

## Running Custom Incomplete Reports in AgLearn

This document is intended to provide an administrator the required steps to run a custom Incomplete Report in AgLearn. This job aid utilized the Item Completion Report as an example. Additional Complete/Incomplete Reports may be available depending on current mandated training initiatives.

1. Click on the **Reports** menu option.



2. Select **Custom Reports** from the left menu.



3. Enter a key word in the **Report Name** or **Description**; or click **Search** for the full list of custom reports.

**Search**   **Results**

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**Search Custom Reports**

Enter the ID or Description, select the type of search from the drop-down menu, and click "Search" to browse results. Enter an exact ID and select "Exact" from the drop-down menu to go directly to a record. The search is case sensitive by default. You can choose case insensitive search which applies to criteria typed in. Please note that a case insensitive search could take a long time.

Case sensitive search:    Yes    No

Report Name:      **Contains** ▼

Description:      **Starts With** ▼

Custom Report Status:    Active    Not Active    Both

**Search**   **Reset**

4. You will receive the results of your search; click the **Icon** next to the report you wish to run. (Item Completion Report or Item Incomplete Report)

Note: To see all reports, change the "records per page" to "all", or click next until you locate your report.

Field Chooser 

Records per Page: 10   Page: 2 3 4 5 6 «Previous | Next» (52 total records)   Page: 4 of 6. **Go**

Report Name ▲	Description
FSClazzRoster2	 Class Roster
FSLearnerNeeds	 Learner Needs
IDP by Learner	 Displays the Individual Development Plan(s) of learners based on the input provided. Report can be filtered by Status, Effective Dates and Expiration Dates as well as include Notes on the plan. Please note, this report is resource intensive and intended to be run on limited users selected and should not be run for an entire domain.
Item Completion Report	 This report provides a list of users who have a completion in their Learning History for the combination of domain(s), item(s) and date range selected.
Item Incomplete Report	 This report provides a list of users who do not have a completion in their Learning History for the combination of domain(s), item(s) and date range selected.
Learner Data by Domain	 This report provides the demographic, HR and custom column data associated with the Learners in the selected domain(s).
NASS Report by Domain	
NRCS Employee Report	
Reasonable Accommodation	
Reasonable Accommodationh	

Records per Page: 10   Page: 2 3 4 5 6 «Previous | Next» (52 total records)   Page: 4 of 6. **Go**

5. Enter the appropriate information and select your **Report Destination** and **Report Format**. Then click on the [Filter](#) to select your domain(s).

**Note:** Browser allows you to view the report, Local File allow you to save the report.

XML & HTML saves in web/internet format

CSV saves in Excel format

PDF saves in Adobe format

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- Saved Reports

User Item Status

> **Edit Report**

**Run User Item Status**

Report Title:

Report Header:

Report Footer:

Report Destination:  Browser  Local File

Report Format:  XML  CSV  HTML  PDF

Mask User ID

Page Break Between Records

Case sensitive search:  Yes  No

Domain:

Item:  Type:

ID:

Completion Status:

6. Enter the specific domain name in the **Domain ID** box (**ARS**), or enter search parameters and click **Search**.

**Note:** The diagram example is for domain within OCIO, enter ARS to pull reports for ARS. ARS domains are broken down by area, therefore, you can enter: ARS-NPA, ARS-PWA, ARS-HQ, etc.

**Create Filter** | **View Filter**

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Create Domains Filter For Item List

Add IDs manually or create the curriculum filter using the search below. The search is case sensitive by default. You can choose case insensitive search which applies to criteria typed in. Be aware of case insensitive search could take long time.

**Add IDs (separate multiple IDs using a comma)**

Domain ID:  **Add**

**Search Domains**

**Search** **Reset**

Case sensitive search:  Yes  No

Domain ID:  Starts With

Description:  Starts With

Domain Type: [Select from list](#) or By ID  Starts With

**Search** **Reset**

7. Select all of the individual domains / sub-domains you wish to add to the report by checking the options on the right hand side and click **Add to Filter**.
  2. Click the **Add to Filter** button.

