Run the Certifications Details Report

This tip sheet will guide you through locating and generating the Certification Dashboard by Learners report. The report generates a list of your certifications, their statuses and expiration dates, based on selected parameters.

1. Log on to the LMS.

    NOTE: For instructions about logging on, refer to the Log On Instructions (TS02-L) tip sheet.
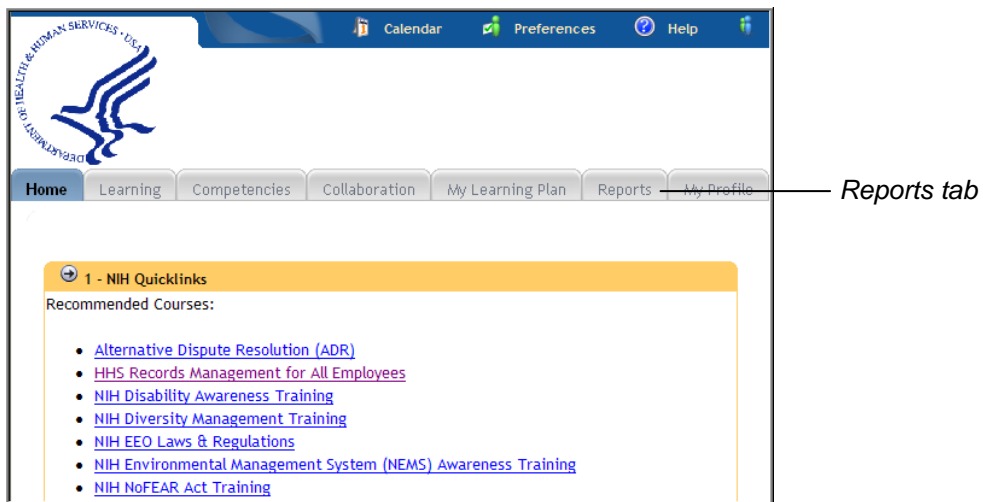

Reports tab
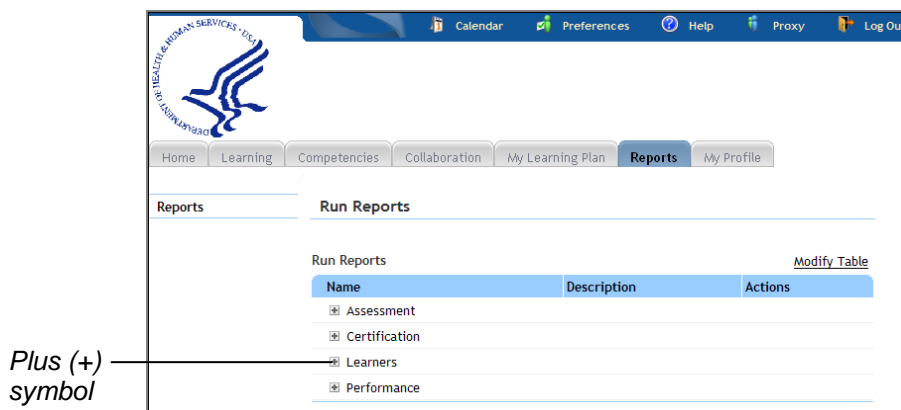
Figure 1: Home tab

2. Click the **Reports** tab.

Plus (+) symbol

Figure 2: Reports tab

3. Click the **Plus** (**+)** symbol to the left of **Learners** report category.
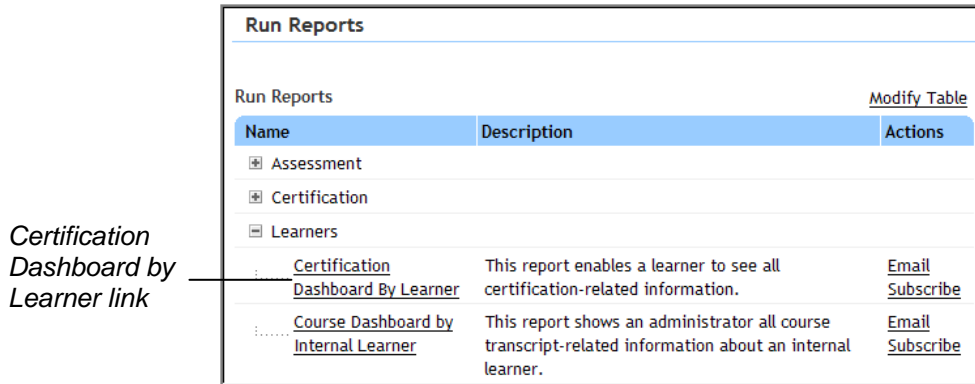
Certification Dashboard by Learner link

