

JKO

JOINT KNOWLEDGE ONLINE

J O I N T K N O W L E D G E O N L I N E

REPORT BUILDER USER GUIDE

VERSION 1.03

MAY 2017

Joint Knowledge Online Division
Joint Staff J-7 Suffolk Complex
116 Lakeview Parkway
Suffolk, VA 23453-2697
Phone: 757.203.5654
Email: jkohelpdesk@jten.mil

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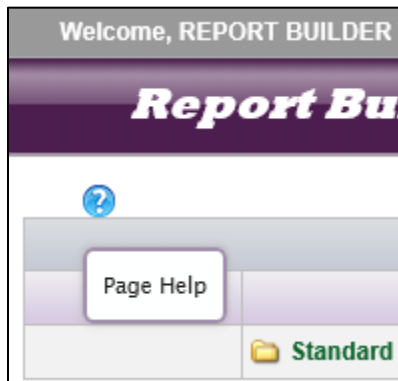
My Reports

My Reports provides reporting for the Joint Knowledge Online (JKO) Learning Content Management System (LCMS). These reports can be run at anytime, anywhere. My Reports are available to all Report Users (all LMS users with elevated rights such as Training Managers and Administrators). These reports can be exported to Excel (CSV format) and other formats.

There are two types of reports, Standard Reports and Custom Reports. ***As of May 2017, this document intentionally covers only the 8 Standard Reports.***

Shown below is a screen capture of the folder containing Standard Reports. This user, Report Builder Tester, has access to just the Standard Reports Folder, as shown on the top line displaying the user's name and role.

Welcome, REPORT BUILDER TESTER Role: Report User version: 1.003 Logout				
Report Builder Joint Knowledge Online				
My Reports				
Action	Name	Description	Report Type	Id
	Standard Reports	Reports open to all users of the Report Builder module. No additional access required.		



Hovering over the Blue Question Mark icon (and other rollover words throughout sections of Report Builder) will offer the user assistance in how to use that function. Hovering, in this case, displays the phrase “Page Help” and clicking the question mark opens a new window containing online help for Report Builder.

NOTE: Report Builder references the term WILDCARD that indicates a word, phrase or keyword capability. If searching for the term MEDICAL, entering the term MEDIC will find all references to anything containing the phrase MEDIC, including the words MEDICS and MEDICAL.

Standard Reports

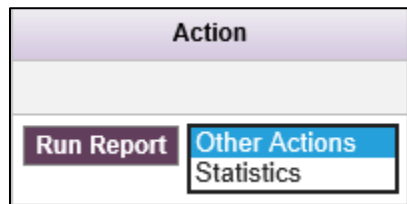
Standard Reports are available to all Report Users, without additional access needed. Most Report Users only need Standard Reports.

Clicking on the Standard Reports folder will open up with a list of available reports. **NOTE: Your display might be different than what is shown below, based on your personal access control.**

The screenshot shows the 'Report Builder' interface for 'Joint Knowledge Online'. The user is logged in as 'Report Admin'. The main area displays a table of reports under the heading 'My Reports'. The table has columns for 'Action', 'Name', 'Description', 'Report Type', and 'Id'. The reports listed are:

Action	Name	Description	Report Type	Id
Standard Reports Reports open to all users of the Report Builder module. No additional access required.				
Run Report	Audience Course and User Count	LMS Audience List with the number of courses and the number of users. You can drill-down on the Courses and Users count to display the list.	List Scroll	235
Run Report	Course Survey Information	This group report provides raw survey information for the selected courses. Courses must utilize the LMS survey module functionality to appear on the list (third party survey tools are not available). Survey information is separated by two tabs - Short Answer Responses and Free Text Responses. Survey data includes: question order, question, response and completion date.	Group	566
Run Report	Course Test Data	This report provides raw test information for the selected courses. Course tests must utilize the LMS test engine to appear on the list (internal course tests are not available). Test data includes: date, type (pre or post), number of attempts, grade and whether or not the individual passed.	List Scroll	567
Run Report	Enrollment: Search by Courses	Enrollment: List User Course Enrollment status by Course(s). Search by Courses.	List Scroll	266
Run Report	Enrollment: Search by EDIPI Group	Enrollment: List all of a user's courses enrollment status. Includes "Sent to ATRRS" status. Search by Last Name, First Name.	List Scroll	689

Clicking on the “Other Actions” pull-down box, will display another set of options to the Report User, based on their personal access control. Some users will see just one option such as:




While other users might see additional options, such as:

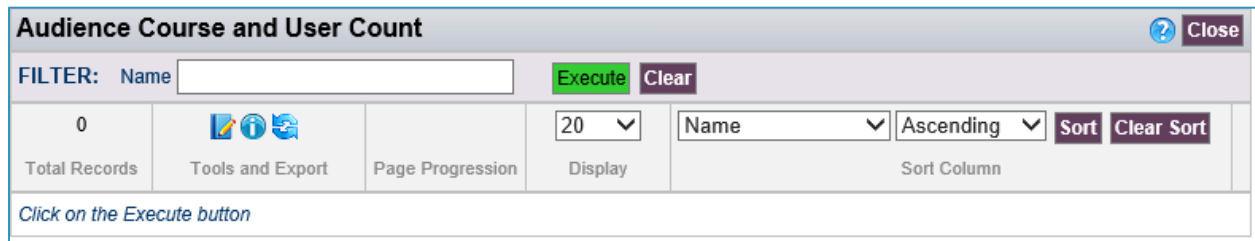
Action	Description
Run Report Button	Run, execute the report
Other Actions	Opens menu to display other reporting options
Statistics	Reports on how many times the report has been run and averages for length of time it took to perform the report




“Audience Course and User Count” report is an example of a scrollable list report.





Click on the “Run Report” button for the “Audience Course and User Count” report and a pop-up window will open with the report.

There are four parts to this window:



- **Banner line:** Displays the report title, the Help icon  and the “Close” window button.
- **Filter line:** If a report has any filters, they will be listed here. There can be any number of filters, depending on the report. Use the “Execute” button to run the report and the “Clear” button to reset all the filter options.
- **Main Status Line:** Shows record count, Tools and Export options, Page Progression buttons if required, Display lines adjustment, and Sorting options.
- **Main Report Content:** Shows the header line of the report followed by the body of the report. When the “Execute” button is selected, the Main Report Content window populated with a new report window.



