint Commission Report** link (under BY LEARNER)

The screenshot shows the M Learning interface. At the top right, contact information is provided: Email: mlearninginfo@umich.edu, Phone: 734-615-5146, Fax: 734-615-6021, Website: MLEARNING HELP. The main navigation bar includes links for People, HR, Learning, Collaboration, Instructor, Registrar, Assessment, Analytics, System, and Offerings. A left sidebar contains a menu with 'Reports' highlighted. The main content area is titled 'My Team Mandatory Compliance and JC Survey Reports' and is divided into three sections: 'BY LEARNER', 'BY MANAGER', and 'BY ORGANIZATION'. The 'BY LEARNER' section includes a link for 'Joint Commission Report'.

4. You will be directed to the Reporting Dashboard, which is outside of M Learning. Enter identifying data of your employee in the **Last Name**, **First Name**, **Uniqname**, or **UMID** field.
5. **Search**

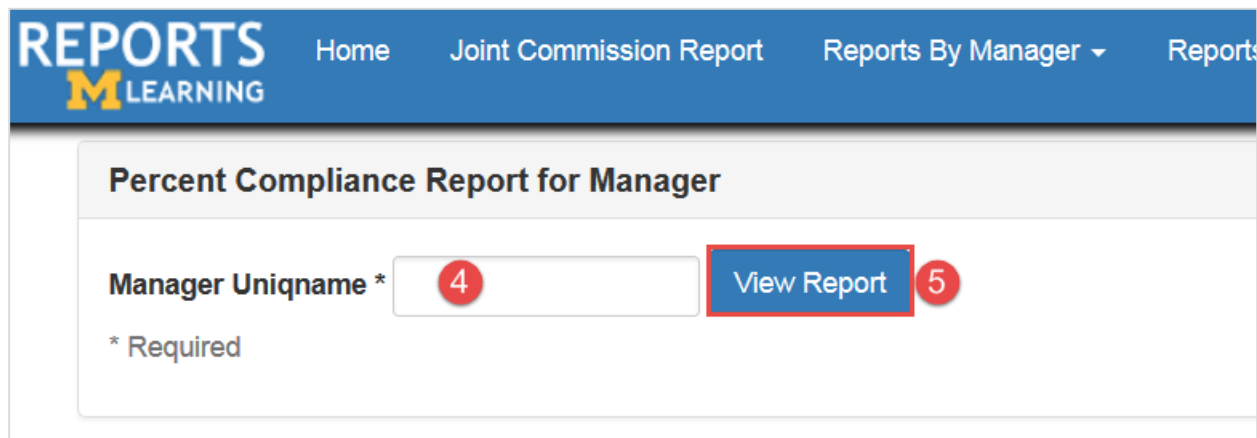
The screenshot shows the 'Joint Commission Survey Report' form. The form has four input fields: Last Name, First Name, Uniqname, and UMID, each with a red '4' next to it. A 'Search' button with a red '5' is to the right. A note below the fields states: '* At least one field is required. Uniqname and UMID are exact matches.'

Accessing the BY LEARNER Report

1. **Admin Tools** Icon
2. **Reports** (on the left panel)
3. Click the **Percent Compliance Report by Manager** or **Mandatory Due Dates Report by Manager** link (under BY MANAGER)



4. You will be directed to the Reporting Dashboard, which is outside of MLearning. Enter the Uniqname of the manger in the **Manager Uniqname** field.
5. **View Report**



Accessing the BY ORGANIZATION Report

1. **Admin Tools** Icon
2. **Reports** (on the left panel)
3. Click the **Percent Compliance Report for ANY Organization** link (under BY ORGANIZATION)

The screenshot shows the M Learning dashboard. At the top right, contact information is provided: Email: mlearninginfo@umich.edu, Phone: 734-615-5146, Fax: 734-615-6021, Website: MLEARNING HELP. The main navigation bar includes links for People, HR, Learning, Collaboration, Instructor, Registrar, Assessment, Analytics, System, and Offerings. A left-hand navigation menu is visible, with 'Reports' highlighted and a red circle with the number '2' next to it. The main content area is titled 'My Team Mandatory Compliance and JC Survey Reports' and is divided into three sections: 'BY LEARNER' (Joint Commission Report), 'BY MANAGER' (Percent Compliance Report by Manager and Mandatory Due Dates Report by Manager), and 'BY ORGANIZATION' (Percent Compliance Report for MY Organizations and Percent Compliance Report for ANY Organization). The 'Percent Compliance Report for ANY Organization' link is highlighted with a red box and a red circle with the number '3'.

4. You will be directed to the Reporting Dashboard, which is outside of M Learning. Enter the Organization code in the **Organization Name** field.
5. **Find**

The screenshot shows the 'REPORTS' dashboard. The top navigation bar includes 'Home', 'Joint Commission Report', and 'Reports By Manager'. The main content area is titled 'Percent Compliance Report for Organization'. Below the title is a form with a text input field labeled 'Organization Name *' and a 'Find' button. A red circle with the number '4' is next to the input field, and a red circle with the number '5' is next to the 'Find' button. Below the input field, it says '* Required'.