



My Health Learning

User Guide: Managers and Delegates Reports



MY HEALTH
LEARNING

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Audience

This user guide is relevant for all Managers or their Delegates who wish to run reports from My Health Learning.

Reports

Managers and their Delegates can run any of the following reports. There are additional reports available for Managers and their Delegates in My Health Learning, however; these are the most commonly utilised reports:

1. **Report 250** – Detailed completion & gap report for all mandatory training courses. This includes online and/or face to face courses. Users can include / exclude CE Directed training in this report.
2. **Report 250.2**: A summary completion & gap report for all mandatory training courses. This report will extract data similar to Report 250, except it will not provide detailed names of staff.
3. **Report 202**: This report can be run to extract completions for all face to face courses.
4. **Report 203**: This report can be run to extract completions for all online courses.
5. **Report 200**: This report can be run to extract a transcript for any staff member reporting to the manager.

Running Reports

Running Report 250 or 250.2

Step 1: Ensure the **role** is Manager or Manager Delegate on the top right corner (next to your name).

Step 2: Click on **Reporting** drop down option >> Click on **My Reports**

Step 3: **Type relevant report number** in the search box and **click on search**

Step 4: Click on **Run**

Step 5: Scroll down and click on **Schedule Report**

Note:

- Do not run reports in real time.
- Always click on Schedule Report to select parameters on subsequent pages.

Step 6: Details window: Change the **Report Format** to **XLS (Excel)**

Step 7: Click on **Next**

Step 8: Parameters window:

1. Change the **Direct Reports only** option to **No**
2. Change the **Outstanding Only** option to **No**



Step 9: Click on **Next**

Step 10: **Recipients window:**

1. **To Address:** this field can take multiple email addresses if needed. Add a coma, one space and then type the next email address.
2. **Send Email / File if no results returned:** select **Yes**
3. **Compressed Zip File:** select **Yes**
4. **Compressed Zip Filename: Type a file name.** Add **.zip** after the file name. The extension is compulsory for the file to be emailed to all recipients.

Step 11: Click on **Next**

Step 12: Schedule window:

1. **Run once:** select this option if you want the report run immediately for one time use.
2. **Run once later:** select this option if you want the report run only once at a later time.
3. **Schedule:** select this option to set up a recurrent schedule.
 - a. **Job Frequency:** in this option click on the drop down and select your preferred option
 - b. **Start Date:** select the date from when you want the schedule to start
 - c. **Start Time:** select an off peak time. For example 03:00am.

Step 13: Click on **Next**

Step 14: The zip file will be emailed to the recipient's mailbox.

Step 15: The excel file will be attached within the zip file. You can filter information within the excel file to determine compliant and non-compliant employee records within report 250 and a summary in report 250.2.

Running Report 202 or 203

Step 1: Ensure the **role** is Manager or Manager Delegate on the top right corner (next to your name).

Step 2: Click on **Reporting** drop down option >> Click on **My Reports**

Step 3: **Type 202** in the search box and **click on search**

Step 4: Click on **Run**

Step 5: Scroll down and click on **Schedule Report**

Note:

- Do not run reports in real time.
- Always click on Schedule Report to select parameters on subsequent pages.

Step 6: Details window: Change the **Report Format** to **XLS (Excel)**

Step 7: Click on **Next**



Step 8: Parameters window:

1. Folder/Classroom Object/Classroom offering:

- If you are running the report for all face to face courses, then leave the option at %
 - If you are running a report for one or few face to face courses, select the Classroom object option
 - Click on the search box (magnifying glass icon) and search for the course code to run the report on. You can search by course name as well.
 - Once the course is returned, double click on the course name to add it to the search box.
 - Search for the next course code. Repeat the steps until you have selected all courses you wish to run the report on.
- 2. End date from and End Date to:** delete the dates in both these fields by clicking in the box and clicking on the X. Add % in both fields to extract all data.
- 3. Status:** leave this as % if you want all statuses returned, or select 'completed' to just get completions information.
- 4. Include Unenrolments:** leave this as No.
- 5. Direct Reports only:** leave this as yes.
- 6. User Id:** leave this as % to extract information for your entire team. Click the Search icon if you want to run the report on one or few staff members only within your team.

Step 9: Click on **Next**

Step 10: **Recipients window:**

- 5. **To Address:** this field can take multiple email addresses if needed. Add a coma, one space and then type the next email address.
- 6. **Send Email / File if no results returned:** select **Yes**
- 7. **Compressed Zip File:** select **Yes**
- 8. **Compressed Zip Filename: Type a file name.** Add **.zip** after the file name. The extension is compulsory for the file to be emailed to all recipients.

Step 11: Click on **Next**

Step 12: Schedule window:

- 4. **Run once:** select this option if you want the report run immediately for one time use.
- 5. **Run once later:** select this option if you want the report run only once at a later time.
- 6. **Schedule:** select this option to set up a recurrent schedule.
 - a. **Job Frequency:** in this option click on the drop down and select your preferred option
 - b. **Start Date:** select the date from when you want the schedule to start
 - c. **Start Time:** select an off peak time. For example 03:00am.

Step 13: Click on **Next**

Step 14: The zip file will be emailed to the recipient's mailbox.

Step 15: The excel file will be attached within the zip file. You can filter information within the excel file as necessary.



Contact & Enquiries

The SWS Centre for Education and Workforce Development (SWSCEWD) office hours are **Monday to Friday 8:00am – 5:00pm**.

Please direct all general enquiries to:

Email: SWSLHD-CEWD@sswahs.nsw.gov.au or **Phone:** (02) 8738 5920

For specific data entry related enquiries or for incorrect class deletion, please contact Jyoti Khanvilkar, LMS Manager at:

Email: Jyoti.Khanvilkar@health.nsw.gov.au or **Phone:** (02) 8738 5997