Action	Description
Filters	If a report has any filters they will be listed here. There can be any number of filters, depending on the report. All are optional unless they are marked with a Red Asterisk.
Execute button (Green color)	Runs the report.
Clear button	Clears any values entered into the filters.
Total Records	Count of total records in this report.
Tools and Export	The edit column button  lets the user choose which columns of the report to hide. The I-button  lets the user view a Report Description. Circular arrows  lets the user Refresh the report. Once the report is Executed, an EXPORT pull-down box appears, allowing the user to choose either Printer or CSV export of the report.
Display	Sets the number of records to display on a single page in this report.
Sort Column	Sets the column the report should be sorted by, and either Ascending or Descender order. Clear button allows user to clear any Sort selections, but does not clear the other Report Filter selections.
Send to ATRRS (only on certain	Choose if report should include just those courses sent to

reports)	ATRRS or NOT SENT, or ALL.
Blue Question Mark - 	Opens a new window with the HELP system displayed.
Orange minus sign - 	Deletes the currently displayed course or student from selection list
Brush symbol - 	Removes all items from the currently displayed course or student selection list
Edit EDIPI List symbol - 	Opens a new window with the available EDIPI Groups available to the user displayed. The user can then DELETE the Group, EDIT the Group, or ASSIGN other Report Builder Users to access the Group. These functions will be described in more detail under the Enrollment: Search by EDIPI Group report section.
Close	Returns user to initial page, closing the pop-up window options.

Note: The Course Name field can be used with portions of a word, such as searching for course descriptions with the word LANGUAGE in them – or even parts of a word, such as MEDIC, which will find MEDIC or MEDICAL words (or text). NOTE: “WILDCARD” indicates KEYWORD or PARTIAL WORD search capability.

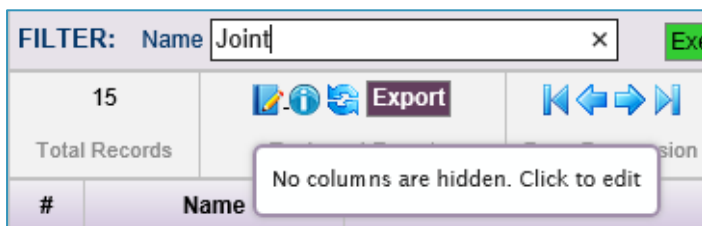
Audience Course and User Count Close										
FILTER: Name Medic Execute Clear										
5	 Export		Page Progression		20	Assigned Courses		Descending	Sort	Clear Sort
Total Records	Tools and Export		Page Progression		Display	Sort Column				
#	Name	Description	Deactivation Date	Lock Status	Lock Message	Created Date	Modified Date	Assigned Users	Assigned Courses	Status
1.	19th Medical Group	All Staff	Aug 01, 2018	N		Aug 04, 2016		376	6	Status
2.	366 Medical Group HIPAA Training	HIPAA Training		N		Sep 23, 2015	Nov 05, 2015	1,041	5	Status
3.	28th Medical Group - Ellsworth AFB SD	28 MDG personnel		N		Jan 06, 2016	Jan 06, 2016	147	2	Status
4.	USMEPCOM MEDICAL DEPARTMENT	This group is for all USMEPCOM Medical Department personnel, and MEPS personnel that handle or are required to complete MEDICAL specific training.	Sep 30, 2020	N		Aug 17, 2015	Sep 16, 2015	251	1	Status
5.	92nd Medical Group HIPAA	Used to track HIPAA Compliance		N		Sep 23, 2015	Nov 03, 2015	250	1	Status
at end Total Records: 5  Page Size: 20										
Completed in: 0.47 sec										

It is important that Report Builder users not attempt to modify any settings/selections once the green EXECUTE button has been pressed. Once the screen says PROCESSING....PLEASE WAIT, the user needs to wait until the processing ends and the results are displayed. Then the user can adjust filters and sorts properly. Temporary screen updates may take place during processing, but please do not attempt to adjust any settings during these periods of waiting.

The Audience Course and User Count Report

This report is designed to allow a user to find Audiences on the JKO LCMS by entering a word or part of a keyword into the Name field.

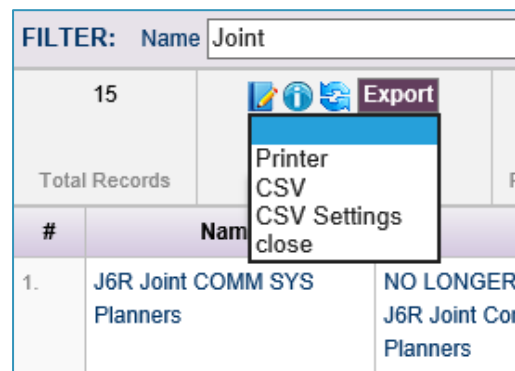
#	Name	Description	Deactivation Date	Lock Message	Created Date	Modified Date	Assigned Users	Assigned Courses	Status
1.	J6R Joint COMM SYS Planners	NO LONGER VALID. DEACTIVATED. J6R Joint Communication Systems Planners	Jun 01, 2015	NO LONGER VALID. DEACTIVATED.	Aug 09, 2014	Jun 01, 2015	0	0	
2.	Joint Force HQ Training Optional	Joint Force HQ Training Optional			Jan 09, 2014		1,533	6	Status
3.	Joint Force HQ Training Prerequisite	Joint Force HQ Training Prerequisite			Jan 09, 2014		1,569	7	Status
4.	Joint Staff (JS) ATAAPS Timekeeping Certifier	JS employees required to take the certifier course			Oct 28, 2012	Aug 27, 2015	3,845	0	
5.	Joint Staff (JS) ATAAPS Timekeeping Employees	Basic system users			Oct 29, 2012	Aug 27, 2015	4,526	0	



As the user hovers the mouse over a field name or icon, in this case over the Edit Column icon, the Report Builder displays a pop-up message assisting the user with information about that field/icon and its contents.

Once results are displayed (after selecting the green Execute button) the user can apply sorts to the results, using the pull-down menu to select a desired Sort Field, and choosing either Ascending or Descending order.

Any of the results on the screen can be printed or exported into CSV format by selecting the EXPORT button and choosing the desired option from the pull-down menu.



The option to adjust CSV Settings might be new to some report users. Default file name can be chosen here, and the system will remember it from one login to another. The default file name suffix can be adjusted here, which will allow the default program to open this data file after it is saved to the local storage device. For example, CSV opens with

CSV Settings ? Close

Reset Defaults **Execute**

Export File Name	<input type="text" value="output"/>
Export File Suffix	<input type="text" value="csv"/>
Include Heading	<input checked="" type="checkbox"/>
Quote all strings	<input type="checkbox"/>
Date Format	Date-Only-Text-Month [MON DD, YYYY] ? i
Separator Character	,
Quote Character	"

Microsoft Excel by default, and TXT open with Notepad by default. Heading can be included or excluded, and quoted strings can be turned on if necessary (as it is turned off by default). Separator and Quote characters can be adjusted, at your own peril, as they can be very tricky if you are not an expert user. Clicking on the RESET DEFAULTS button in the upper right corner will set all your CSV export defaults back to JKO original settings.

Report Users can click on three hyperlinked fields inside of this report. They are marked in **BOLD** and are the columns of **ASSIGNED COURSES**, **ASSIGNED USERS** and **STATUS**. Clicking on the Assigned Courses link displays the following detail report (Course List), showing all the Assigned Courses for that Audience. One course per line is displayed.

