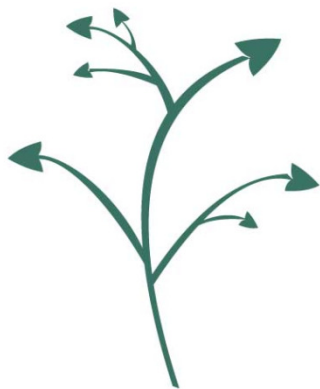


New NHS Reports - January 2010



learnPro™

What is available?

In our January 2010 update we launched the following new reports on learnPro NHS:

- Users Enrolled on a Course
- Users with Passes on a Course
- Users with Passes on a Module
- Current Users

What does this Tip Sheet cover?

1. What can I do with the new reports?
2. How do I launch the new reports?

1. What can I do with the new reports?

The new reports can be used for the following purposes:

- **Users Enrolled on a Course:**

This report shows a list of all Users enrolled on your specified course, filtered by location. The report also shows what date a user was enrolled on a course (date is only available if this was after 15/01/10). If a User was assigned this by an administrator it will also provide information on who performed this assignment.

- **Users with Passes on a Course:**

This report shows a list of all Users who have completed every module within your specified course, filtered by course completion date and/or location. This report also provides details on when this learning is due to elapse and expire for each User.

- **Users with Passes on a Module:**

This report shows a list of all Users who have a chosen module, filtered by module completion date and/or location. This report also provides details on the date that this module was completed.

- **Current Users:**

This report shows a list of all users currently on the system within a particular location and/or job role. Disabled accounts are not included in this report.

2. How do I launch the new reports?

The new reports can all be launched from within the Report Launcher (Reports>Report Launcher from the top menu).

