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

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).

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.