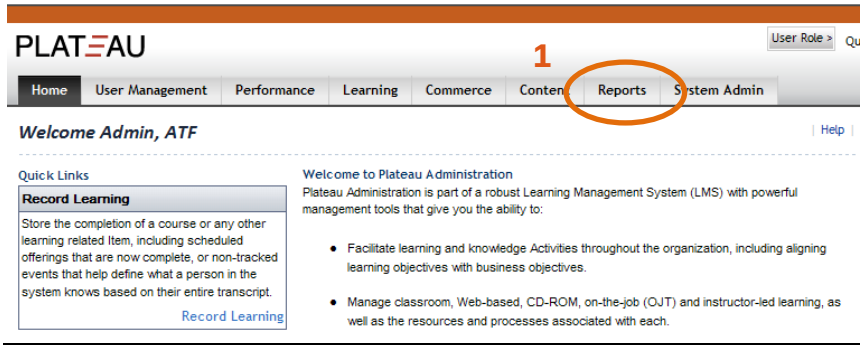
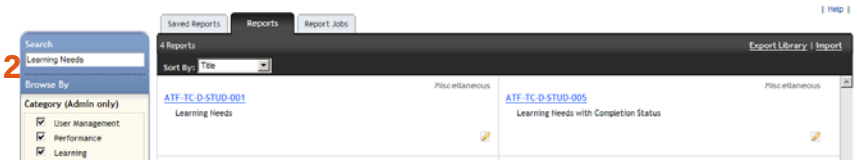
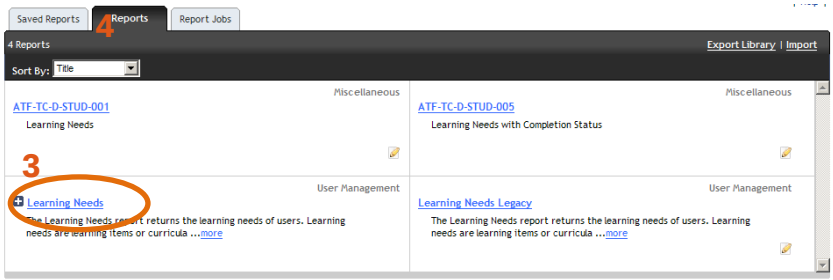
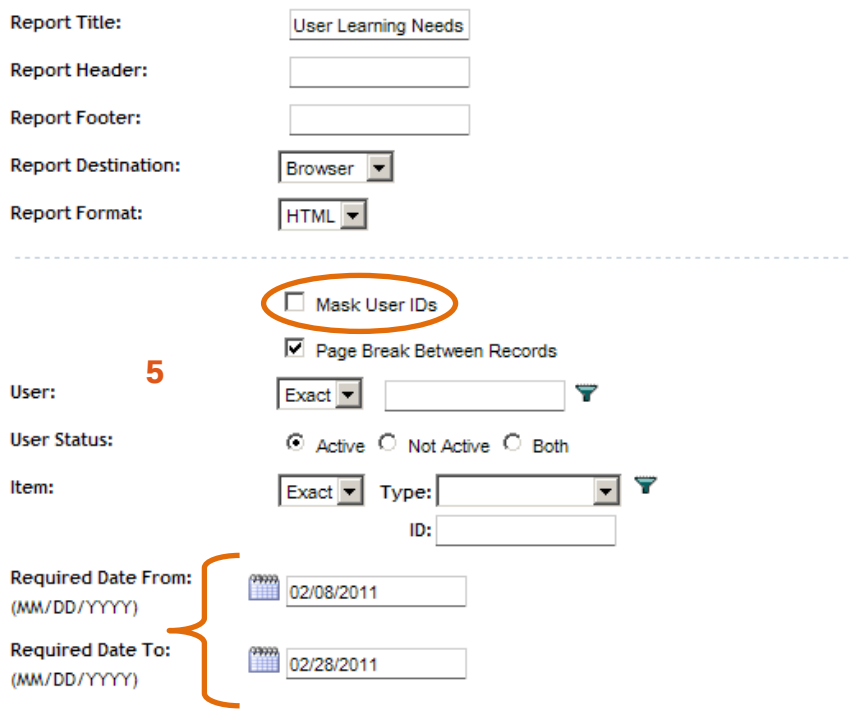
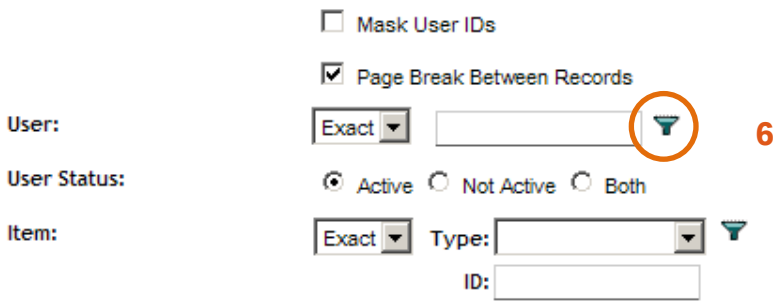
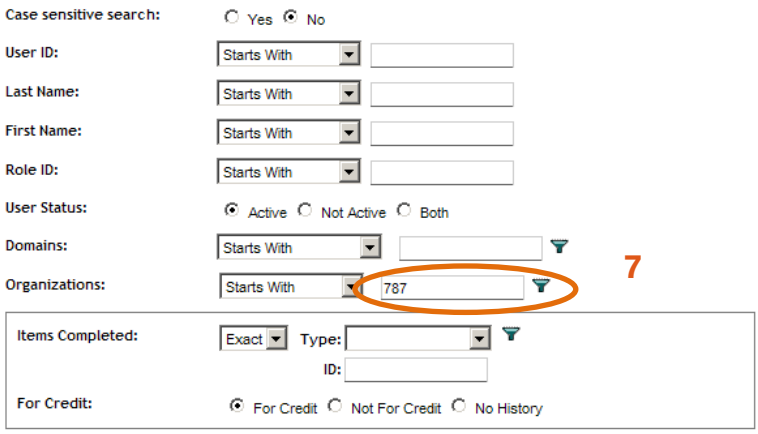
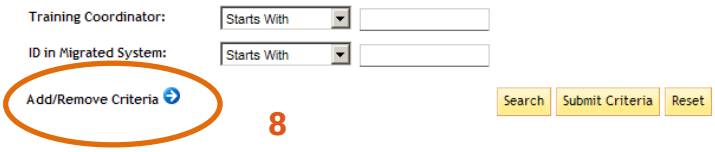
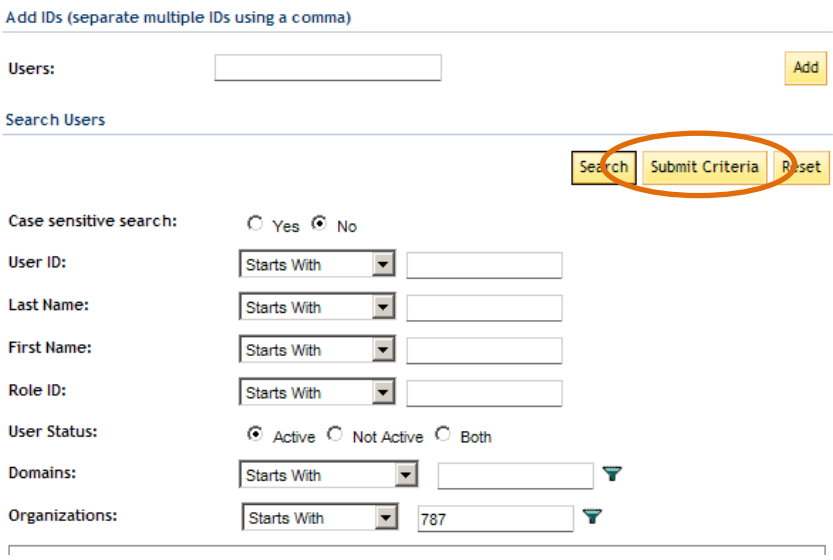
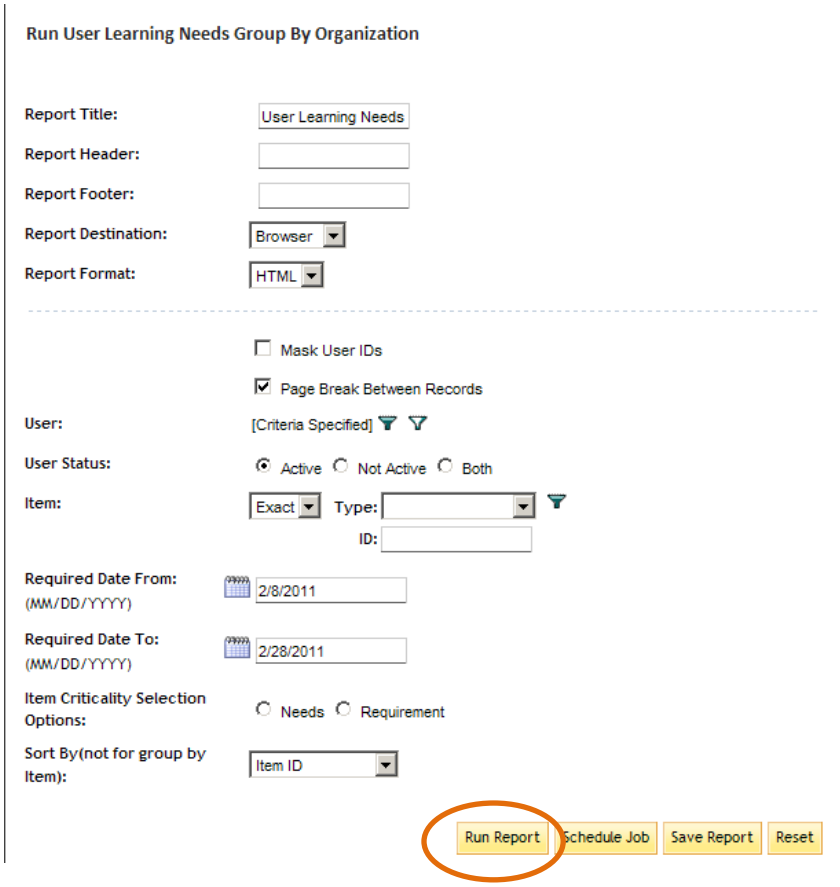
Training Coordinator Job Aid
Learning Needs Report

Version 1.0
March 1, 2011

Before You Start:		It is the responsibility of the Training Coordinator to provide reports to management per request. The following job aid outlines the process for running the learning needs report which will indicate which employees **need** training and when they need it. It will also indicate which employees are **overdue** for training.
1.	Log in to the LMS and select **Reports**.	
2.	In the **search field**, Enter "Learning Needs" and Click **Submit**.	
3.	Click on **Learning Needs**.	

4.	All the Learning Needs reports appear. Click on **User Learning Needs By Organization**.	
5.	The **Run** Report page displays. Uncheck **Mask User IDs** and enter a **Date** range.	

6.	Click the filter next to the **User** field.	
7.	In the org code field, Enter the first three digits of your org code ***only***.	
8.	If you do not see the **Organizations Field**, Scroll to the bottom of the screen and Select **Add Remove Criteria** to your available search fields.	

9.	Click **Submit Criteria**.	
10.	The Run Report page displays. Click **Run Report**.