



My Health Learning

Managers & Delegates Guide to MHL Reports



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Audience

This user guide is intended for **Managers and their Delegates** who need to run reports in **My Health Learning (MHL)**.

Reports

Managers and Delegates have access to a range of reports in MHL. While additional reports are available, the following are the most commonly used:

- 1. Report 250 – Detailed Completion & Gap Report**
Provides detailed compliance data for all mandatory training courses (online and face-to-face). Users can choose to include or exclude **CE Directed Training**.
- 2. Report 250.2 – Summary Completion & Gap Report**
Offers a summary of compliance for mandatory training courses, similar to Report 250, but without listing individual staff names.
- 3. Report 202 – Face-to-Face Course Completions**
Displays completion data for all face-to-face courses.
- 4. Report 203 – Online Course Completions**
Displays completion data for all online courses.
- 5. Report 205.4 – Pathway Compliance Report**
Provides detailed compliance information for a selected pathway. Pathways may include mandatory, CE Directed, or any active SWSLHD pathway in MHL.
- 6. Report 212.1 – Competency Assessment Compliance**
Used to track compliance for operational or competency assessments recorded in MHL for one or more competencies.

Instructions

Report 250 – Manager Mandatory Training Report

Step	Instruction																																				
1	<ol style="list-style-type: none"> 1. Log on to MHL. 2. Ensure your role is Manager or Manager Delegate by checking under your name in the top right corner. 3. Click on Reporting drop down button. 4. Click on My Reports. 5. Search for 250 in the search box. Press enter or click on Search. 6. Click on the Report title. 																																				
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Content Object	Leave as %	Leave as %																																			
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Step	Instruction
6	<p>4: Schedule</p> <ul style="list-style-type: none"> • Select Run once if you are running the report as a once off at that time. • Select Run Once – Later to run a one-off report at a later date and time. • Select Schedule to set up a report run at a set frequency. If you select this option, select the frequency from the drop-down menu and set an off-peak time.

Report 250.2 – Mandatory Training Summary Report

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1	<ol style="list-style-type: none"> 1. Log on to MHL. 2. Ensure your role is Manager or Manager Delegate by checking under your name in the top right corner. 3. Click on Reporting drop down button. 4. Click on My Reports. 5. Search for 250.2 in the search box. Press enter or click on Search. 6. Click on the Report title. 																								
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Content Object	Leave as %	Leave as %																							
Use Certification Renewal Window as Expired	Yes	Yes																							
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Report 202 – Manager Classroom Enrolments and Current Status

Step	Instruction																		
1	<ol style="list-style-type: none"> 1. Log on to MHL. 2. Ensure your role is Manager or Manager Delegate by checking under your name in the top right corner. 3. Click on Reporting drop down button. 4. Click on My Reports. 5. Search for 202 in the search box. Press enter or click on Search. 6. Click on the Report title. 																		
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3	<p>Tab 1: Details</p> <ul style="list-style-type: none"> • Ensure the file format is CSV (Excel) or XLS (Excel). • Click on Next. 																		
4	<p>Tab 2: Parameters</p> <table border="1"> <thead> <tr> <th>Field</th> <th>Options to choose as Manager or Delegate</th> </tr> </thead> <tbody> <tr> <td>Folder</td> <td> Click on Classroom Object Radion Button <ul style="list-style-type: none"> • If you are running a report for one or more face-to-face courses, select the Classroom object option. • Click the search icon (magnifying glass) and enter the course code or course name. • When the course appears in the results, double-click the course name to add it to the search box. • Search for the next course code and repeat the process until all desired courses are selected. </td> </tr> <tr> <td>End Date From</td> <td>Delete the date by clicking in the box and clicking on the X. Add % in the field.</td> </tr> <tr> <td>End Date To</td> <td>Delete the date by clicking in the box and clicking on the X. Add % in the field.</td> </tr> <tr> <td>Status</td> <td>Select Completed as this is a course completion report.</td> </tr> <tr> <td>Include Unenrolments</td> <td>Leave as No</td> </tr> <tr> <td>Manager</td> <td>Leave as the manager displayed or if you are a delegate and have multiple delegations, choose the manager.</td> </tr> <tr> <td>Direct Reports Only</td> <td>Yes if you are a manager and No if you are running the report as a delegate.</td> </tr> <tr> <td>User ID</td> <td>Leave as %</td> </tr> </tbody> </table>	Field	Options to choose as Manager or Delegate	Folder	Click on Classroom Object Radion Button <ul style="list-style-type: none"> • If you are running a report for one or more face-to-face courses, select the Classroom object option. • Click the search icon (magnifying glass) and enter the course code or course name. • When the course appears in the results, double-click the course name to add it to the search box. • Search for the next course code and repeat the process until all desired courses are selected. 	End Date From	Delete the date by clicking in the box and clicking on the X. Add % in the field.	End Date To	Delete the date by clicking in the box and clicking on the X. Add % in the field.	Status	Select Completed as this is a course completion report.	Include Unenrolments	Leave as No	Manager	Leave as the manager displayed or if you are a delegate and have multiple delegations, choose the manager.	Direct Reports Only	Yes if you are a manager and No if you are running the report as a delegate.	User ID	Leave as %
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End Date From	Delete the date by clicking in the box and clicking on the X. Add % in the field.																		
End Date To	Delete the date by clicking in the box and clicking on the X. Add % in the field.																		
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Manager	Leave as the manager displayed or if you are a delegate and have multiple delegations, choose the manager.																		
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Step	Instruction	
		address in full.
	Attachment Filename	Leave as is
	Send Email / File if no results returned	Leave at No
	Include Column Headings	Leave at Yes
	Compressed Zip File	Leave at No
6	<p data-bbox="279 533 422 564">4: Schedule</p> <ul data-bbox="327 609 1444 741" style="list-style-type: none"> <li data-bbox="327 609 1236 640">• Select Run once if you are running the report as a once off at that time. <li data-bbox="327 645 1236 676">• Select Run Once – Later to run a one-off report at a later date and time. <li data-bbox="327 680 1444 741">• Select Schedule to set up a report run at a set frequency. If you select this option, select the frequency from the drop-down menu and set an off-peak time. 	

