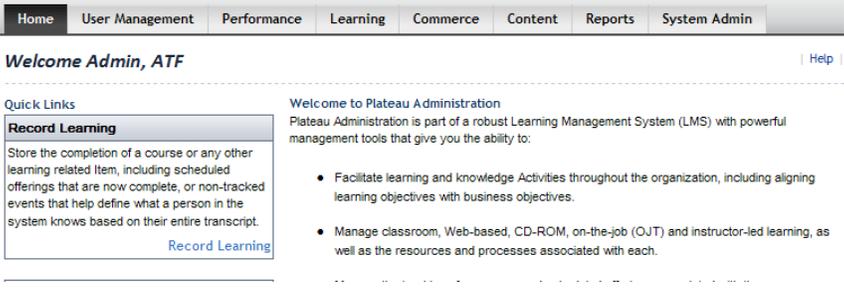
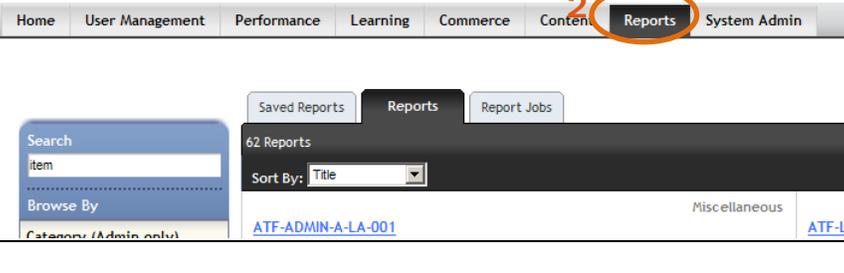
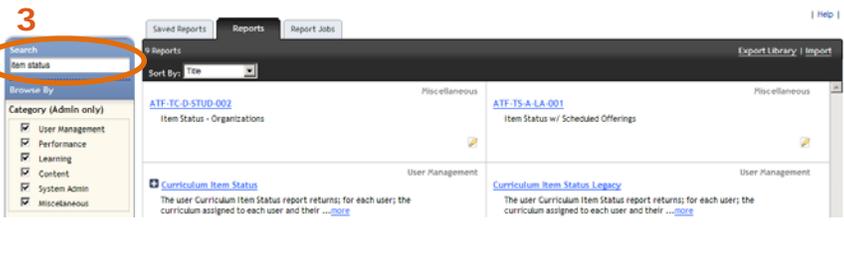
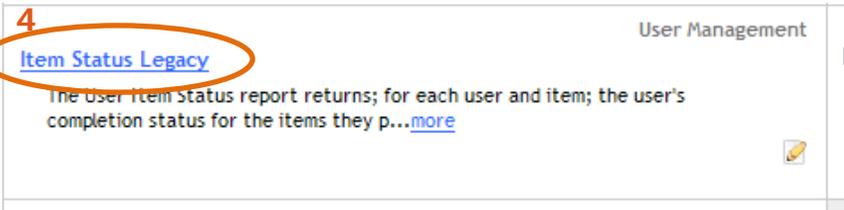


<h2 style="color: #C85130;">Before You Start:</h2>		<p>This report will give you a list of all Users who have a completion for an Item as well as the last date of completion.</p>
<p><b>1.</b></p>	<p>Log in to the LMS.</p>	<p><b>1</b></p>  <p>Home User Management Performance Learning Commerce Content <b>Reports</b> System Admin</p> <p>Welcome Admin, ATF</p> <p>Quick Links <b>Record Learning</b> Store the completion of a course or any other learning related Item, including scheduled offerings that are now complete, or non-tracked events that help define what a person in the system knows based on their entire transcript. <a href="#">Record Learning</a></p> <p>Welcome to Plateau Administration Plateau Administration is part of a robust Learning Management System (LMS) with powerful management tools that give you the ability to:</p> <ul style="list-style-type: none"> <li>Facilitate learning and knowledge Activities throughout the organization, including aligning learning objectives with business objectives.</li> <li>Manage classroom, Web-based, CD-ROM, on-the-job (OJT) and instructor-led learning, as well as the resources and processes associated with each.</li> </ul>
<p><b>2.</b></p>	<p>Select the <b>Reports</b> tab.</p>	 <p>Home User Management Performance Learning Commerce Content <b>Reports</b> System Admin</p> <p>Search item Browse By Category (Admin only)</p> <p>Saved Reports Reports Report Jobs</p> <p>62 Reports Sort By: Title</p> <p>ATF-ADMIN-A-LA-001 Miscellaneous ATF-L</p>
<p><b>3.</b></p>	<p>In the <b>Search</b> field, enter <b>Item Status</b>. Click <b>Submit</b>.</p>	<p><b>3</b></p>  <p>Search <b>Item status</b> Browse By Category (Admin only) <input checked="" type="checkbox"/> User Management <input checked="" type="checkbox"/> Performance <input checked="" type="checkbox"/> Learning <input checked="" type="checkbox"/> Content <input checked="" type="checkbox"/> System Admin <input checked="" type="checkbox"/> Miscellaneous</p> <p>Saved Reports Reports Report Jobs</p> <p>62 Reports Sort By: Title</p> <p>ATF-TC-D-STUD-002 Miscellaneous ATF-TS-A-LA-001 Miscellaneous</p> <p>Item Status - Organizations</p> <p><b>Curriculum Item Status</b> User Management The user Curriculum Item Status report returns; for each user; the curriculum assigned to each user and their ...<a href="#">more</a></p> <p>Curriculum Item Status Legacy User Management The user Curriculum Item Status report returns; for each user; the curriculum assigned to each user and their ...<a href="#">more</a></p>
<p><b>4.</b></p>	<p>Click on the <b>Item Status Legacy</b> report.</p>	<p><b>4</b></p>  <p>User Management</p> <p><b>Item Status Legacy</b></p> <p>The user Item Status report returns; for each user and item; the user's completion status for the items they p...<a href="#">more</a></p>

