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### This Month's Tip

#### Reclaiming NYSDS Accounts

Employees who move between agencies need to have their NYSDS account “removed” by the agency they are leaving and “reclaimed” by their new agency. This is the function of the agency Participating Organization Delegated Administrator (PODA) or Participating Organization Directory Services Administrator (PODSA). This enables the employee to smoothly transition to the new agency and continue to be registered in SLMS.

## Reports and Queries

SLMS offers 16 standard reports to use for managing employee training. You can find the list of these reports and their descriptions on the SLMS website, along with instructions.

[http://www.goer.ny.gov/Training\\_Development/SLMS/documents/SLMSReportsReference.doc](http://www.goer.ny.gov/Training_Development/SLMS/documents/SLMSReportsReference.doc)

Reports can be run by clicking on Main Menu→Enterprise Learning→Learning Reports, and then by clicking on the report you'd like to run. For a new report, select the “Add a new value” tab. You will be asked to enter a Run Control ID to identify your report. Enter one word or number without any spaces. Having this Run Control ID will allow you to run the same report later without having to re-enter the report parameters. A few minutes after your report is run it will be viewable at Main Menu→Reporting Tools→Reporting Console in the My Reports folder.

For data that is not contained in a standard report, SLMS Central Administration can create custom queries and reports. To request a report or query, complete the Reports and Queries Request form on the administrator page of the website and send it to the SLMS Help Desk. The report or query will be created according to the parameters you specified in the request and you will be notified when it is completed.

## Using Closed Activities for Enrolling Learners

Learners cannot self-enroll in a closed activity but they can be enrolled in a closed activity by an administrator. Administrators who want to control enrollment in a particular activity can use this method. To achieve this you need to set the status of your activity to “Closed” not “Concluded.” This is because learners enrolled in a “Concluded” activity do not receive an email notification; that is the difference between the two statuses. Use the “Concluded” status for activities in which you want to enroll learners after the activity is concluded and when you do not want them to receive an email.