Report 203 – Manager Online Enrolments and Current Status

Step	Instruction																
1	<ol style="list-style-type: none"> 1. Log on to MHL. 2. Ensure your role is Manager or Manager Delegate by checking under your name in the top right corner. 3. Click on Reporting drop down button. 4. Click on My Reports. 5. Search for 202 in the search box. Press enter or click on Search. 6. Click on the Report title. 																
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Status Update To	Leave as %																
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Manager	Leave as the manager displayed or if you are a delegate and have multiple delegations, choose the manager.																
Direct Reports Only	Leave as Yes if you are a manager and No if you are running the report as a delegate.																
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Report 205.4 - Manager Learning Path Status Details

Step	Instruction																
1	<ol style="list-style-type: none"> 1. Log on to MHL. 2. Ensure your role is Manager or Manager Delegate by checking under your name in the top right corner. 3. Click on Reporting drop down button. 4. Click on My Reports. 5. Search for 202 in the search box. Press enter or click on Search. 6. Click on the Report title. 																
2	<p>Learning Pathway field:</p> <p>This report requires you to select the pathway first and then schedule the report. Conduct search using the magnifying glass. Select the relevant pathway.</p>																
3	Scroll down and click on Schedule button.																
4	<p>Tab 1: Details</p> <ul style="list-style-type: none"> • Ensure the file format is CSV (Excel) or XLS (Excel). • Click on Next. 																
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Manager	Leave as the manager displayed or if you are a delegate and have multiple delegations, choose the manager.																
Learning Pathway	This is selected already from the earlier step.																
Direct Reports	Say Yes if you are running the report as manager. No if you are delegate running the report.																
Include Section Headers	Leave as No																
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Email Subject	Leave as is																
Send as Download Link	Leave at No																
To Address	Your email address is added automatically. If you want to add other recipients, add a comma at the end of your email address, add one space and then add the next email address in full.																
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Report 212.1 - Manager Certification Status

Step	Instruction																
1	<ol style="list-style-type: none"> 1. Log on to MHL. 2. Ensure your role is Manager or Manager Delegate by checking under your name in the top right corner. 3. Click on Reporting drop down button. 4. Click on My Reports. 5. Search for 202 in the search box. Press enter or click on Search. 6. Click on the Report title. 																
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4	Tab 2: Parameters <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Field</th> <th>Options to choose as Manager or Delegate</th> </tr> </thead> <tbody> <tr> <td>Certification</td> <td>Click on the magnifying glass icon to search for one or more competencies that you wish to report on. Some search criteria may return more than one results. Apply caution when selecting the correct competencies.</td> </tr> <tr> <td>Status</td> <td>If you leave this option as %, all statuses will be reported on. Alternatively, click on the drop down and select the status that you wish to report on.</td> </tr> <tr> <td>Manager</td> <td>Leave as the manager displayed or if you are a delegate and have multiple delegations, choose the manager.</td> </tr> <tr> <td>Direct Reports Only</td> <td>Say Yes if you are running the report as manager. No if you are delegate running the report.</td> </tr> </tbody> </table>	Field	Options to choose as Manager or Delegate	Certification	Click on the magnifying glass icon to search for one or more competencies that you wish to report on. Some search criteria may return more than one results. Apply caution when selecting the correct competencies.	Status	If you leave this option as %, all statuses will be reported on. Alternatively, click on the drop down and select the status that you wish to report on.	Manager	Leave as the manager displayed or if you are a delegate and have multiple delegations, choose the manager.	Direct Reports Only	Say Yes if you are running the report as manager. No if you are delegate running the report.						
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5	Tab 3: Recipients <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Field</th> <th>Options to choose as Manager or Delegate</th> </tr> </thead> <tbody> <tr> <td>Email Subject</td> <td>Leave as is</td> </tr> <tr> <td>Send as Download Link</td> <td>Leave at No</td> </tr> <tr> <td>To Address</td> <td>Your email address is added automatically. If you want to add other recipients, add a comma at the end of your email address, add one space and then add the next email address in full.</td> </tr> <tr> <td>Attachment Filename</td> <td>Leave as is</td> </tr> <tr> <td>Send Email / File if no results returned</td> <td>Leave at No</td> </tr> <tr> <td>Include Column Headings</td> <td>Leave at Yes</td> </tr> <tr> <td>Compressed Zip File</td> <td>Leave at No</td> </tr> </tbody> </table>	Field	Options to choose as Manager or Delegate	Email Subject	Leave as is	Send as Download Link	Leave at No	To Address	Your email address is added automatically. If you want to add other recipients, add a comma at the end of your email address, add one space and then add the next email address in full.	Attachment Filename	Leave as is	Send Email / File if no results returned	Leave at No	Include Column Headings	Leave at Yes	Compressed Zip File	Leave at No
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Attachment Filename	Leave as is																
Send Email / File if no results returned	Leave at No																
Include Column Headings	Leave at Yes																
Compressed Zip File	Leave at No																
6	4: Schedule <ul style="list-style-type: none"> • Select Run once if you are running the report as a once off at that time. • Select Run Once – Later to run a one-off report at a later date and time. • Select Schedule to set up a report run at a set frequency. If you select this option, select the frequency from the drop-down menu and set an off-peak time. 																

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