



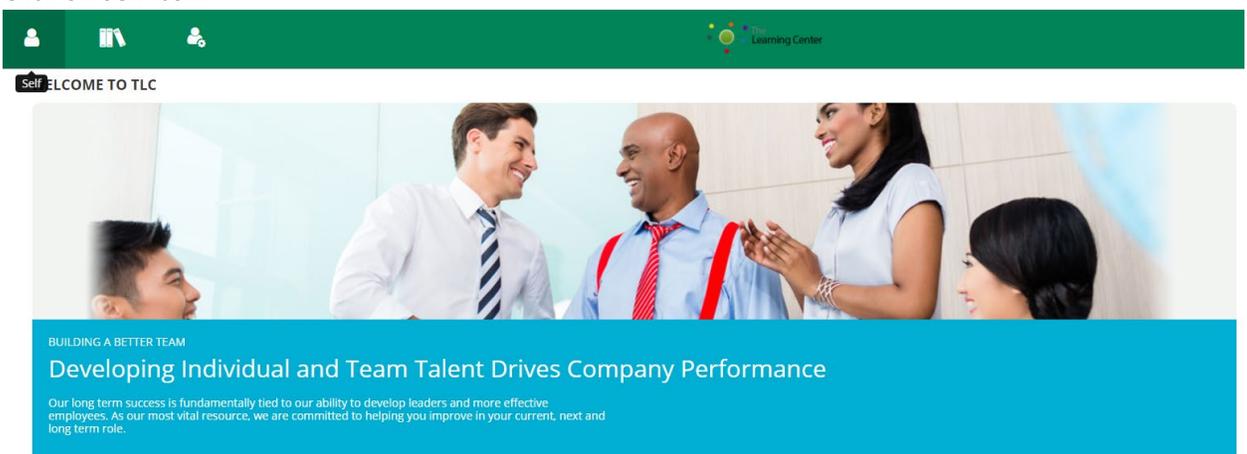
Advanced Reporting – Executing an Out Of the Box (OOB) report
Activity Information/Detail report

Date Changed	Revisions	Changed By	Revision #
08/28/2020	Created	Laura Nolting	1

1. Log into the Learning Center:



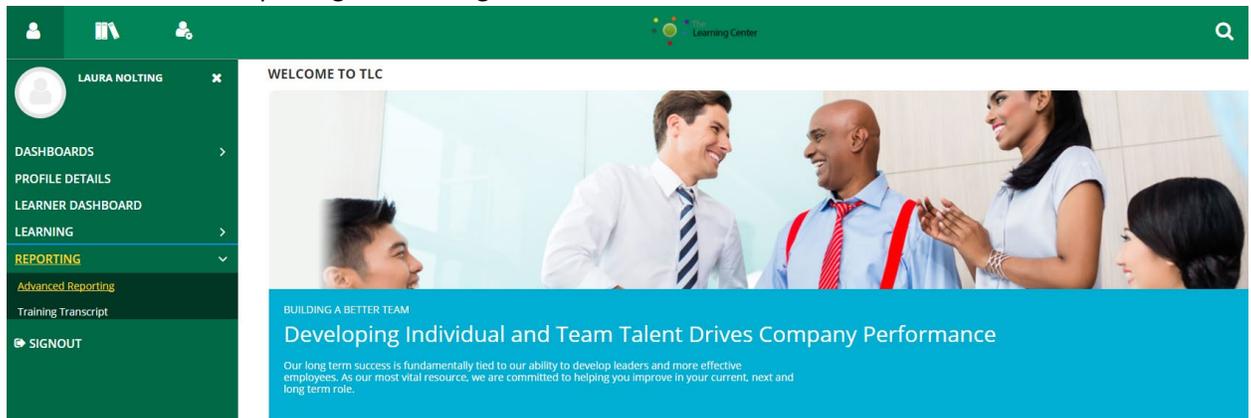
2. Click on Self icon:



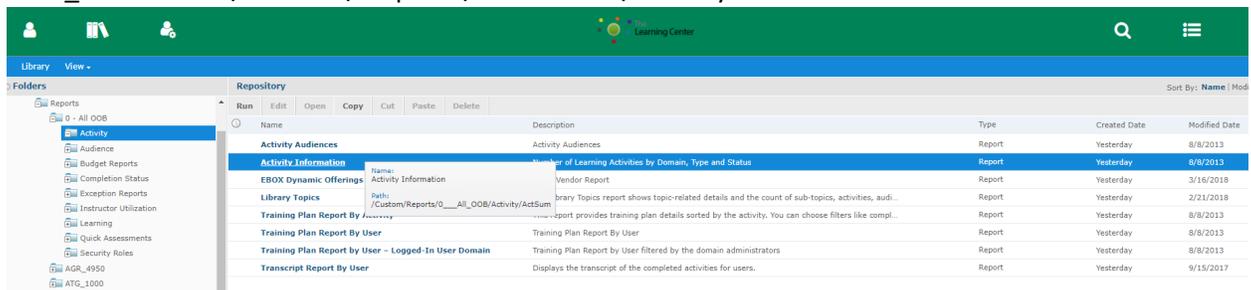
3. Click on REPORTING in left navigation:



4. Click on Advanced Reporting in left navigation:



5. Advanced Reporting screen displays. Under Folders in left navigation, click + to expand GM1_PROD folder / Custom / Reports / 0 – All OOB / Activity



- Click on the “Activity Information” report in the Repository section to open the Input Controls popup window (available filters):

Input Controls

*** Activity Primary Domain**

Available: 104 Selected: 1

Search list...

