



TRAIN Florida Reports Overview

It's a New Day in Public Health

TRAIN Florida Reports Overview

This document will provide you with an overview of the reports and reporting tools available to you in TRAIN Florida. Please note you must be assigned the Report Manager permission, to access and run reports.

Everything within TRAIN Florida has a group structure assignment, including reports. Most Lead LMS Administrators are assigned the Report Manager permission at the Department level, however, when running local reports it may be helpful to have a Support Administrator with Report Manager permissions limited to your local group level.

As a TRAIN Florida Local LMS Administrator, you can be assigned the Report Manager permission at either of the following levels:

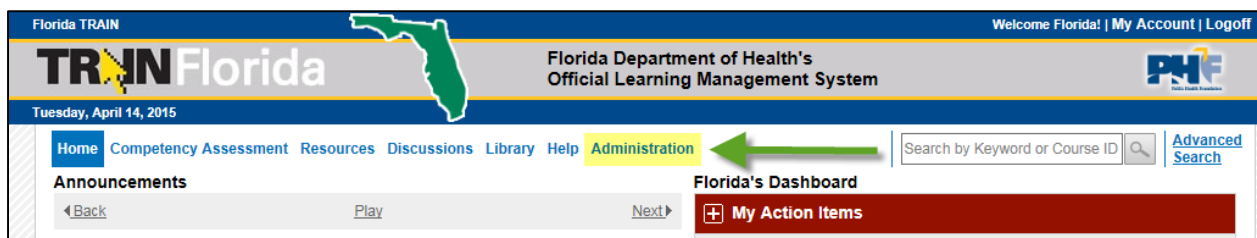
- **Department (DOH and/or DOH Non-FTE) Level** – shows data on all assigned Department learners
- **Local (Division/Bureau/Program Area/Office) Level** – shows only data for learners assigned to the selected local level

For more information on TRAIN Florida grouping structure please see the [What is the TRAIN Florida Grouping Structure](#) document found on the Administrator Knowledge Center Question and Answer webpage.

Follow the steps below to access the Report Console:

Step 1: Log in to [TRAIN Florida](#)

Step 2: From your TRAIN Florida homepage, click **Administration** in the top blue navigation bar.

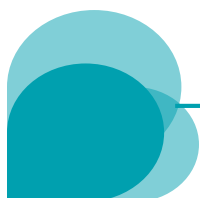


Step 3: In the left navigation menu, click **Reports (1)** then **Reports Console (2)**.

When the Report Console page opens, you will notice that there are two sections, **Reports (3)** and **Exports (4)**. Both the Reports and Exports are based on the [learners grouping structure](#).

The Reports (3) category - Allows you to create your report with custom data using filters. It gives you the option to export the report, and save it to your computer.

The Exports (4) category - Lists canned, or pre-set, reports that are designed to be exported as an Excel file, saved to your computer, and sorted outside of TRAIN Florida by you, to suit your needs.



NOTE: If an employee is not reflected on a report, they may have incorrect information in their learner Account Details, and/or be incorrectly grouped. You should review and update their Account Details and Groups pages, and run the report again. If a learner is not an employee of your group and reflects on a report, simply delete them from the report. Do not alter their account, as TRAIN allows learners to choose where they are grouped.

Manage:

- Administrative Contacts
- Announcements
- Approvals
- Courses
- Training Plan Tools
- Non-Train Events
- Course Providers
- Conference Presenters
- Discussion
- Reports
- Report Console**
- Course Roster
- Help
- Assessment Results
- Evaluation Results
- Ad-hoc Reports
- Survey Results
- Training Plan Report Dashboard
- Resources
- Library Admin
- Dashboard Links
- Surveys
- Users
- Utilities

Report Console

The Reports feature allows you to create and view reports on users and courses. This option also allows you to export reports to Excel or save as PDF. The link to export the course database to Excel is also located under this section.