<p><b>5.</b></p>	<p><u>Uncheck</u> the Mask User ID box. Click the <u>User filter</u>.</p>	<p>Report Title: <input type="text" value="Item Status"/></p> <p>Report Header: <input type="text"/></p> <p>Report Footer: <input type="text"/></p> <p>Report Destination: <input checked="" type="radio"/> Browser <input type="radio"/> Local File</p> <p>Report Format: <input type="radio"/> XML <input type="radio"/> CSV <input checked="" type="radio"/> HTML <input type="radio"/> PDF</p> <p><input type="checkbox"/> Mask User ID <span style="border: 1px solid orange; padding: 2px;">← Uncheck</span></p> <p><input type="checkbox"/> Page Break Between Records</p> <hr/> <p>Case sensitive search: <b>5</b> <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>User: <input type="text" value="Exact"/> <input type="text"/> <span style="border: 1px solid orange; border-radius: 50%; padding: 2px;">▼</span></p> <p>Item: <input type="text" value="Exact"/> Type: <input type="text"/> <span style="border: 1px solid orange; border-radius: 50%; padding: 2px;">▼</span></p>
<p><b>6.</b></p>	<p>Enter the first 3 digits of your Org Code in the <u>Organizations field</u> and click Submit criteria.</p> <p><b>Tip:</b> If you do not have the Organizations field, scroll down to the bottom and use the Add/Remove Criteria to add it to your search page.</p> <div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p>Add/Remove Criteria <span style="color: blue;">➔</span></p> </div>	<p style="text-align: right;"><b>6</b></p> <p style="text-align: right;"><span style="border: 1px solid orange; border-radius: 15px; padding: 2px;">Search</span> <span style="border: 1px solid orange; border-radius: 15px; padding: 2px;">Submit Criteria</span> <span style="border: 1px solid orange; border-radius: 15px; padding: 2px;">Reset</span></p> <p>Case sensitive search: <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>User ID: <input type="text" value="Starts With"/> <input type="text"/></p> <p>Last Name: <input type="text" value="Starts With"/> <input type="text"/></p> <p>First Name: <input type="text" value="Starts With"/> <input type="text"/></p> <p>Role ID: <input type="text" value="Starts With"/> <input type="text"/></p> <p>User Status: <input checked="" type="radio"/> Active <input type="radio"/> Not Active <input type="radio"/> Both</p> <p>Domains: <input type="text" value="Starts With"/> <input type="text"/> <span style="border: 1px solid orange; border-radius: 50%; padding: 2px;">▼</span></p> <p>Organizations: <input type="text" value="Starts With"/> <input type="text" value="787"/> <span style="border: 1px solid orange; border-radius: 50%; padding: 2px;">▼</span></p>

<p><b>7.</b></p>	<p>You are returned to the Run Report page. Click the <b>Item filter</b>.</p>	<p><b>Run Item Status Legacy</b></p> <p>Report Title: <input type="text" value="Item Status"/></p> <p>Report Header: <input type="text"/></p> <p>Report Footer: <input type="text"/></p> <p>Report Destination: <input checked="" type="radio"/> Browser <input type="radio"/> Local File</p> <p>Report Format: <input type="radio"/> XML <input type="radio"/> CSV <input checked="" type="radio"/> HTML <input type="radio"/> PDF</p> <p><input type="checkbox"/> Mask User ID</p> <p><input type="checkbox"/> Page Break Between Records</p> <hr/> <p>Case sensitive search: <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>User: [Criteria Specified] <input type="text"/> <input type="text"/> <b>7</b></p> <p>Item: <input type="text" value="Exact"/> Type: <input type="text"/> <input type="text"/> <input type="text"/> <b>7</b></p> <p>ID: <input type="text"/></p> <p>Completion Status: <input type="text" value="Exact"/> <input type="text"/> <input type="text"/></p>