- Administrative Office of the Courts (AOC)
- Beef Commission (BEEF)
- Board for Volunteer Firefighters and Reserve Officers (BVFFRO)
- Board of Industrial Insurance Appeals (IND)
- Board of Pilotage Commissioners (BPC)
- Board of Tax Appeals (BTA)
- CareLearn
- Columbia River Gorge Commission (CRG)
- Commission on Judicial Conduct (CJC)
- Consolidated Technology Services (WaTech)

Select All Deselect All Invert

=

*** Activity Type**

Available: 27 Selected: 1

Apply OK Reset Cancel Save

- For this report, there are 5 filters – Activity Primary Domain (required), Activity Type (required), Activity Status (required), Activity Start Date (optional) and Activity End Date (optional). Required filters are marked with an asterisk (*).

8. For Activity Primary Domain, click your agency to select. This will move your agency (domain) to the Selected tab:

The screenshot shows a software interface titled "Input Controls". It contains two main sections for selection:

- * Activity Primary Domain:** This section has a list box with "Available: 104" items and "Selected: 1" item. The selected item is "Department of Enterprise Services (DES)", which is highlighted in blue and has a small 'x' icon to its left.
- * Activity Type:** This section has a list box with "Available: 27" items and "Selected: 0" items.

Below the selection areas, there is an equals sign (=) and a row of five buttons: "Apply" (highlighted in blue), "OK", "Reset", "Cancel", and "Save". A small icon resembling a double slash is located in the bottom right corner of the dialog box.

9. Scroll down for Activity Type. Click on the desired type(s) to move to the Selected tab:

The screenshot shows a dialog box titled "Input Controls". It contains two main sections: "* Activity Type" and "* Activity Status".

The "* Activity Type" section has a header with "Available: 27" and "Selected: 2". Below this is a list of items: "x ILT Course" and "x OnLine Course". The "OnLine Course" item is currently selected and highlighted in blue. A vertical scrollbar is visible on the right side of this list.

Below the list is an equals sign (=).

The "* Activity Status" section has a header with "Available: 2" and "Selected: 1". Below this is a search bar with the text "Search list..." and a magnifying glass icon.

At the bottom of the dialog box are five buttons: "Apply" (highlighted in blue), "OK", "Reset", "Cancel", and "Save".

10. Scroll down for Activity Status. Click on the desired status(es) to move to the Selected tab:

The screenshot shows a software interface titled "Input Controls". At the top, there is an empty text input field. Below it is an equals sign (=). The main section is titled "* Activity Status" and contains a selection interface. It has two tabs: "Available: 2" and "Selected: 1". Below the tabs is a search bar with the placeholder text "Search list..." and a magnifying glass icon. A list of items is shown below the search bar: "Active" is highlighted in blue, and "Inactive" is in a grey background. Below the list are three buttons: "Select All" with a funnel icon, "Deselect All" with an 'X' icon, and "Invert" with a square icon. Below the selection interface are two date input fields: "Activity Start Date" and "Activity End Date", each with a calendar icon to its right. At the bottom of the dialog are five buttons: "Apply" (highlighted in blue), "OK", "Reset", "Cancel", and "Save". A small double-slash icon is in the bottom right corner of the dialog.

11. (Optional) For the Activity Start Date filter, click on the Calendar icon to choose an Activity Start Date:

Input Controls

Activity Start Date

Activity End Date

*** Activity Status**

Available: 2 Selected: 1

Search list...

