This document is to help you fill out the Report Request Form correctly.

Step 1: Request Priority - Use the Request Priority drop-down menu, and select the request priority level.

Step 2: Request/Due Dates - Use the data picker button 🔳 to enter the Request and Due dates.

Step 3: Requested By Section - Enter the **requestor's information**. Please use spell case.

> **A.** Enter the requestor's First Name
>
> **B.** Enter the requestor's Last Name
>
> **C.** Enter the requestor's Area Code and Telephone number and extension, if applicable
>
> **D.** Enter the requestor's E-mail Address
>
> **E.** Select the requestor's TRAIN Florida Organization, from the drop-down menu
>
> **F.** Enter the requestor's TRAIN Florida Department
> To locate the Department, click on the **Department** link next to the field, the TRAIN Florida Group structure will open in a new window. Locate and copy the correct Department name, and add it in the field.

Step 4: Type of Report Request - Use the drop-down menu to select the type of report needed.
> **NOTE:** If the report type is **not listed**, you use a **TRAIN Florida Ad-hoc report** (Step 6) or enter the report type in the **Additional Comments** box.

Step 5: Report Format - Select the report format from the drop-down menu.

Step 6: Ad-Hoc Report - Use the drop-down box to select a TRAIN Florida Ad-hoc report, if necessary.
> Use the **TRAIN Florida Ad-hoc Report** link in the title, for descriptions of the reports.

Step 7: Report Description Section - What would you like in your report:

> **A.** Report Criteria - Use the data picker buttons 🔳 to enter the date range / From and To
>
> **B.** Enter the location you need to report on
> To locate the Department, click on the **Division/Office/CHD** link next to the field, the TRAIN Florida Group structure will open in a new window. Locate and copy the correct group/location name, and add it in the field.
>
> **C.** Employee or Non-FTE Name – Learners to be included in the reports - Enter up to **5**
> If you are requesting a report for many learners, or transcript for a single learner, please enter the First Name, Last Name, and User ID for each.
>
> **D.** Title of Course(s) – The course or courses for the report - Enter up to **20**
> If you are requesting a course report, please be sure to indicate which type of DOH LMS report you want data from. (See step 4)
> Click on the **TRAK-It Course List** link, to view TRAK-It courses. Use name or code.

E. Reasons for Report - Why do you need the report?
Use the drop-down box to select a reason for the report request. The data will help the Department to better serve our reporting needs.

F. Additional Comments - Use the Additional Comments box if you have a special report request, or would like to provide further requests, or information regarding your report(s)

Step 8: Submit your request **

A. After you have verified the information on your request from, click the **Submit** button.

B. Your e-mail window will open and automatically attach the form.

C. Click the **Send** button on your email.

The form will be emailed to the DOH LMS Support team.

Please allow a **minimum of 24 hours** to process your request.

** NOTE: 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 any questions, concerns, regarding the use or function of the Report Request Form, please contact the DOH LMS Support Team.

Email: DOHLMSSupport@flhealth.gov

Phone: 850-245-4008