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Welcome to the TRAIN Florida Knowledge and Resource Center for Administrators

This section of the Local Administrator Questions and Answers provides you with the steps to run a TRAIN Florida Ad-Hoc report for your assigned local level learner profile information. This is a shared report and you have access to it 24 hours a day, seven days a week.

Note: You must have the TRAIN Florida Report Manager permissions to access this report.

To run this Ad-Hoc report please follow the steps below:

1. Log in to TRAIN Florida
2. From your TRAIN Florida home page, click on the Administration link

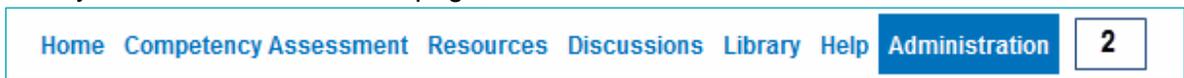


Image 1

3. When the next screen loads, locate and click on the Reports link or plus sign in the Manage menu (See Image 2)

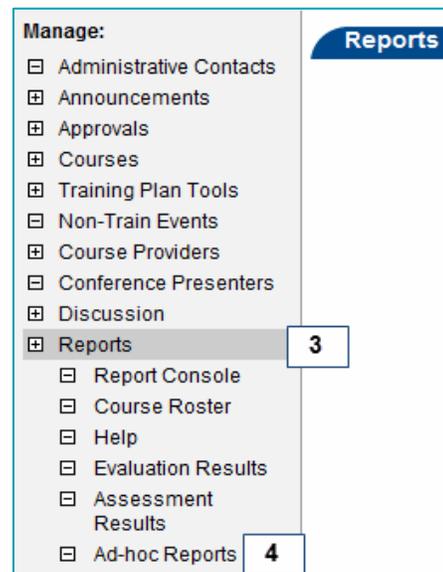


Image 2

4. Next, click on the Ad-hoc Reports button

5. You will be re-directed to the Ad-hoc Reports screen (See Image 3)



6. On the Ad-hoc Reports screen:
 - Click the All reports radio button
 - Check the Only Active reports box

Ad-hoc Reports 5

This module provides the ability to design simple, custom reports to the specifications you require.

Tip: To clone an existing report for use as a template, please click button

Tip: To design report, click on button

Tip: To edit report, click on button

Tip: To view report, click on the name of report.

Show : My reports only All reports Only Active reports

Actions	Report Name	Description
	All Deactivated courses	
	CDC Report - NIMS Courses	
	Course Activity by Username	returns a list of course registrations that match the provided username
	Course Created Dates	This report will return the created for the courseID entered as the report parameter
	Course List	
	Course Registrations	
	Courses Completed without Competencies Assigned	This report is accurate for course completions <u>without</u> competencies.
	Courses with Competencies Assigned	This report returns a list of courseIDs and names for any course, created within the specified date range, that also has a competency assigned to it
	Courses with Competencies Assigned...	This report is accurate for course completions with competencies and total competencies.
	Courses with Competencies Assigned222	This report is accurate for course completions with competencies and total competencies.
	Courses with TAGGED Competencies Assigned	This report shows the courses that have assigned competencies and their approval date.
	Courses without TAGGED Competencies Assigned	This report shows the courses that do not have assigned competencies and their approval date.
	Dan's template: Active users	UserID, Last name, First name, and Email of active users. 7
	FDOH Learner Accounts 8	This report displays the FDOH Learner accounts for CHDs, CMS, Division or Program Office. When prompt, enter in the Department Name, i.e. Levy CHD. Click here for the FDOH Group List.

Image 3

7. Locate the FDOH Learner Accounts report. This report displays the FDOH Learner accounts for CHDs, CMS, Division or Program Office. The description includes this direction to help narrow your report information - When prompt, enter in the Department Name, i.e. Levy CHD. - Be sure to confirm you Group Department Name using the group list, linked from this part of the description - Click [here](#) for the FDOH Group List (See [Image 3](#))
8. Once you have your Group Department Name, click on the Report Name. (See [Image 3](#)) The report page will open in a new window and you will be re-directed to the Report Parameters
9. On the Report Parameters screen, enter in the Group Department Name exactly as listed on the FDOH Group List, into the LIKE field (See [Image 4](#))

Report Parameters

Tip: For LIKE comparison operator use "%" signs for wildcard comparison. Example "health%".

Users / Groups Assignments / Group Names LIKE 9

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Image 4



Note: You must enter the Group Department Name exactly as it is listed on the FDOH Group List, or the report will not return any values (information). We strongly recommend that you **do not** use the wild card feature.

10. Next, click the Execute report button. The report will take up to 30 seconds to load (See [Image 4](#))

11. How to manage the report (See [Image 5](#)):

- use the navigation tool to view additional pages
- reduce the report view by selecting the report width
- search for learners by entering data into the search field



Active	User ID	Login Name	Last Name	First Name	Middle Name	Email
True	871711	728165	NORDAN	YESSENIA		YESSENIA_NORDAN@DOH.STATE.FL.US
True	872966	845650	BLOOM	TAMMIE		TAMMIE_BLOOM@DOH.STATE.FL.US

Image 5

12. How to export and save the report (See [Image 6](#)):

- Click on the Export icon then use the drop down and select the format you want to save the report. Follow the export instructions.

13. Click the Refresh icon to set the information.

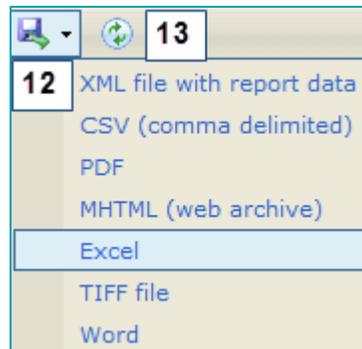


Image 6

14. Click on the “X” to exit the report and close the browser window.

Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead contact these offices by phone or in writing.

If you have a question, would like to check our progress, or want to share an idea, please feel free to email DOHLMSSupport@flhealth.gov or call 850-245-4008.

