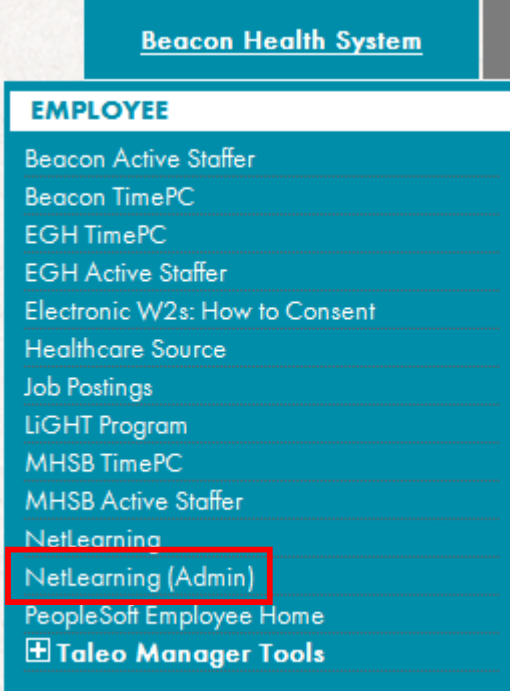

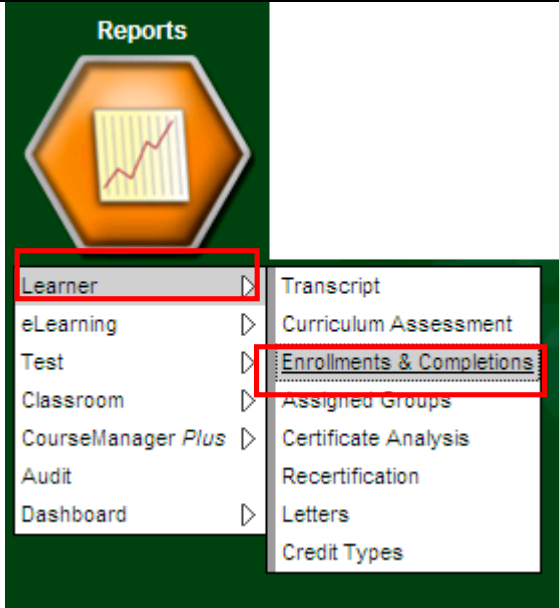
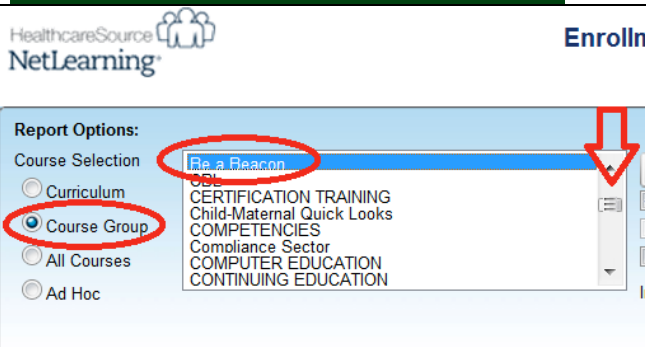
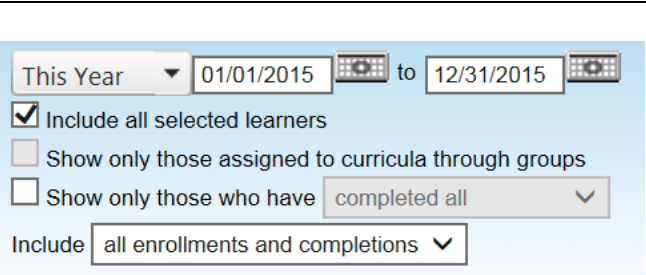
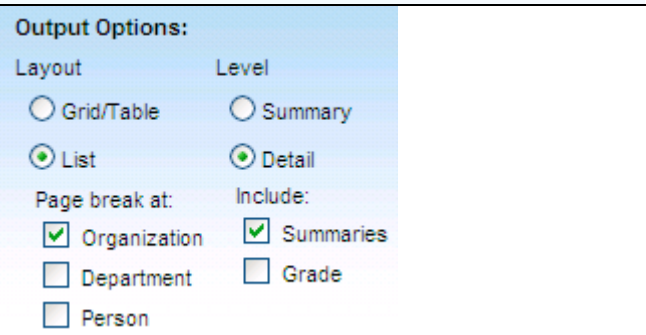
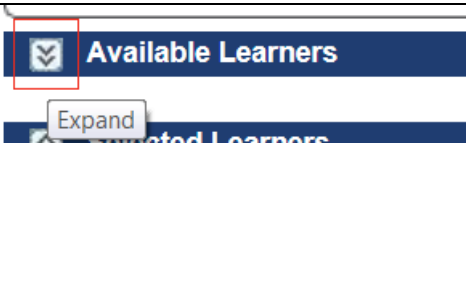