Course List ? Close

7	Export		<input type="text" value="20"/>	<input type="text" value="Course Number"/>	<input type="text" value="Ascending"/>	Sort Clear Sort	
Total Records	Print or Export	Page Progression	Display	Sort Column			

#	Course Number	Name
1.	J3OP-US1141	JFC 100 Module 1: Introduction to Joint Fundamentals (2 hrs)
2.	J3OP-US1145	JFC 100 Module 5: Joint Operations Planning (2 hrs)
3.	J3OP-US1152	JFC 200 Module 4: JTF Level Command Relationships and Joint Force Organizations (1 hr)
4.	J3OP-US1155	JFC 200 Module 7: Joint HQ Organization, Staff Integration, and Battle Rhythm (1 hr)
5.	J3OP-US1160	JFC 200 Module 12: Authorities Course (1 hr)
6.	J3OP-US1235	USSOUTHCOM Joint Task Force (JTF) Lifecycle Plan and Form (1 hr)
7.	J7OP-US151	Joint Training System (JTS) Course

at end Total Records: 7 Page Size:

Completed in: 0.20 sec

Clicking on the Assigned Users link displays the following detail report, showing all the Assigned Users assigned to that specific Audience selected. One line per student is displayed.

Assigned Users												
191	Export		5	Edipi	Descending	Sort	Clear Sort					
Total Records	Print or Export	Page Progression	Display	Sort Column								
#	Last Name	First Name	Middle Name	Edipi	User Name	Country	Organization	Account Type	Email Address	Role	Service	Category
1.	██████	CHARLES	L		██████████	US	JS . J3 . J3-GO	Officer	NoEmail@jko.mil	Student	AIR FORCE	ACTIVE DUTY
2.	██████	DENNIS	J		██████████	US	JS . J7	Other	NoEmail@jko.mil	Student		
3.	██████	MICHAEL	A		██████████	US	JS . J7	Other	NoEmail@jko.mil	Student		

Similarly, if the Report User clicks on Status link, Report Builder displays the following detail report, showing all the Courses that those Assigned Students are enrolled in. There could be one or more lines per student in this report, depending on how many courses they are enrolled in. Below, is a screen capture showing five courses that this student is assigned to take, as part of this Audience that he is associated with. Not that while there are 425 lines in this report, there are only 57 different Assigned Users taking those 425 courses.

Student Course Status															
425	Export		5	Last Name	Ascending	Sort	Clear Sort								
Total Records	Print or Export	Page Progression	Display	Sort Column											
#	Last Name	First Name	Middle Name	Edipi	User Name	Country	Organization	Account Type	Email Address	Role	Service	Category	Pay Grade	Rank	Course Number
1	██████	ERIK		██████	██████	US		Enlisted	NoEmail@jko.mil	Student	MARINE CORPS	ACTIVE DUTY	ME06	SSGT	NNC-J31-1007-L
2.	██████	ERIK		██████	██████	US		Enlisted	NoEmail@jko.mil	Student	MARINE CORPS	ACTIVE DUTY	ME06	SSGT	J3OP-US849
3	██████	ERIK		██████	██████	US		Enlisted	NoEmail@jko.mil	Student	MARINE CORPS	ACTIVE DUTY	ME06	SSGT	J3OP-US833
4.	██████	ERIK		██████	██████	US		Enlisted	NoEmail@jko.mil	Student	MARINE CORPS	ACTIVE DUTY	ME06	SSGT	J3OP-US1101
5	██████	ERIK		██████	██████	US		Enlisted	NoEmail@jko.mil	Student	MARINE CORPS	ACTIVE DUTY	ME06	SSGT	AFR-J7TNG-DL-APC002-14

more...

Total Records: 425 Page Size: 5

Completed in: 6716

Notice that the red text on the bottom line, “at end” shows the Report User that the report is at the end; alternatively, it would display “more” as well as offering the user FIRST, PREVIOUS, NEXT and LAST buttons in blue to navigate the results.

The Enrollment: Search by Course Report

The Enrollment by Course is a generic report where you search for the course(s) you want to view by specific dates. By choosing a Course from the Select options (**which is required**) the user can then choose ONLY ONE of the following three options:

1. Course ENROLLED START/END Dates
2. Course COMPLETED START/END Dates
3. Course MODIFIED START/END Dates

Shown here is the detail selection window that the Report User will use after clicking on the SELECT button for Courses field. Here the user chose DHA as the prefix to filter on, and then clicked on two courses for their query. Clicking SELECT in the upper right corner will make these selections active when they next execute their search.

Course Filter					?	Select	Close
FILTER: Prefix		DHA	Course #				
Course Name			Execute	Clear			
559	Export		2000	Course Number	Ascending	Sort	Clear Sort
Total Records	Print or Export	Page Progression	Display	Sort Column			
#	Pick	Course Number	Course Name			Active	
1.	<input checked="" type="checkbox"/>	DHA-US001	HIPAA and Privacy Act Training (1 hr)			Y	
2.	<input checked="" type="checkbox"/>	DHA-US002	Patient Safety Reporting System (1 hr)			Y	
3.	<input type="checkbox"/>	DHA-US003	CHCS Managed Care Program I: Booking Patient Appointments (1 hr)			Y	
4.	<input type="checkbox"/>	DHA-US004	CHCS Managed Care Program II: Front Desk Clerk (1 hr)			Y	
5.	<input type="checkbox"/>	DHA-US005	CHCS Lab Front Desk Operations (1 hr)			Y	
6.	<input type="checkbox"/>	DHA-US006	CHCS System Orientation I: Basic Skills (1 hr)			Y	
7.	<input type="checkbox"/>	DHA-US007	CHCS System Orientation II: Special Skills (1 hr)			Y	
8.	<input type="checkbox"/>	DHA-US008	CHCS Ambulatory Data Module Reports (1 hr)			Y	
9.	<input type="checkbox"/>	DHA-US009	CHCS Medical Records Tracking (MRT) I (1 hr)			Y	
10.	<input type="checkbox"/>	DHA-US010	Case Management Module I (1 hr)			Y	

The report is generated showing all the students in that course, based on the filtered dates selected.