**NOTE:** To select your sub domain only for the report:

1. Select the appropriate “Top Level Only” and “Include Sub Domains” check boxes for your sub domain.

Create Filter View Filter

Select Domains from List

<< Search Again

Add to Filter Reset

Records per Page All Select All / Deselect All

ID	Description	Levels	Top Level Only	Include Sub Domains
<input checked="" type="checkbox"/> OCIO	OCIO	2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> OCIO-ACIO		3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> OCIO-ACIO-IRM		4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> OCIO-ACIO-IRM-IMD		5	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> OCIO-ACIO-IRM-ISSTB		5	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> OCIO-ACIO-IRM-PPMD		5	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> OCIO-ACIO-ITS		4	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> OCIO-ACIO-NITC		3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> OCIO-ACIO-NITC-AASD		4	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> OCIO-ACIO-NITC-IMCSD		4	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> OCIO-ACIO-NITC-RMS		4	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> OCIO-ACIO-NITC-SS		4	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> OCIO-ACIO-NITC-TOSD		4	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> OCIO-ACIO-TSO		4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> OCIO-ACIO-TSO-BSD		5	<input checked="" type="checkbox"/>	<input type="checkbox"/>

8. You will see all of the domains / sub-domains you added in the previous step. Click on **Submit Filter**.

> [Edit Report](#) > by Domain

View Domain Results

**Add IDs**

To manually add IDs to your filter, enter the exact IDs (separate multiple entries with commas), and click **Add**. The filter IDs are case sensitive.

Domain ID:

**Edit Domain Results**

Click **Submit Filter** to add the records listed to your filter. To remove record(s) from this list, use the checkboxes to select, and then click **Removed Checked IDs** to remove the selected records. To include **Sub Domains** of the selected records, click the corresponding checkbox in the **Include Sub Domains** column. Click **Reset** to revert to system default.

[Select](#) / [Deselect All](#)

Domain ID	Description	Levels	Include Sub Domains	Remove
OCIO	OCIO	2	Yes	<input type="checkbox"/>
OCIO-ACIO		3	Yes	<input type="checkbox"/>
OCIO-ACIO-IRM		4	Yes	<input type="checkbox"/>
OCIO-ACIO-IRM-IMD		5	No	<input type="checkbox"/>
OCIO-ACIO-IRM-ISSTB		5	No	<input type="checkbox"/>
OCIO-ACIO-IRM-PPMD		5	No	<input type="checkbox"/>
OCIO-ACIO-ITS		4	No	<input type="checkbox"/>
OCIO-ACIO-NITC		3	Yes	<input type="checkbox"/>
OCIO-ACIO-NITC-AASD		4	No	<input type="checkbox"/>
OCIO-ACIO-NITC-IMCSD		4	No	<input type="checkbox"/>
OCIO-ACIO-NITC-RMS		4	No	<input type="checkbox"/>
OCIO-ACIO-NITC-SS		4	No	<input type="checkbox"/>

9. You will be brought back to the report page; select the **Filter** next to the **Item** field.

Page break between records

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Case sensitive search:  Yes  No

Domain: [10 Selected]  

Item: Exact  Type:    

ID:

Completion Status: Exact   

User Status:  Active  Not Active  Both

Completed Date From: (MM/DD/YYYY)  

Completed Date To: (MM/DD/YYYY)  



10. In the **Item ID** field, enter **ARS-ADODR-01**, click **Search**.

> [Edit Report](#) > by Item

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Create Items Filter For User Item Status

Add one item ID manually or create the item filter using the search below. The search is case sensitive by default. You can choose case insensitive search which applies to criteria typed in. Be aware of case insensitive search could take long time.

**Add One Item ID**

Item Type:   ID:

**Search Items**

Case sensitive search:  Yes  No

Item Types: Starts With  

Item ID: Starts With  **ARS-ADODR-01** 

Revision Date: (MM/DD/YYYY)  

Revision Number: Starts With  

11. Select the **check box**, then click the **submit selection** button. The next screen confirms your selection, click the **submit filter** button.

> [Edit Report](#) > by Item

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Select Item from List

[<< Search Again](#)

Item ID	Title	Select
Web Based <b>ARS-ADODR-01</b> (Rev 1 - 6/20/2008 12:25 PM America/New York)	Extramural Agreements Training for Authorized Departmental Officers Designated Representatives	<input checked="" type="checkbox"/>

[Select All / Deselect All](#)

- You will be brought back to the report page. Review your selections, make changes as needed.

