



Federal Acquisition Institute

ACMIS Reports

The ACMIS Reporting tool can be accessed from the Analysis and Reports link on the left navigation bar within the ACMIS system.

Access to the reporting tool requires a separate Username and Password from the Username and Password created within the ACMIS System.

ACMs and agency administrators can request access to the reporting tool by contacting the FAI helpdesk at 703-805-2300.

Once you've entered your Username and Password, click the Log In button.

To find reports you can browse through the public folders on Your Personal Folder in the folder task area. You can also search for a specific report. As you browse the folders and power analyzer, you can organize reports by creating new folders and moving reports to the folders.

Click the report name in the Results Task area. The Detail Task area displays detailed information about the selected item.

To create a report, click on create. You must enter a report name to be able to save your report.

Select ACMIS Metrics from the available folders in the Folder Task area.

To populate the Results Task area with all of the Metrics available, change the Show Metrics dropdown from What I Use Frequently to All and click the green area.

Highlight the Metric you wish to use in the report from the Result Task area and select the Add button. There is no limit on Metrics as long as the attributes are keyed into the fact tables that are being selected. However, consider presentation quality when selecting Metrics.

Click box two to advance to the Attributes section.

Select Attributes, objects used for identification, from the available folders in the Folder Task area. To populate the Results Task area with all the attributes available, highlight the attribute you wish to use in the report from the Result Task area and select the Add button.



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Select the filter tab; click the drop down arrow next to Select an Attribute to see the list of attributes selected in step two.

Click Select Attribute Values link to open Choose Attribute Values window, select the appropriate value of filter criteria. The attribute values are the true values, or options for the field, stored in the data base.

Usually there are no changes. However, you can change the order of the columns by dragging and dropping the column to the desired location.

When you have completed creating the custom report, select the Display an Analyze button to run the report. Once the report results are displayed you can select any of the options on the menu bar. Selecting Save will save the report in your private folder by default.

The Select Folder link will open a new window where you select the folder.

The report data can be exported into an Excel spreadsheet, a PDF document, an HTML document, or a CSV document. Click the Export button to open the exported data in a new window.

On the menu bar is the option to e-mail the report data as a link as an Excel spreadsheet or as a PDF file. Enter a recipient's e-mail address, subject, format for the report, and then click the send button.

Alerts run reports on a frequency determined by the user. When the data set meets the criteria set by the user, an Alert is generated. Select the column that you want to set an Alert for, usually a Metric, click the Alert icon, enter a name for the Alert, select Alert Criteria, Notify Me When Course Is Not Completed, select Operant Value, enter an Author Alert message, select More Options or Expand The Folder, select frequency of Alert, set the Alert to be public or personal, default is personal, then click OK.

The menu bar has a link giving users the option to add the report to their Dashboard. Users can have quicker access to reports by saving reports to their Dashboard.

Click the Add to Dashboard link.

None adds report to personal folder, Container One adds report to top half of Dashboard, and Container Two adds report to bottom half of Dashboard.



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For any additional help with the ACMIS reports, select the Help link in the top upper right hand corner of the screen. If more help is required, contact the FAI Helpdesk or call 703-805-2300.

Thank you for using ACMIS.