Enrollment: Search by Courses Close

FILTER:

* Courses: Section: Organization:

Status: Service: Category:





Choose ONLY ONE of the following date ranges:


Enrolled Date START: END:

Completed Date START: END:

Modified Date START: END:

46,287 Total Records

#	Last Name	First Name	Middle Name	Edipi	User Name	Country	Organization	Account Type	Email Address	Role	Service	Category	Pay Grade	Rank	Course No	Course Name	Status	Reason	Assigned Dt	Enrolled Dt	Completed Dt	Modified Dt	Certificate
1.	[REDACTED]	SHARI	J	[REDACTED]	[REDACTED]	US	MHS	Public Civilian	NoEmail@ko.mil	Student					DHA-US001	HIPAA and Privacy Act Training (1 hr)	Passed			Dec 15, 2016	Dec 16, 2016	Dec 16, 2016	
2.	[REDACTED]	TONI		[REDACTED]	[REDACTED]	US	MHS	Other	NoEmail@ko.mil	Student					DHA-US001	HIPAA and Privacy Act Training (1 hr)	Passed			Dec 15, 2016	Dec 15, 2016	Dec 15, 2016	
3.	[REDACTED]	SYLVIA	[REDACTED]	[REDACTED]	[REDACTED]	US	MHS	Other	NoEmail@ko.mil	Student					DHA-US001	HIPAA and Privacy Act Training (1 hr)	Passed			Dec 14, 2016	Dec 14, 2016	Dec 14, 2016	
4.	[REDACTED]	RAYMOND		[REDACTED]	[REDACTED]	US	MHS	Federal Contractor	NoEmail@ko.mil	Student	NAVY	RETIRED MILITARY	MO05	CDR	DHA-US001	HIPAA and Privacy Act Training (1 hr)	Passed			Dec 23, 2016	Dec 23, 2016	Dec 23, 2016	

New to Version 1.03 of Report Builder, is the rightmost column in this screen capture, showing the Certificate for those students who have completed the courses searched on. Clicking on the ribbon icon,  , will display the User's Course Completion Certificate on the screen.



The Report User can include Organization filter criteria if desired, which will further constrain the report results to just those students taking the selected course(s), who are also members of that organization(s). Using keyword or partial word entry here will return any records with that term in it. Report user can also filter on Section number in this report.

The User can also include any or all of the Status filter criteria. This is handled just like the Course selection method. Users select the checkbox next to the Status they desire, and if more than one is desired, then click additional items in this scroll list. Here is the Status filter showing two items are chosen.

FILTER:

* Courses Section Organization

Status Service Category

Screenshot below shows the Status Filter box opened, and the two checked items are clearly displayed.

Status Service Category

Choose Archived Assigned Dropped Dropped from waitlist Enrolled Enrollment request denied

date ranges: END: END: END:

15

Page Progression Display Sort C

Report Users can click on two hyperlinked fields inside of this report; they are marked in **BOLD** and are the columns of **COURSE NO**, **COURSE NAME**. Clicking on either will result in a pop-up window showing Course Detail information for that course. This report, as with all Standard Reports, can be sorted, printed, or exported in CSV format.

The Enrollment: Search by User Report

The Enrollment by User is a generic report where you search for the student you want to report on by specific dates (for their course history). By choosing a User from the Select options (which is required) the Report User can then choose ONLY ONE of the following three options:

1. Course ENROLLED START/END Dates
2. Course COMPLETED START/END Dates
3. Course MODIFIED START/END Dates

Shown below is the detail selection window that the Report User will use after clicking on SELECT for LMS USER field. Here the user chose TESTER as the last name, and REPORT as the first name desired. Then the user clicked on user #1 for their query. Clicking SELECT in the upper right corner will make these selections active when they next execute their search.

LMS User Filter

FILTER: Last Name First Name test Middle Name EDIPI

User Name Service Category Execute Clear

54 Total Records Export Page Progression 5 Display Sort Clear Sort

#	Pick	Full Name	Last Name	First Name	Middle Name	Edipi	User Name	Country	Organization	Account Type	Email Address	Role
51.	<input type="checkbox"/>	TEST, TEST	TEST	TEST							NoEmail@jko.mil	Student
52.	<input type="checkbox"/>	TEST, TEST	TEST	TEST				US		Government Service Civilian		Training Manager
53.	<input type="checkbox"/>	STUDENT3, TEST	STUDENT3	TEST							NoEmail@jko.mil	Student
54.	<input type="checkbox"/>	TEST, TEST	TEST	TEST							NoEmail@jko.mil	Student

Completed in: 1.641 sec

The report below is generated showing all the courses that the selected student (blackened out in this example) has taken based on the DATE filter selected.

Enrollment: Search by User

FILTER: *User Select Role (All) Courses Select Section

Status: Passed

Choose ONLY ONE of the following date ranges:

Enrolled Date START: END:




Completed Date START: 2/1/2017 END:

Modified Date START: END: Execute Clear

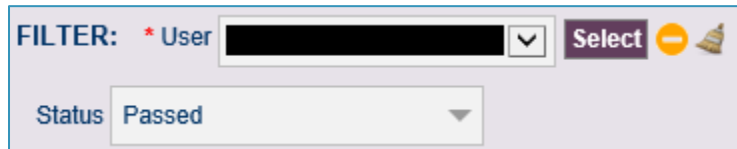
8 Total Records Export Page Progression 5 Display Sort Clear Sort

#	Last Name	First Name	Middle Name	Edipi	User Name	Country	Organization	Account Type	Email Address	Role	Service	Category	Pay Grade	Rank	Course No
1.						US	MHS . DHA	Government Service Civilian		Tech Administrator	NAVY	DOD CIVILIAN	NT05		AFR-JTTNG-DL-001
2.						US	MHS . DHA	Government Service Civilian		Tech Administrator	NAVY	DOD CIVILIAN	NT05		TWMS-628795
3.						US	MHS . DHA	Government Service Civilian		Tech Administrator	NAVY	DOD CIVILIAN	NT05		JMESI-US097

Additional fields displayed on this report right of the screen capture, simply cut-off from the size of the display, include newly added in Version 1.03 of Report Builder – Certificate of Completion.

Course No	Course Name	Status	Reason	Assigned Dt	Enrolled Dt	Completed Dt	Modified Dt	Certificate	Fy	Section No	Atrrs
AFR-J7TNG-DL-001	AFRICOM IT User Agreement (0.1 hr)	Passed			May 01, 2017	May 01, 2017	May 01, 2017		2017	004	N
TWMS-628795	FY17 ANNUAL ETHICS TRAINING	Passed			Apr 13, 2017	Apr 13, 2017	Apr 13, 2017		2017	001	N
JMESI-US097	JMESI - Quality Management and Performance Improvement Decision-based Module	Passed			Feb 15, 2017	Feb 15, 2017	Feb 15, 2017		2017	001	Y

The Report User can also include any or all of the Status filter criteria. This is handled just like the User selection method. Users select the checkbox next to the Status they desire, and if more than one is desired, then click additional items in this scroll list. Here is the Status filter showing two items are chosen.



Users can include User ROLE filter criteria if desired, which will further constrain the report results to just those students taking courses, who are also assigned to a specific ROLE on the JKO LCMS. Report user can also filter on Section number in this report.

Report Users can click on two hyperlinked fields inside of this report, marked in **BOLD**, and are the columns of **COURSE NO**, **COURSE NAME** that will open a pop-up window showing Course Detail information for that course. This report, as with all Standard Reports, can be sorted, printed, or exported in CSV format.

The Organization and Members Report

The Organization and Members Report displays all the details of different JKO Organizations, including counts and Organization ID number. This report, as with all Standard Reports, can be sorted, printed, or exported in CSV format. The Organization Hierarchy or Organization Name can be entered by keyword or partial word (labelled as Wildcard). The phrase “joint” was entered for this demonstration resulting in those organizations containing the term Joint in it.