**Note:** The **Mask User ID** check box can be unchecked to show user ID in the report. The Domain and Item fields will show the number of each selected. You can select a completion status by clicking the icon, and you can narrow your search by enter specific dates.

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- Approval Role Coverage  
- Approval Role Data  
- Approvals Status  
- Background Jobs  
- Background Report Jobs  
- Custom Reports  
- External Reports  
- Facility Data  
- Holiday Profile  
- Location Data  
- Location Utilization  
- Recurring Report Jobs  
- Saved Reports

Report Title: Item Completion Repc  
Report Header:   
Report Footer:   
Report Destination:  Browser  Local File  
Report Format:  XML  CSV  HTML  PDF  
 Mask User ID  
 Page Break Between Records

Case sensitive search:  Yes  No  
Domain: [10 Selected]   
Item: [1 Selected]   
Completion Status: Exact   
User Status:  Active  Not Active  Both  
Completed Date From: (MM/DD/YYYY)   
Completed Date To: (MM/DD/YYYY)

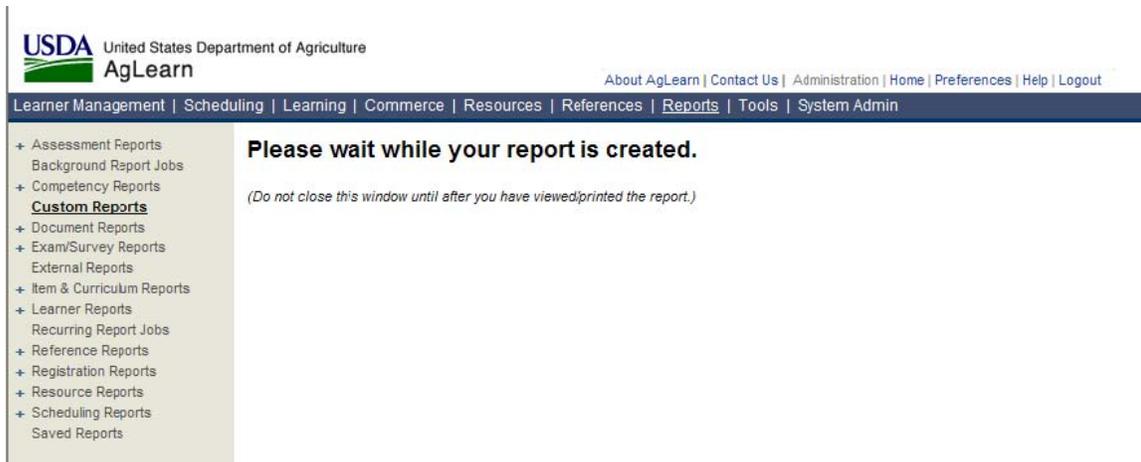
Run Report Schedule Job Save Report Reset

- When you are satisfied with the options and criteria you have selected, click **Run Report**. Note: If you plan on opening or copying this report into Excel, make sure you select CSV as your **Report Format**.

Completion Status: Exact   
User Status:  Active  Not Active  Both  
Completed Date From: (MM/DD/YYYY)   
Completed Date To: (MM/DD/YYYY)

Run Report Schedule Job Save Report Reset

10. You will receive a message asking you to Please wait while your report is created. It is important NOT to close this window while the report is running.



The screenshot shows the AgLearn website interface. At the top left is the USDA logo and the text 'United States Department of Agriculture AgLearn'. To the right are navigation links: 'About AgLearn | Contact Us | Administration | Home | Preferences | Help | Logout'. Below this is a dark blue navigation bar with links: 'Learner Management | Scheduling | Learning | Commerce | Resources | References | Reports | Tools | System Admin'. On the left is a sidebar menu with categories like 'Assessment Reports', 'Background Report Jobs', 'Competency Reports', 'Custom Reports', 'Document Reports', 'Exam/Survey Reports', 'External Reports', 'Item & Curriculum Reports', 'Learner Reports', 'Recurring Report Jobs', 'Reference Reports', 'Registration Reports', 'Resource Reports', 'Scheduling Reports', and 'Saved Reports'. The main content area displays the message: 'Please wait while your report is created.' followed by the instruction: '(Do not close this window until after you have viewed/printed the report.)'