Figure 3: Report categories area on Reports tab

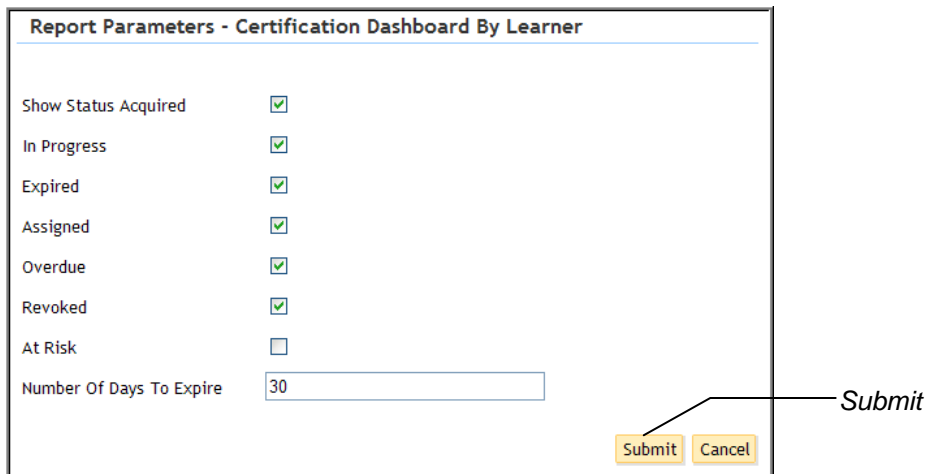4. Click the **Certification Dashboard by Learner** link.

Submit

Figure 4: Report Parameters screen

5. Select a checkbox for each of the certification status types you wish to display.

6. Enter a value in the **Number of Days to Expire** field.

   IMPORTANT! By default, the report displays only certifications that expire within the next 30 days. To view all of your certifications and their statuses, regardless of expiration date, remove the value from the **Number Of Days To Expire** field.

7. Click **Submit** to generate the Certification Dashboard By Learner report.

Certification Dashboard By Learner

on saba.

Learner Details

Learner Name	**Learner , NIH (NIHLEARNER)**		
Work Phone	**301-496-6211**	Email	**lmssupport@mail.nih.gov**

Certification Title	Status	Assigned On	Acquired On	Target Date	Expires On	Valid For	Recertification
NIH Diversity Management Training - NIDDK #Ver: 1.0	Acquired	6/8/2010	6/17/2010	6/17/2011	6/17/2011	365	Yes
NIH EEO Laws & Regulations Certification - NIDDK #Ver: 1.0	Acquired	6/8/2010	6/17/2010	6/17/2011	6/17/2011	365	Yes
NIH Environmental Management System (NEMS) Awareness Training Certification #Ver: 1.0	Acquired	10/13/2010	9/29/2010	9/29/2011	9/29/2011	365	Yes
NIH Information Security Awareness Course Certification OBSOLETE #Ver: 1.0	Acquired	8/19/2010	4/2/2009				No
NIH NoFEAR Act Training Certification #Ver: 1.0	Acquired	7/2/2010	10/10/2010	10/9/2012	10/9/2012	730	Yes
NIH Prevention of Sexual Harassment Training Certification #Ver: 1.0	Acquired	10/13/2010	4/15/2010	4/14/2012	4/14/2012	730	Yes

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Figure 5: Certification Dashboard by Learner report

8. To print this report, click the **Printer Icon** at the top left corner of the report.
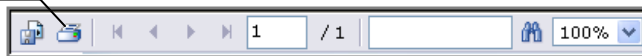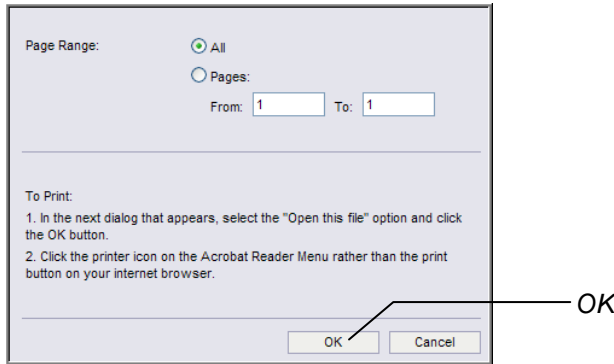
Printer Icon

Figure 6: Report Menu bar

NOTE: Do not use the Print button on your browser. The report will not be formatted properly if you use the web browser print function

Page Range:	⦿ All
	○ Pages:
	From: 1 To: 1

To Print:
1. In the next dialog that appears, select the "Open this file" option and click the OK button.
2. Click the printer icon on the Acrobat Reader Menu rather than the print button on your internet browser.

—— *OK*

[OK]   [Cancel]

9. Click **OK** in the window that pops up.

NOTE: Depending on your web browser settings, you may see a message like the following:

Security Message ——

To help protect your security, Internet Explorer blocked this site from downloading files to your computer. Click here for options...
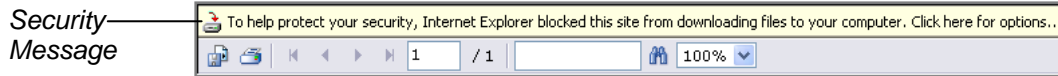
1 / 1   🔍 100% ▾

Figure 7: Report Menu bar with security message

If you receive this message, click the yellow bar and select **Download File** from the menu that appears.

Repeat steps 8 and 9 to print the report.

IF YOU EXPERIENCE TROUBLE WITH THIS PROCESS, PLEASE CONTACT THE HELPDESK FOR SUPPORT AT LMSSUPPORT@MAIL.NIH.GOV OR 1-866-246-5440.