Organization and Members ? Close						
FILTER:						
Organization Hierarchy (wildcard) <input type="text"/>		Organization Name (wildcard) <input type="text" value="joint"/>		<input type="button" value="Execute"/> <input type="button" value="Clear"/>		
78	<input type="button" value="Export"/>	<input type="button" value="Page Progression"/>	10	Organization Hierarchy	Ascending	<input type="button" value="Sort"/> <input type="button" value="Clear Sort"/>
Total Records	Tools and Export	Page Progression	Display	Sort Column		
#	Organization Hierarchy	Organization Name	Description	Member Count	Assigned Courses	Status
1.	AFRICOM . CJTF-HOA	Combined Joint Task Force-Horn of Africa (CJTF-HOA)		1	0	
2.	AFRICOM . CJTF-HOA . CJTF-HOA	Combined Joint Task Force-Horn of Africa		380	0	
3.	AFRICOM . J0 . J03 . J033 . J0331	J0331-Secretariat to the Joint Staff (AFR)		6	0	
4.	AFRICOM . J2 . J2 STUTT . J23,J25,J27 . J2-ISR . J2I-JR	J2I-JR - Joint Reconnaissance Center (AFR)		3	0	
5.	AFRICOM . J3 . J31	J31-Joint Operations Center (AFR)		42	0	
6.	AFRICOM . J3 . J37	J37-Joint Training, Readiness and Exercises (AFR)		6	0	
7.	AFRICOM . J7	J7-Joint Training, Readiness and Exercises Directorate (AFR)		0	1	
8.	AFRICOM . X AFR Comp . SOCAFRICA . JSOAC-A	Joint Special Operations Aviation Command - Africa		0	0	
9.	AFRICOM . X AFR Comp . SOCAFRICA . JSOTF-TS	Joint Spec Ops Task Force - Trans Sahara		13	0	
10.	EUCOM . EU01 . EU01-4 . EU01-4.4	JPOC Joint Personnel Operations Center		1	0	
more...			Total Records: 78			
Completed in: 0.87 sec						

Report Users can click on three hyperlinked fields inside of this report, marked in **BOLD**, and are the columns of **ASSIGNED COURSES**, **MEMBER COUNT**, and **STATUS**. Each will be explained in the following paragraphs.

Users can click on an Organization’s **ASSIGNED COURSES** (hyperlink) and view the Detail for each course that members of that Organization are required to take, in a new window. Each course assigned to that organization is listed **one course per line**. This window is also sortable and can be printed or exported just like the previous report.

Course List							
2	Export		5	Course Number	Ascending	Sort	Clear Sort
Total Records	Print or Export	Page Progression	Display	Sort Column			
#	Course Number	Name	Course Hours	Active Crs	Prefix		
1.	DHA-US004	CHCS Managed Care Program II: Front Desk Clerk (1 hr)	1	YES	DHA		
2.	DHA-US018	Introduction to the IDES for Case Managers (1 hr)	1	YES	DHA		
at end			Total Records: 2		Page Size: 5		
Completed in: 67							

Users can click on an Organization’s **MEMBER COUNT** (hyperlink) and view the Student Detail for members of that Organization in a new window. Each student assigned to that organization is listed **one student per line**. This window is also sortable and can be printed or exported just like the previous report.

Organization Members												
6	Export		5	Last Name	Ascending	Sort	Clear Sort					
Total Records	Print or Export	Page Progression	Display	Sort Column								
#	Last Name	First Name	Middle Name	Edipi	User Name	Country	Organization	Account Type	Email Address	Role	Service	Category
1.	██████	JOHN	DAVID	██████	██████	US	MHS . DHA . J11 . WRNMMC . NDPL	Officer	NoEmail@jko.mil	Student	ARMY	ACTIVE DUTY
2.	██████	LE		██████	██████	US	MHS . DHA . J11 . WRNMMC . NDPL	Government Service Civilian	NoEmail@jko.mil	Student	NAVY	ACTIVE DUTY
3.	██████	SISAY		██████	██████	US	MHS . DHA . J11 . WRNMMC . NDPL	Government Service Civilian	NoEmail@jko.mil	Student		
4.	██████	SHAYNE		██████	██████	US	MHS . DHA . J11 . WRNMMC . NDPL	Enlisted	NoEmail@jko.mil	Student	NAVY	ACTIVE DUTY
5.	██████	SOLOMON		██████	██████	US	MHS . DHA . J11 . WRNMMC . NDPL	Enlisted	NoEmail@jko.mil	Student	NAVY	ACTIVE DUTY
more...				Total Records: 6			Page Size: 5					
Completed in: 721												

Users can click on an Organization’s **STATUS** (hyperlink) and view the Student Status Detail for that Organization in a new window. Each course for each student is listed, showing their status (both Status and Status Date fields) in that course. This window is also sortable and can be printed or exported just like the previous report. This is detail of that specific Organizational structure’s Enrollment by Student.

Student Course Status										
944	Export		5	Edipi	Descending	Sort	Clear Sort			
Total Records	Print or Export	Page Progression	Display	Sort Column						
#	Last Name	First Name	Middle Name	Edipi	User Name	Country	Organization	Account Type	Email Address	Role
1.	[REDACTED]	[REDACTED]	[REDACTED]		[REDACTED]	US	MHS . DHA . J6 . SDD	Other	NoEmail@jko.mil	Student
2.	[REDACTED]	[REDACTED]			[REDACTED]	US	MHS . DHA . J6 . SDD	Federal Contractor	NoEmail@jko.mil	Student
3.	[REDACTED]	[REDACTED]	[REDACTED]		[REDACTED]	US	MHS . DHA . J6 . SDD	Federal Contractor	NoEmail@jko.mil	Student

This report allows the user to see each entry for that person in each course; i.e., the report shows each assignment, drop and pass for each course. As many as three (or more) entries for each course could be displayed, each with their own Status Date.

The Course Survey Information Report

The Course Survey Information Report displays all the Short Answer and free text response details from students entering survey data into specific courses. Users can select one or more courses to report on. By choosing start and end dates, the report will display 13 fields of data for Short Answer survey questions and 13 fields of data for Free Text survey questions. Results can be filtered by the user's choice of Service (Army, Navy, Air Force, Marine, USCG, DoD Civilian etc.) and Category (Active Duty, Contractor, Reservist, GS etc.).

This report, as with all Standard Reports, can be sorted, printed, or exported in CSV format. The first six JMESI courses were chosen for this demonstration resulting in these survey results being displayed.

