

Manager/Facilitator: Using Ad Hoc Reports

General Notes Regarding Ad Hoc Reports

1. **Code/ID fields** are case sensitive; use UPPER CASE.
2. **Title fields** are NOT case sensitive.
3. **Uniqnames** are NOT case sensitive.
4. To result only **Required** Certifications with acquired and expiration dates, use the **Historical Certification Transcript Report**.

Report Name	Execute This Report to:
Certification in Assigned or Acquired State	<ul style="list-style-type: none"> • Return a list of all certification statuses for all staff. Note: Certifications include all Mandatories and other Required (and Not Required) Learning.
Completed Courses for a Single Learner	<ul style="list-style-type: none"> • Return a list of ONE individual Learner's COURSE completions. Option 1: Return ALL course completions for a single learner Option 2: Return course completion information about ONE course for ONE learner by placing a course code in the appropriate field.
Course Report - By Code	<ul style="list-style-type: none"> • Return a list of people, statuses and completion dates (if course is completed). • Allows filtering by manager or on an organization code or area.
Historical Certification Transcripts for Faculty and Staff	<ul style="list-style-type: none"> • Returns ONLY Acquired and Expired results for Required Mandatories and Certifications (with dates). • Return the most recent completion dates for Mandatories and other Certifications migrated from the former MLearning system and completed before February 13, 2015. <ul style="list-style-type: none"> ○ Manager: Returns results for direct report staff. ○ Facilitators: Returns results for staff in areas pertinent to the facilitator's assigned org codes. ○ Staff: Returns results pertinent to themselves. • Click the History link in the report to drill down to an individual Learner's full MLearning history pertinent to Required Certifications (Mandatories).
Institutional Mandatories (and Other Certifications) By Manager	<ul style="list-style-type: none"> • Return a list of Mandatory (and other Certification) completion statuses for a given MANAGER's Direct Reports who are either overdue or coming due within the next 30 days. <ul style="list-style-type: none"> ○ Date range can be changed to either extend or restrict due

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dates returned.

Note: Report returns statuses of all Mandatory/Certification status including Acquired, Expired, Assigned and No Longer Required.

List of Mandatories (and other Certifications by Organization Code)

- Return a list of Mandatory (and other Certification) completion statuses for staff in a given organization code who are either overdue or coming due within the next 30 days.
 - Date range can be changed to either extend or restrict due dates being returned.

Note: Report returns statuses of all Mandatory/Certification status including Acquired, Expired Assigned and No Longer Required.