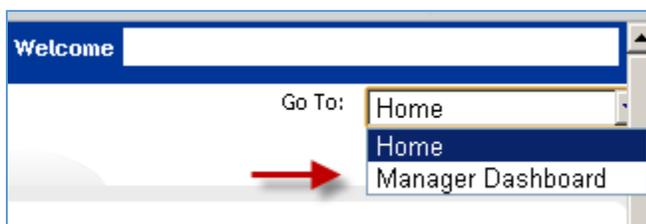


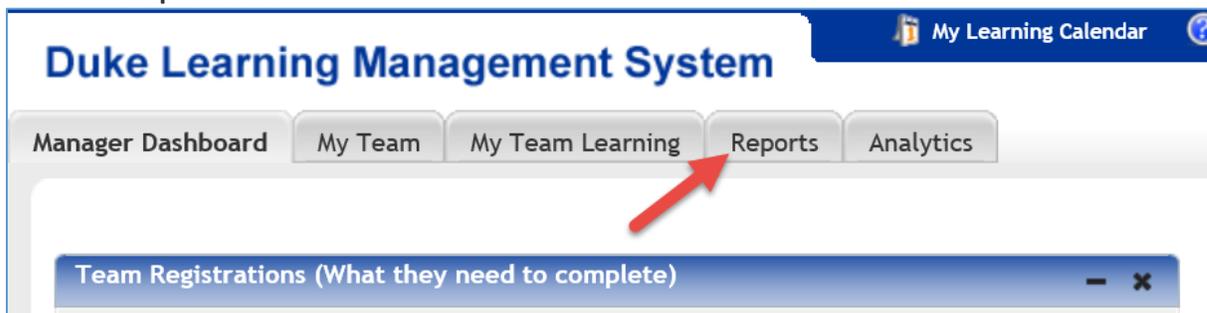
# How to run the HICS training report via Manager Dashboard in the Duke LMS

- This document will show you how to run a report via the Manager Dashboard to see who has completed the HICS Emergency Preparedness course in your organizational unit.
- Note: If you are not able to view learning for all your direct reports, your relationship may not be established in Duke@Work. Follow this [link](#) to update in HR
- LMS Link >> <https://lms.duhs.duke.edu/Saba/Web/Cloud>
- Video>> [Run Reports in Manager Dashboard \(3 mins\)](#)

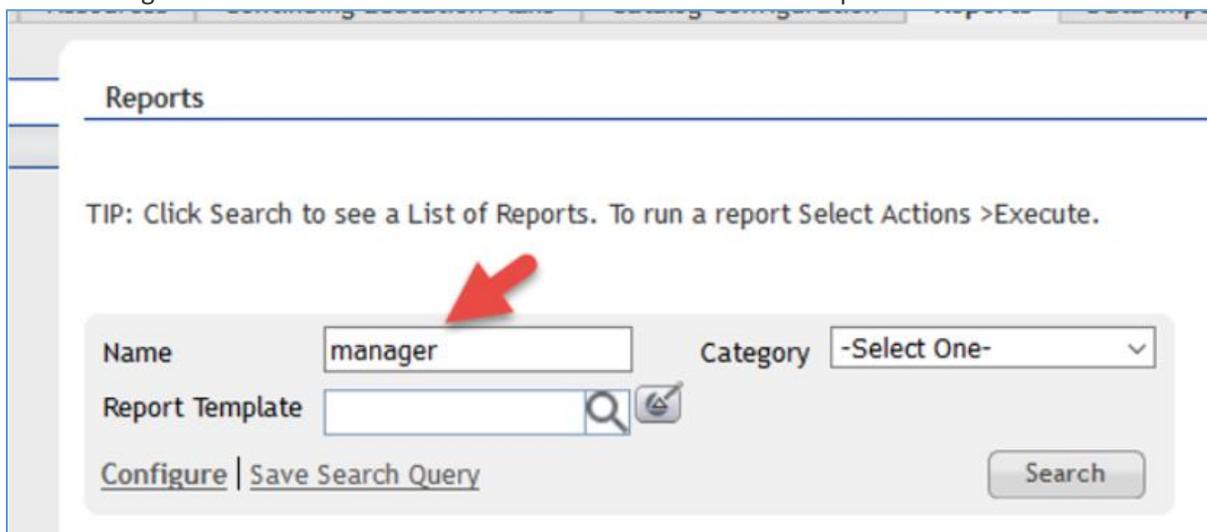
1. Log into the LMS, in upper right, select **Go To >> Manager Dashboard**