Short Answer Survey question results

Course Survey Information													
Short Answer Responses Free Text Responses													
Survey Short Answer Responses													
FILTER: * Courses: JMESI-US001 Select * Date START: 1/1/2017 END: 3/31/2017 Service: (All) Category: (All) Execute Clear													
8 Export Page Progression Display Sort Clear Sort Total Records Tools and Export Page Progression Display Sort Column													
#	Id	Course Number	Course Name	Version	Section	Service	Category	Pay Grade	Question Category	Question Order	Question	Response	Completion Date
1.		JMESI-US001	JMESI - Bioethics One: Concepts and Principles	3	001				Module Evaluation	10	Q 10 Cat 1	Strongly Agree	24-Jan-17
2.		JMESI-US001	JMESI - Bioethics One: Concepts and Principles	3	001				Module Evaluation	7	Do you feel online learning is appropriate for this content?	Yes	24-Jan-17
3.		JMESI-US001	JMESI - Bioethics One: Concepts and Principles	3	001				Module Evaluation	6	I achieved the goal or objective?	Yes	24-Jan-17
4.		JMESI-US001	JMESI - Bioethics One: Concepts and Principles	3	001				Module Evaluation	1	I found the content useful	Yes	24-Jan-17
5.		JMESI-US001	JMESI - Bioethics One: Concepts and Principles	3	001				Module Evaluation	4	I felt the time allotted to this content was:	Too long	24-Jan-17
more... Total Records: 8 Page Size: 5													
Completed in: 0.036 sec													

Free Text Survey question results

Course Survey Information													
Short Answer Responses Free Text Responses													
Survey Text Answer Responses													
FILTER: * Courses: JMESI-US001 Select * Date START: 9/1/2016 END: 3/31/2017 Service: (All) Category: (All) Execute Clear													
7 Export Page Progression Display Sort Clear Sort Total Records Tools and Export Page Progression Display Sort Column													
#	Id	Course Number	Course Name	Version	Section	Service	Category	Pay Grade	Question Category	Question Order	Question	Response	Completion Date
1.		JMESI-US001	JMESI - Bioethics One: Concepts and Principles	3	001	AIR FORCE	ACTIVE DUTY	MO05	Module Evaluation	9	What topics would you like to see covered in the future?	NA	12-Sep-16
2.		JMESI-US001	JMESI - Bioethics One: Concepts and Principles	3	001	AIR FORCE	ACTIVE DUTY	MO05	Module Evaluation	9	What topics would you like to see covered in the future?	treatment of minors	17-Sep-16
3.		JMESI-US001	JMESI - Bioethics One: Concepts and Principles	3	001	AIR FORCE	ACTIVE DUTY	MO05	Module Evaluation	8	Provide any other comments, suggestions, possible additions or deletions, etc. in the box below.	none	17-Sep-16

The Course Test Data Report

The Course Test Data Report displays all the test scores from students completing various types of tests in specific courses. Users can select one or a number of courses to report on, and then by choosing start and end dates, as well as optionally selecting test types, the report will display 21 fields of data.

This report, as with all Standard Reports, can be sorted, printed, or exported in CSV format. The USA-007-B course was chosen for this demonstration resulting in these test score results being displayed. Thus if a user desires a report showing just test scores which were considered Passing scores, then this can be filtered in Report Builder, by selecting “Passed?” To be “Yes”.

#	Last Name	First Name	Middle Name	Edipi	User Name	Country	Organization	Account Type	Email Address	Role	Service	Category	Pay Grade	Rank	Course Number	Course Name	Test Date	Test Type	Attempt	Grade	Passed
1.	██████	ANA		██████	██████	CO		Other	NoEmail@ko.mil	Student					USA-007-B	U.S. Forces Driver's Training Program for Europe - Final Course Exam (2 hrs)	Mar 31, 2016	Post Test	1	82	N
2.	██████	STEPHEN		██████	██████	US		Enlisted	NoEmail@ko.mil	Student					USA-007-B	U.S. Forces Driver's Training Program for Europe - Final Course Exam (2 hrs)	Mar 31, 2016	Post Test	1	72	N
3.	██████	FREDDIE	██████	██████	██████	US		Enlisted	NoEmail@ko.mil	Student	ARMY	ACTIVE DUTY	██████	██████	USA-007-B	U.S. Forces Driver's Training Program for Europe - Final Course Exam (2 hrs)	Mar 22, 2016	Post Test	1	78	N
4.	██████	MICHAEL		██████	██████	US		Enlisted	NoEmail@ko.mil	Student	ARMY	ACTIVE DUTY	██████	██████	USA-007-B	U.S. Forces Driver's Training Program for Europe - Final Course Exam (2 hrs)	Mar 22, 2016	Post Test	1	73	N
5.	██████	PHYRUM		██████	██████	US		Enlisted	NoEmail@ko.mil	Student	ARMY	ACTIVE DUTY	██████	██████	USA-007-B	U.S. Forces Driver's Training Program for Europe - Final Course Exam (2 hrs)	Mar 01, 2016	Post Test	1	83	N

If a user needs a report showing all test results for GS12's – then the entire data output should be exported to Excel, and then the additional filtering on the Pay Grade field can be applied, just selecting the GS's with the rank of 12 in their results. Here is an excerpt of the filtered report in Excel, showing just GS12's who have taken this course's test, and in the final column, it displays if the grade is sufficient to either Pass (Y) or not Passed (N). A number of fields have been hidden from this report, in order to reduce the amount of data requiring redaction for this user guide, but originally, the Excel document contained all the fields that the Report Builder exported.

	A	B	F	G	J	L	P	R	S	T
1	LAST_NAME	FIRST_NAME	ORGANIZATION	ACCOUNT_TYPE	SERVICE	PAY_GRAD	TEST_DATE	ATTEMPT	GRADE	PASSE
11	██████	JOHN		Government Service Civilian	ARMY	GS12	29-Sep-16	1	95	Y
28	██████	RAYNE	MHS . Army	Federal Contractor	ARMY	GS12	6-Oct-16	1	88	Y
78	██████	NATHAN	NGB . OH . HHD JFHQ	Officer	ARMY	GS12	14-Oct-16	1	96	Y
113	██████	MICHAEL		Officer	ARMY	GS12	13-Oct-16	1	94	Y
125	██████	MARIO		Government Service Civilian	ARMY	GS12	5-Oct-16	2	96	Y
126	██████	MARIO		Government Service Civilian	ARMY	GS12	5-Oct-16	1	82	N
157	██████	ROSELYN		Government Service Civilian	ARMY	GS12	10-Nov-16	1	92	Y
190	██████	BRIAN		Government Service Civilian	AIR FORCE	GS12	3-Nov-16	1	94	Y

The LMS Users Report

The LMS Users Report displays all the student information from various LMS organizations according to their role in the JKO LMS. Users can select one or a number of courses to report on, and then by choosing start and end dates, as well as optionally selecting test types, the report will display 21 fields of data.

This report, as with all Standard Reports, can be sorted, printed, or exported in CSV format. The phrase JS was chosen for this demonstration resulting in these Reports Managers in the Organization of Joint Staff (JS) being displayed. In addition, this report allows for filtering using ACTIVE/INACTIVE selection; in this example, only Active has been selected.