<p><b>8.</b></p>	<p>Enter the <b>Item ID</b> and click <b>Submit Criteria</b>.</p> <p><i>Tip:</i> Item IDs are case sensitive and must be entered in ALL CAPS.</p>	<p>Case sensitive search: <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Item Types: <input type="text" value="Starts With"/> <input type="text"/> <input type="text"/></p> <p>Item ID: <input type="text" value="Starts With"/> <input type="text" value="CNED-RE-0002"/> <b>Item ID</b></p> <p>Item Title: <input type="text" value="Contains"/> <input type="text"/></p> <p>Item Status: <input checked="" type="radio"/> Active <input type="radio"/> Not Active <input type="radio"/> Both</p> <p>Item Classification: <input type="text" value="Starts With"/> <input type="text"/> <input type="text"/></p> <p>Vendor: <input type="text" value="Starts With"/> <input type="text"/></p> <p>Add/Remove Criteria <input type="button" value="Add"/></p> <p><b>8</b> <input type="button" value="Search"/> <input type="button" value="Submit Criteria"/> <input type="button" value="Reset"/></p>

<p><b>9.</b></p>	<p>You are returned to the Run Report page. Click <a href="#">Run Report</a>.</p>	<p><b>Run Item Status Legacy</b></p> <p>Report Title: <input type="text" value="Item Status"/></p> <p>Report Header: <input type="text"/></p> <p>Report Footer: <input type="text"/></p> <p>Report Destination: <input checked="" type="radio"/> Browser <input type="radio"/> Local File</p> <p>Report Format: <input type="radio"/> XML <input type="radio"/> CSV <input checked="" type="radio"/> HTML <input type="radio"/> PDF</p> <p><input type="checkbox"/> Mask User ID</p> <p><input type="checkbox"/> Page Break Between Records</p> <hr/> <p>Case sensitive search: <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>User: [Criteria Specified] ▼ ▼</p> <p>Item: [Criteria Specified] ▼ ▼</p> <p>Completion Status: <input type="text" value="Exact"/> ▼</p> <p>Completed Date From: <input type="text" value="(MM/DD/YYYY)"/> <input type="text"/></p> <p>Completed Date To: <input type="text" value="(MM/DD/YYYY)"/> <input type="text"/></p> <p>Group By: <input checked="" type="radio"/> Item <input type="radio"/> User</p> <p style="text-align: right;"><b>9</b> <input type="button" value="Run Report"/> <input type="button" value="Schedule Job"/> <input type="button" value="Save Report"/> <input type="button" value="Reset"/></p>								
<p><b>10.</b></p>	<p>The report will show you who has a <b>completion</b> for this item and the completion date.</p>	<p><b>Item Status</b></p> <hr/> <p><b>Items</b></p> <p>Item: BRIEFING CNED-RE-0003 (Rev 03-10 - 2/25/2010 10:09 AM America/New York)</p> <p>Description: Roll-Call Training -- March</p> <hr/> <p><b>Users</b> <b>10</b></p> <table border="1"> <thead> <tr> <th>User ID</th> <th>User Name</th> <th>Completion Date</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>AFMCLEAN</td> <td>McLean, Anthony Fox</td> <td>3/25/2010 01:00 PM America/New York</td> <td>description.CompletionStatus.b8bb31764b0dde0a350300f63fc14d85</td> </tr> </tbody> </table>	User ID	User Name	Completion Date	Status	AFMCLEAN	McLean, Anthony Fox	3/25/2010 01:00 PM America/New York	description.CompletionStatus.b8bb31764b0dde0a350300f63fc14d85
User ID	User Name	Completion Date	Status							
AFMCLEAN	McLean, Anthony Fox	3/25/2010 01:00 PM America/New York	description.CompletionStatus.b8bb31764b0dde0a350300f63fc14d85							