2. Select the **Reports** Tab.



3. Enter manager in the Name field and Click **Search** to see a list of the reports.



4. Locate the report named: **Manager Report: Registration & Completion by Course** for an **ORGANIZATIONAL Unit** then Select **Actions >>Execute**

Name  Category

Report Template

[Configure](#) | [Save Search Query](#)

Name	Report Template	Description	Engine Type	Actions
<b>Manager Report: Registration &amp; Completion by Course for an ORGANIZATIONAL Unit</b>	Registration Template for Administrators	This report will allow you to select an Organization (i.e. your unit) and Course to show a list of user Registrations & Completions for the	Saba Ad hoc	<a href="#">Actions</a>

Print | Export | Modify Table

5. In the Organization field, type in your Org unit as defined by HR (use the [Duke directory](#) to search on your name to determine). On the offering equals field type in **HICS** and select the course then select **Generate Report**

**TIP:** On some reports you select the picker icon to search for a specific course or user. On some others you can use the Contains parameter to generate a report for all courses with a similar name. Use the % signs around your search term in contains field to get a list of results (e.g. %POCT% to see all POCT courses).

rd My Team My Team Learning Reports Analytics

Report Parameters - Manager Report: Registration & Completion by Course for an ORGANIZATIONAL Unit

TIP: For Learner name enter NetID. If a report field ends with the word (Contains) use the % as a wild card search parameter (e.g. to run a report on any course with POCT in the title enter %POCT% in the Title of Offering - Contains field). TIP: If a report has an Organization Field (i.e. unit) the unit naming convention is based on what the Duke HR system provides and may not match what you typically call it. TIP: Click Generate Report to run a report

Organization - Include Child Hierarchy (Equals)

Offering - Offering (Equals)

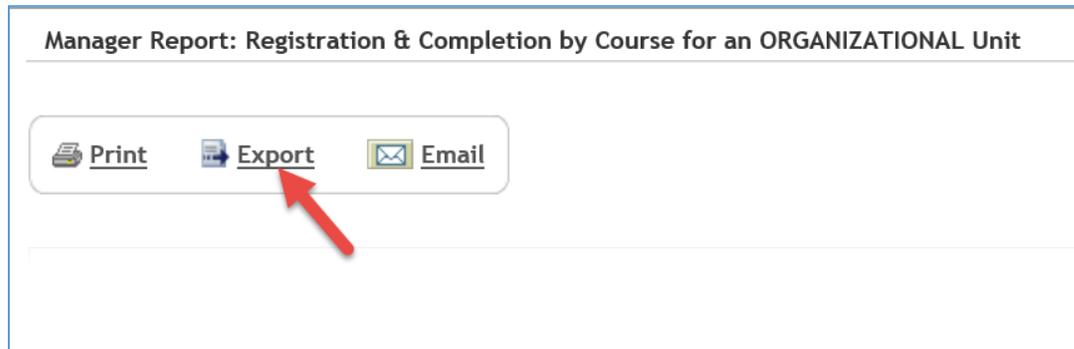
Offering - Title of Offering (Contains)

Registration - Status (Is In)   
Cancelled  
Confirmed  
Waitlisted

Person - Status (Equals)

Manager - Username (Equals)

6. On the Results page you can click the **Export** link to export to Excel.



7. In Excel you can Apply Filters and do further data mining.
  8. **NOTE:** This is a registration and completion report. If there is no date in Column H they have not completed. If they did not register they will not show on the report.
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