Users										
FILTER: User Name <input type="text"/> Select Last Name (wildcard) <input type="text"/> Role Reports Manager <input type="text"/> Org js										
Account Type Officer <input type="text"/> Service (All) <input type="text"/> Category (All) <input type="text"/> Active Active <input type="text"/> Execute Clear										
4 Export <input type="text"/> 15 <input type="text"/> Last Name <input type="text"/> Ascending <input type="text"/> Sort Clear Sort										
Total Records Tools and Export Page Progression Display Sort Column										
#	Last Name	First Name	Middle Name	Edipi	User Name	Country Cd	Email Address	Role	Account Type	Service
1.	██████	TODD		██████	██████	US	██████████████████	Reports Manager	Officer	NAVY
2.	██████	CHRISTOPHER		██████	██████████████	US	██████████████████	Reports Manager	Officer	ARMY
3.	██████	ROBERT		██████	██████████	US	██████████████████	Reports Manager	Officer	NAVY
4.	██████	VANESSA		██████	██████	US	██████████████████	Reports Manager	Officer	NAVY
at end Total Records: 4 Page Size: 15 <input type="text"/>										
Completed in: 2.199 sec										

The Enrollment: Search by EDIPI Group Report

The Enrollment: Search by EDIPI Group Report displays all the student information according to their unique EDIPI inside of the JKO LMS. The real power of this report, is that Report Builder users are able to upload their own data file containing specific EDIPI's for students they are interested in reporting on, and the system will keep that data on file until they decide to remove or edit that list. Some report users might upload a new EDIPI file each month, easily exported from their own EXCEL worksheet, or their own HR Tracking system – and this report will allow them to get updated information for those specific people they are interested in. The report allows the user to search by all ROLES or specific LMS roles, such as just Report Admins, or all Training Coordinators.

In addition, users can select one or a number of courses to report on, and then by choosing start and end dates. This allows a Report User, to use this report, to display student completion information, from their custom EDIPI list of users, for specific courses or groups of courses (as they may have created using other standard reports in Report Builder). One example could be a Report Admin attempting to validate that their Headquarters Staff of 200 persons, have completed their required three courses on JKO during the preceding year – without having to have assigned these courses using that feature of the JKO LMS (since that also would have required creating either an Organization or an Audience for that specific 200 person group). This report allows the Report Admin to get these answers by keeping their EDIPI list updated, and choosing specific courses they are interested in. A very powerful combination!

In this example, the columns for Middle Name, Country, Account Type and Service have been hidden, in order to show additional fields in the screen capture.

Enrollment: Search by EDIPI Group

FILTER: * EDIPI Group 10 records Role (All) Courses Select Section

Status: Archived (14)

Choose ONLY ONE of the following date ranges:

Enrolled Date START: END:

Completed Date START: 1/1/2017 END:


Modified Date START: END: Execute Clear

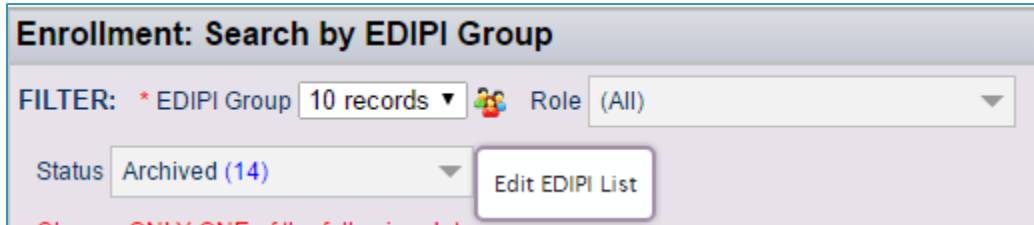
9 Total Records Tools and Export Export Page Progression Display 5 Last Name Ascending Sort Clear Sort

#	Last Name	First Name	Edipi	User Name	Organization	Email Address	Role	Category	Pay Grade	Rank	Course No	Course Name	Status	Reason	Assigned Dt	Enrolled Dt	Completed Dt	Modified Dt	Certificate
1.					MHS - Army . MEDCOM . W3U5AA . W3ZTFF . W3ZT32	ann.l.bagley.civ@mail.mil	Student	DOD CIVILIAN	GP13		JS-US032	ATAAPS Employee Course (FOUO) - (5 hr)	Passed			Jan 04, 2017	Jan 04, 2017	Jan 04, 2017	
2.					MHS - Army . MEDCOM . W3U5AA . W3ZTFF . W3ZT32	ann.l.bagley.civ@mail.mil	Student	DOD CIVILIAN	GP13		DHA- US001	HIPAA and Privacy Act Training (1 hr)	Passed			Jan 20, 2017	Jan 20, 2017	Jan 20, 2017	
3.					NAVSEA . NSIWC . Dahlgren . R Department . R20 . R23	david.w.cuneo.civ@mail.mil	Tech Administrator	DOD CIVILIAN	NT05		DOD-PII-2.0	66470 - FY17 PRIVACY AND PERSONALLY IDENTIFIABLE INFORMATION (PII) AWARENESS TRAINING	Passed		Dec 06, 2016	Jan 04, 2017	Jan 23, 2017	Jan 23, 2017	
4.					NAVSEA . NSIWC . Dahlgren . R Department . R20 . R23	david.w.cuneo.civ@mail.mil	Tech Administrator	DOD CIVILIAN	NT05		DOD-CTIP-2.0	66479-66700 - FY17 COMBATING TRAFFICKING IN PERSONS (CTIP) GENERAL AWARENESS	Passed		Jan 11, 2017	Feb 22, 2017	Feb 22, 2017	Feb 22, 2017	
5.					NAVSEA . NSIWC . Dahlgren . R Department . R20 . R23	david.w.cuneo.civ@mail.mil	Tech Administrator	DOD CIVILIAN	NT05		DOR-RM-010-1.2	66511 - RECORDS MANAGEMENT IN THE DON: EVERYONE'S RESPONSIBILITY	Passed		Jan 11, 2017	Feb 22, 2017	Feb 22, 2017	Feb 22, 2017	

more... Total Records: 9 Page Size: 5

Completed in: 0.390 sec


The new icon seen on this report is the Edit EDIPI List icon,  .

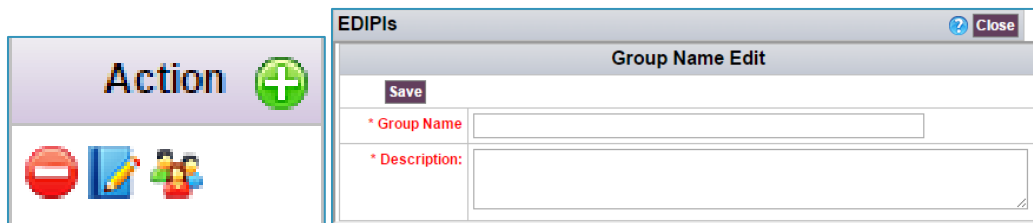


Here is a screen capture of the demonstration EDIPI Group, containing 10 records, also showing who owns this group and who additionally has access to this group.