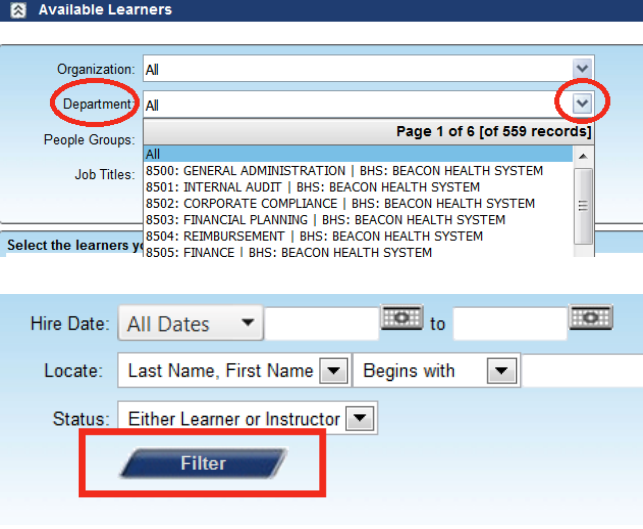
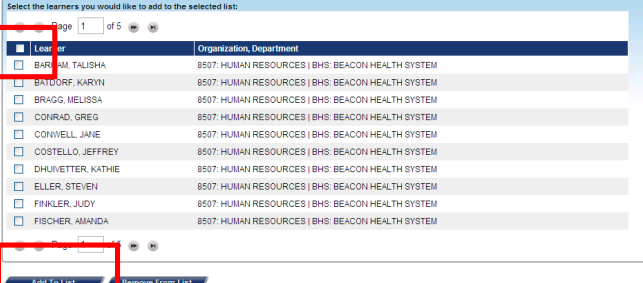
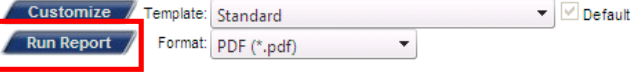
COMPLETION REPORT

This report will give you a record of anyone with CBLs/Classes completed for specified time.

****If you are not getting the results you are searching for, be sure to check your filters.****

Step 1	Access NetLearning - Admin via Beacon Health System Intranet Employee > NetLearning (Admin)	 <p>The screenshot shows the Beacon Health System menu. The 'EMPLOYEE' section is expanded, listing various options. 'NetLearning (Admin)' is highlighted with a red box.</p> <ul style="list-style-type: none">Beacon Active StafferBeacon TimePCEGH TimePCEGH Active StafferElectronic W2s: How to ConsentHealthcare SourceJob PostingsLiGHT ProgramMHSB TimePCMHSB Active StafferNetLearningNetLearning (Admin)PeopleSoft Employee HomeTaleo Manager Tools
Step 2	Log into NetLearning using your Employee Number and Password. If you experience issues logging in, please contact the HelpDesk at 574-647-7254.	 <p>The screenshot shows the NetLearning login page. It includes the HealthcareSource logo, the text 'Beacon Health System', and two input fields: 'Employee Number' and 'Password (Last Name)'. A 'Login' button is located below the fields.</p>

<p>Step 3</p>	<p>Hover your cursor over the Reports icon and then hover over the Learner-> Select Enrollments & Completions.</p> <p>(This can also be located under the Reports Tab if you are in under any other cards in NetLearning-Admin)</p>	
<p>Step 4</p>	<p>Under Report Options in first window pane, select the Course Group, and then select Be a Beacon. You may need to use the scroll bar to locate Be a Beacon.</p>	
<p>Step 5</p>	<p>Set the following settings:</p> <ul style="list-style-type: none"> *Set Date Range (01/01/2015 to 12/31/2015) *Check Include all selected learners *Uncheck Show only those who have ... *Include all enrollments and completions 	
<p>Step 6</p>	<p>Select the following under Output Options:</p> <ul style="list-style-type: none"> *Select Layout – List *Page Break – Organization *Select Level – Detail *Include – Summaries 	
<p>Step 7</p>	<p>Click on the drop down to expand Available Learners.</p>	