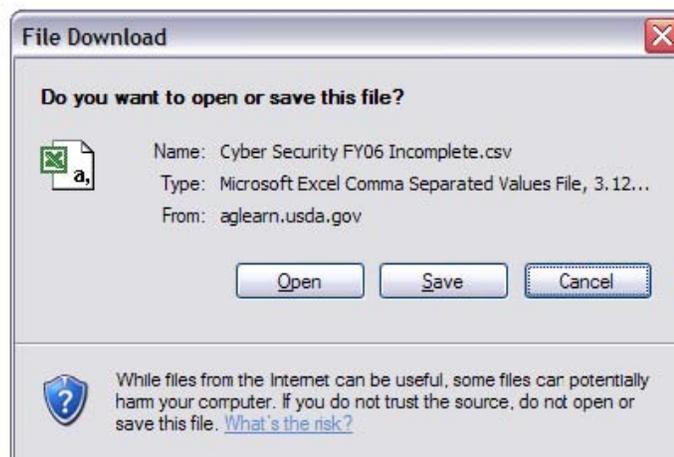
11. Your last steps are dependent upon the **Report Destination** and **Report Format** you selected in Step 5 or 9. If you selected CSV and Local file as your output, you must save the report before opening it in Excel.

#### Report Download

Please wait for the File Download prompt. Click Save and specify a file location to save the report to your own machine.

**NOTE:** You must save the report to your local machine before you can open it.

[Return to Run Report](#)



Item	Description	User ID	User Name	Employee	Domain	Hire Date	POI	Pay Plan	Pay Grade	Series	Org ID	Completion	Status	
1	Web Base Extramura	*****	Aldrich, Je	1	ARS-BA	00:00.0	4860	15	GS		414	3.1E+16	9/22/2008	Web Based
2	Web Base Extramura	*****	Anderson,	1	ARS-BA	00:00.0	4860	14	GS		1301	3.1E+16	7/22/2008	Web Based
3	Web Base Extramura	*****	Baer, Davi	1	ARS-BA	00:00.0	4860	15	GS		413	3.1E+16	10/16/2008	Web Based
4	Web Base Extramura	*****	Bailey, Bry	1	ARS-BA	00:00.0	4860	15	GS		434	3.1E+16	8/8/2008	Web Based
5	Web Base Extramura	*****	Baldwin, R	1	ARS-BA	00:00.0	4860	14	GS		487	3.1E+16	8/27/2008	Web Based
6	Web Base Extramura	*****	Baligar, Vi	1	ARS-BA	00:00.0	4860	15	GS		470	3.1E+16	10/14/2008	Web Based
7	Web Base Extramura	*****	Bhagwat, J	1	ARS-BA	00:00.0	4860	14	GS		403	3.1E+16	7/24/2008	Web Based
8	Web Base Extramura	*****	Capuco, A	1	ARS-BA	00:00.0	4860	15	GS		413	3.1E+16	8/15/2008	Web Based
9	Web Base Extramura	*****	Castlebury	1	ARS-BA	00:00.0	4860	14	GS		430	3.1E+16	9/22/2008	Web Based
10	Web Base Extramura	*****	Chao, Kua	1	ARS-BA	00:00.0	4860	14	GS		890	3.1E+16	9/23/2008	Web Based
11	Web Base Extramura	*****	Chitwood,	1	ARS-BA	00:00.0	4860	15	GS		410	3.1E+16	8/7/2008	Web Based
12	Web Base Extramura	*****	Clevidence	1	ARS-BA	00:00.0	4860	15	GS		630	3.1E+16	7/24/2008	Web Based
13	Web Base Extramura	*****	Cooper, Br	1	ARS-BA	00:00.0	4860	14	GS		434	3.1E+16	7/17/2008	Web Based
14	Web Base Extramura	*****	Cregan, Pe	1	ARS-BA	00:00.0	4860	0	ST		440	3.1E+16	8/5/2008	Web Based
15	Web Base Extramura	*****	Crow, Wad	1	ARS-BA	00:00.0	4860	13	GS		1301	3.1E+16	8/15/2008	Web Based
16	Web Base Extramura	*****												

Note: If you open your saved file and the Organization column is not formatted properly follow these steps.

1. Select the entire column by clicking on the column letter
2. On the menu bar, click **Format Cells**
3. On the **Number tab**, change the *Category* to Number and the *Decimal places* to 0.