Active

Inactive

Select All Deselect All Invert

Apply OK Reset Cancel Save

Calendar: Aug 2020

Mo	Tu	We	Th	Fr	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Today Done

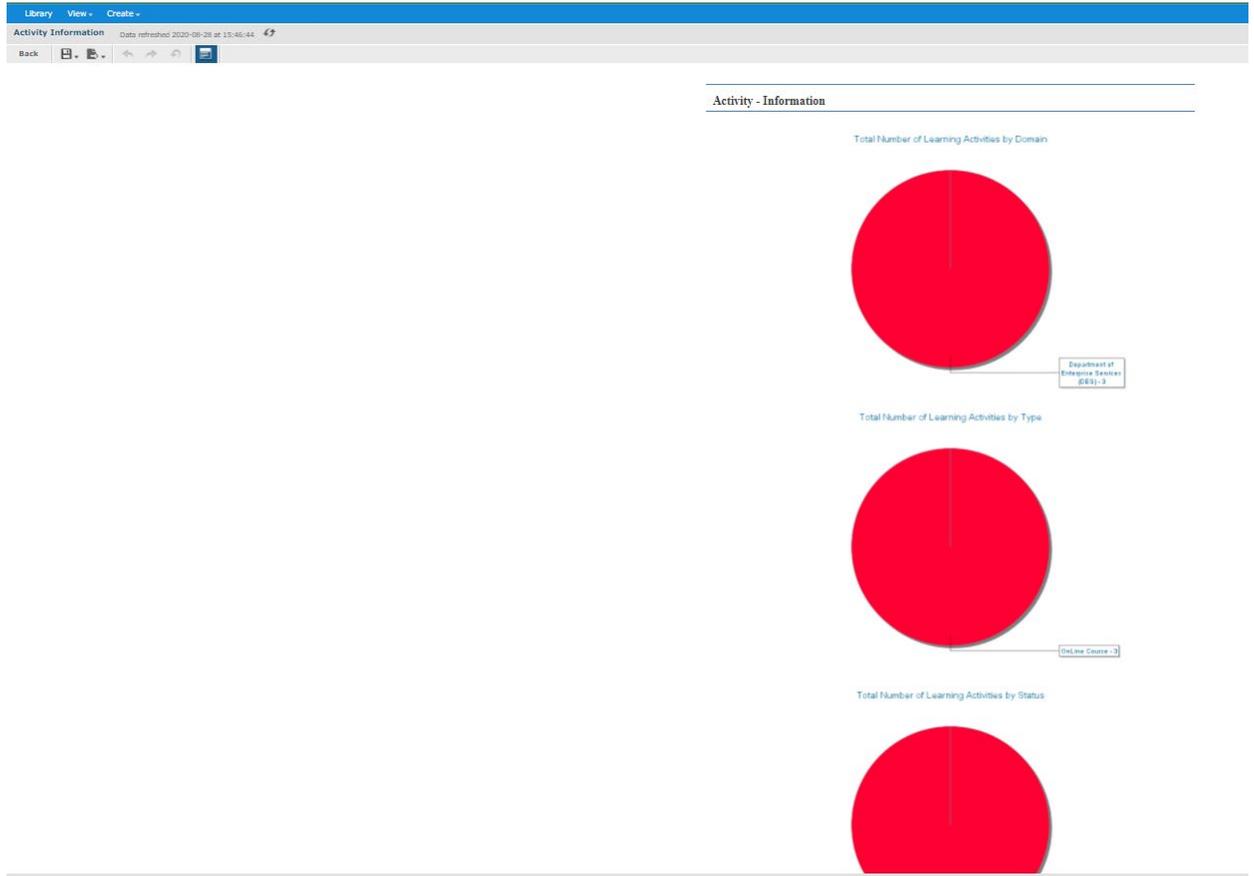
12. (Optional) For the Activity End Date filter, click on the Calendar icon to choose an Activity End Date:

The screenshot shows the 'Input Controls' dialog box. It contains several fields and controls:

- Activity Status:** A list box with 'Available: 2' and 'Selected: 1'. The 'Active' status is selected. Below the list are buttons for 'Select All', 'Deselect All', and 'Invert'.
- Activity Start Date:** A text field containing '2020-08-01' with a calendar icon to its right.
- Activity End Date:** An empty text field with a calendar icon to its right.
- Buttons:** 'Apply', 'OK', 'Reset', 'Cancel', and 'Save' are located at the bottom of the dialog.

The calendar popup is open, showing the month of August 2020. The date 10/23/20 is highlighted in yellow. The calendar includes navigation arrows, month/year dropdowns, and 'Today' and 'Done' buttons at the bottom.

13. Click the OK button to execute the report. The results are displayed:



14. Click on the pie chart diagram to open the Activity Details for the specified filter:

Activity - Information

Total Number of Learning Activities by Domain

Department of Enterprise Services (DES) - 3

Activity Details Data refreshed 2020-08-28 at 15:53:56

ACTIVITY DETAILS FOR ACTIVITY PRIMARY DOMAIN 'DEPARTMENT OF ENTERPRISE SERVICES (DES)'

Activity Primary Domain	Activity Name	Activity Type	Activity Code	Activity Start Date	Activity End Date	Activity Owner	Activity Facility	Activity Location	Activity Instructor	Activity Status
Department of Enterprise Services (DES)	DES Internal Diversity (DES Internal 502)	OnLine Course	DES Internal 502	-	-	HAGEN, SUZIE	-	-	-	Active
Department of Enterprise Services (DES)	DES Internal Drug Free Workplace	OnLine Course	DES Internal 500	-	-	HAGEN, SUZIE	-	-	-	Active
Department of Enterprise Services (DES)	DES Internal Office Safety	OnLine Course	DES Internal 501	-	-	HAGEN, SUZIE	-	-	-	Active

15. To update the filters and/or re-execute the report, click on the Options icon to reopen the Input Controls popup:

Library View Create

Activity Information Data refreshed 2020-08-28 at 15:42:15

Input Controls

* Activity Status

Available: 2 Selected: 1

Search list...

- Active
- Inactive