	<p>Under the Available Learners, select the Department you want to run the report for. You can click in the box and start typing in the department number, or click on the arrow and select from the drop down menu.</p> <p>Click FILTER to bring back all learners in that department.</p>	 <p>Available Learners</p> <p>Organization: All</p> <p>Department: All</p> <p>Page 1 of 6 [of 559 records]</p> <p>People Groups: All</p> <p>Job Titles: 8500: GENERAL ADMINISTRATION BHS: BEACON HEALTH SYSTEM 8501: INTERNAL AUDIT BHS: BEACON HEALTH SYSTEM 8502: CORPORATE COMPLIANCE BHS: BEACON HEALTH SYSTEM 8503: FINANCIAL PLANNING BHS: BEACON HEALTH SYSTEM 8504: REIMBURSEMENT BHS: BEACON HEALTH SYSTEM 8505: FINANCE BHS: BEACON HEALTH SYSTEM</p> <p>Select the learners</p> <p>Hire Date: All Dates to</p> <p>Locate: Last Name, First Name Begins with</p> <p>Status: Either Learner or Instructor</p> <p>Filter</p>																																		
<p>Step 8</p>	<p>If you want to run a report for everyone in the Department, choose the top box above the learners to choose ALL learners.</p> <p>Click Add to List at the bottom of this portion to move learners to Selected Learners.</p> <p>(Repeat Steps 7 & 8 to add more departments if necessary)</p>	 <p>Select the learners you would like to add to the selected list:</p> <p>Page 1 of 5</p> <table border="1"> <thead> <tr> <th>Learner</th> <th>Organization, Department</th> </tr> </thead> <tbody> <tr><td><input type="checkbox"/></td><td>8507: HUMAN RESOURCES BHS: BEACON HEALTH SYSTEM</td></tr> <tr><td><input type="checkbox"/></td><td>8507: HUMAN RESOURCES BHS: BEACON HEALTH SYSTEM</td></tr> <tr><td><input type="checkbox"/></td><td>8507: HUMAN RESOURCES BHS: BEACON HEALTH SYSTEM</td></tr> <tr><td><input type="checkbox"/></td><td>8507: HUMAN RESOURCES BHS: BEACON HEALTH SYSTEM</td></tr> <tr><td><input type="checkbox"/></td><td>8507: HUMAN RESOURCES BHS: BEACON HEALTH SYSTEM</td></tr> <tr><td><input type="checkbox"/></td><td>8507: HUMAN RESOURCES BHS: BEACON HEALTH SYSTEM</td></tr> <tr><td><input type="checkbox"/></td><td>8507: HUMAN RESOURCES BHS: BEACON HEALTH SYSTEM</td></tr> <tr><td><input type="checkbox"/></td><td>8507: HUMAN RESOURCES BHS: BEACON HEALTH SYSTEM</td></tr> <tr><td><input type="checkbox"/></td><td>8507: HUMAN RESOURCES BHS: BEACON HEALTH SYSTEM</td></tr> <tr><td><input type="checkbox"/></td><td>8507: HUMAN RESOURCES BHS: BEACON HEALTH SYSTEM</td></tr> <tr><td><input type="checkbox"/></td><td>8507: HUMAN RESOURCES BHS: BEACON HEALTH SYSTEM</td></tr> <tr><td><input type="checkbox"/></td><td>8507: HUMAN RESOURCES BHS: BEACON HEALTH SYSTEM</td></tr> <tr><td><input type="checkbox"/></td><td>8507: HUMAN RESOURCES BHS: BEACON HEALTH SYSTEM</td></tr> <tr><td><input type="checkbox"/></td><td>8507: HUMAN RESOURCES BHS: BEACON HEALTH SYSTEM</td></tr> <tr><td><input type="checkbox"/></td><td>8507: HUMAN RESOURCES BHS: BEACON HEALTH SYSTEM</td></tr> <tr><td><input type="checkbox"/></td><td>8507: HUMAN RESOURCES BHS: BEACON HEALTH SYSTEM</td></tr> </tbody> </table> <p>Add to List Remove From List</p>	Learner	Organization, Department	<input type="checkbox"/>	8507: HUMAN RESOURCES BHS: BEACON HEALTH SYSTEM	<input type="checkbox"/>	8507: HUMAN RESOURCES BHS: BEACON HEALTH SYSTEM	<input type="checkbox"/>	8507: HUMAN RESOURCES BHS: BEACON HEALTH SYSTEM	<input type="checkbox"/>	8507: HUMAN RESOURCES BHS: BEACON HEALTH SYSTEM	<input type="checkbox"/>	8507: HUMAN RESOURCES BHS: BEACON HEALTH SYSTEM	<input type="checkbox"/>	8507: HUMAN RESOURCES BHS: BEACON HEALTH SYSTEM	<input type="checkbox"/>	8507: HUMAN RESOURCES BHS: BEACON HEALTH SYSTEM	<input type="checkbox"/>	8507: HUMAN RESOURCES BHS: BEACON HEALTH SYSTEM	<input type="checkbox"/>	8507: HUMAN RESOURCES BHS: BEACON HEALTH SYSTEM	<input type="checkbox"/>	8507: HUMAN RESOURCES BHS: BEACON HEALTH SYSTEM	<input type="checkbox"/>	8507: HUMAN RESOURCES BHS: BEACON HEALTH SYSTEM	<input type="checkbox"/>	8507: HUMAN RESOURCES BHS: BEACON HEALTH SYSTEM	<input type="checkbox"/>	8507: HUMAN RESOURCES BHS: BEACON HEALTH SYSTEM	<input type="checkbox"/>	8507: HUMAN RESOURCES BHS: BEACON HEALTH SYSTEM	<input type="checkbox"/>	8507: HUMAN RESOURCES BHS: BEACON HEALTH SYSTEM	<input type="checkbox"/>	8507: HUMAN RESOURCES BHS: BEACON HEALTH SYSTEM
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<p>Step 9</p>	<p>Click on Run Report at the very bottom of the page.</p> <p>Format: Option to run to Excel or other formats.</p>	 <p>Customize Template: Standard <input checked="" type="checkbox"/> Default</p> <p>Run Report Format: PDF (*.pdf)</p>																																		