Reports

- Participation by Course Format
- Participation by Competency
- Course Availability by Course Topic
- Course/Conference Availability by Competency
- Course Availability by MRC Competency
- Survey Comments
- Participation by Course Topic
- Participation by Course Title
- Participation by MRC Competency
- Master Training Plan Report
- Training Plan Progress Details

Exports

- Course Registrations – Users from my Affiliate
- Course Export - National
- Course Export - My Affiliate
- Course Providers
- Learners
- Course Registrations
- Users With Saved Search Criteria
- Course Reviews
- Sessions - National
- Sessions – Affiliate
- Session Instructors
- Session Schedules
- Locations
- Course-Group Assignments
- User-Group Assignments
- User-Role Assignments
- Non Train Course Registrations
- Local Administrators
- User Email Preferences (Opt-in/out)

In addition to the Reports and Exports found in the Report Console, the LMS Site Administrators have created supplementary, or Ad-hoc reports, that you may find helpful for your reporting needs. All Ad-Hoc reports are based on the information reflected in the learners account Details Tab.

To access these additional Ad-hoc Reports please follow the steps below:

Step 1: From your TRAIN Florida homepage, click **Administration** in the top navigation bar.

Florida TRAIN

Welcome Florida! | My Account | Logoff

TRAIN Florida

Florida Department of Health's
Official Learning Management System

PHF

Tuesday, April 14, 2015

Home Competency Assessment Resources Discussions Library Help **Administration**

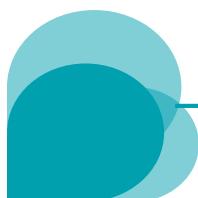
Search by Keyword or Course ID

Advanced Search

Announcements

Florida's Dashboard

My Action Items



Step 2: In the left navigation menu, click **Reports (1)** then **Ad-hoc Reports (2)**.

Manage:

- Administrative Contacts
- Announcements
- Approvals
- Courses
- Training Plan Tools
- Non-Train Events
- Course Providers
- Conference Presenters
- Discussion
- Reports** ← 1
 - Report Console
 - Course Roster
 - Help
 - Assessment Results
 - Evaluation Results
 - Ad-hoc Reports** ← 2
 - Survey Results
 - Training Plan Report Dashboard
- Resources
- Library Admin
- Dashboard Links
- Surveys
- Users
- Utilities

Ad-hoc Reports

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. ← 3

Show : My reports only **All reports** Only Active reports

Actions	Report Name	Description
	*Copy of Courses with Competencies Assigned222	This report is accurate for course completions with competencies and total competencies.
	Test	This is a test report.
	1 FDOH Email Address - Opt-In	This report provides the DOH Email Address List of employees in a department or office with Opt-In or Opt-Out. Displays user login name, last and first name, email, department.
	All Deactivated courses	
	CDC Report - NIMS Courses	
	Copy of Copy of Copy of Heathers FDOH Course FY13-14 INCompletion Report(4)	Heathers FDOH Course FY13-14 Completion Report displays the learner's unique ID, first and last name, course ID and title, credit type, enrollment and completion date, and department name. When prompt, enter Office or CHD name (i.e. Bay CHD) to execute report AND enter course ID #.
	Copy of Copy of Heathers FDOH Course FY13-14 INCompletion Report(4)	Heathers FDOH Course FY13-14 Completion Report displays the learner's unique ID, first and last name, course ID and title, credit type, enrollment and completion date, and department name. When prompt, enter Office or CHD name (i.e. Bay CHD) to execute report AND enter course ID #.
	Copy of FDOH Course Completion Total Count	The TRAIN Florida Course Registration Report by location displays the learner's login name, first and last name, title, registration and department name. The primary group is restricted to Florida, Florida Department of Health, and Florida Department of Health Non-FTEs. Internal OPQI use only.

Step 3: Click the **All Reports (3)** filter to view all available reports.

A list of all available Ad-hoc Reports with descriptions, features, and visibility can be found on the Administrator Knowledge Center webpage. A link to the Admin web page can be found on the TRAIN Florida homepage below the dashboard.

Once on the Administrator Knowledge Center webpage, locate the **Forms and Templates** section and then click on the document titled **Report Chart** to view the list.

FORMS AND TEMPLATES

Forms

- [FDOH TRAIN Florida Administrator Request Form - Requirements - Admin Roles & Permissions](#)
- [Report Request Form - Instructions - Report Chart](#) ←
- [Training Review Rubric](#)

If the training data you are looking for is not available with the pre-existing reports, as a LMS Administrator you are able to create and save custom reports in TRAIN Florida, or request them if needed.

If you have any questions or need assistance regarding How to Access and Use the Report Console, please contact your organization's Site Administrators.

For the **DOH LMS Site Administrators** please call **850-245-4008** or email DOHLMSSupport@flhealth.gov.