EDIPI Groups											
#	Action	Group Name	Edipi Count	Description	Upload File Name	Upload Sec	Records	Errors	Owner	Has Access	Id
1.		10 records	10	10 records					MARK FRIEDMAN	RANDALL LEE SMITH, GARNETT WAYNE YEATTS, BOTTIE A HOLDREN, ANGELA YEUNG	12


Completed in: 0.92 sec

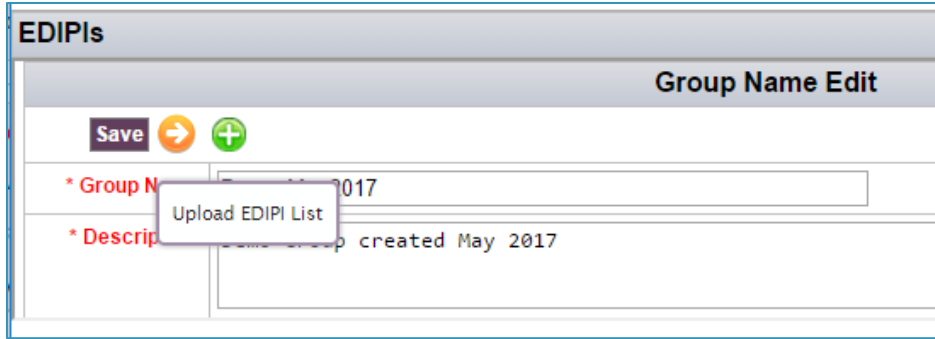
In the Action Column seen above, there is a Green Plus sign  which allows the Report User to create a NEW GROUP of EDIPIs. The user must fill in two required fields, the Group Name and the Description of this group. Then the user can insert people into this group, or if they choose, upload a local file to the Report Builder to create this Group.




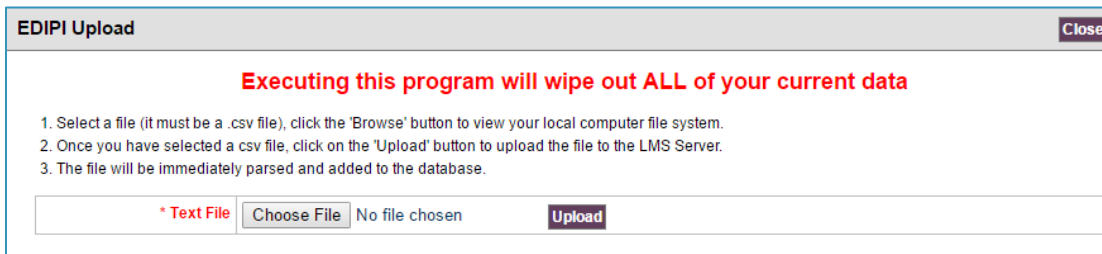
The Red Minus Sign  allows the Report User to DELETE this selected GROUP.

The Edit icon  allows the Report User to EDIT both the Group Name and the list of EDIPIs contained in the selected GROUP.


The 3-Person icon  allows the Report User to assign various other Report Builder users access to this selected GROUP.

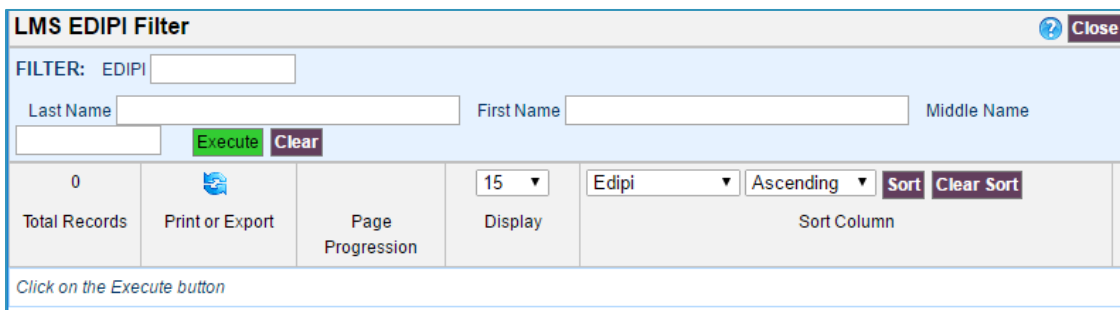


Here is the Demonstration Group created in May 2017, and with the mouse hovering over the Orange Right Arrow  (Orange Upload button) – the text displays “Upload EDIPI List”. This is where the Report User can choose to upload their list of EDIPIs into the system.



The Report User can choose their CSV file, as described in this EDIPI Upload box above. This is the File Upload method of creating an EDIPI Group on Report Builder.

If instead, they choose to edit their list in Report Builder, they click the Green Plus sign  and the following tool appears.



If instead, the Report User chooses to enter their EDIPI from the LMS User database instead, they can use this LMS EDIPI Filter box above, to choose who they desire to be in their Named Group. This is the manual method of creating an EDIPI Group on Report Builder.

EDIPI Groups										
2		Tools and Export		Page Progression		Display		Sort Column		
Total Records		Export		20		Group Name		Ascending		Sort Clear Sort
#	Action	Group Name	Edipi Count	Description	Upload File Name	Upload Sec	Records	Errors	Owner	Has Access
1.		10 records	10	10 records					MARK FRIEDMAN	RANDALL LEE SMITH, GARNETT WAYNE YEATTS, BOTTIE A HOLDREN, ANGELA YEUNG
2.		Demo-May2017	0	Demo Group created May 2017		0	Read:0 Added:0 Failed:0 Ignored:0		MARK FRIEDMAN	

Here is what is displayed to the Report User after they create a new Group, in this case, Demo-May2017 which contains no EDIPI yet, and it reports that Zero were Read in by Upload, Zero were Added, Zero failed, and Zero were ignored. All of these fields would be updated based on the file the Report User uploaded.

Report Types

Currently there are two types of reports, detailed below:

#	Report Type	Description	Features
1	List Scroll	Displays data in a list, with row and columns of data. Scrollable, sortable, exportable.	<ul style="list-style-type: none">• Filter• Scrollable• Resize Data Page• Sort• Export
2	List Non-Scroll	A non-scrollable list used for summarizing groups of data. Multiple summaries can be listed in one report.	<ul style="list-style-type: none">• Filter• Non-scrollable• Sort• Export

Report Statistics – Admin Function

The Statistics Report will display a usage graph and details about the report: # of times it was run, the average time it took to run the report, the First and Last time it was run, and other information.

Statistics ? Close

Start Date: End Date:

Statistics Report: Audience Course and User Count

Report Run Count

Day	Run Count
17-Mar	5
18-Mar	7
19-Mar	9
20-Mar	12
21-Mar	4
22-Mar	1
23-Mar	25

Item	Value	Description
Count	47	The number of times the report was run
Unique User Count	4	The number of users that have run this report (each user is only counted once).
Average	<1 sec	The average (the mean) number of seconds to run the report
Median	<1 sec	The median number of seconds to run the report. A median (the middle value) is the number separating the higher half of the sorted data from the lower half
Mode	<1 sec	The value in the data which occurs most often
Minimum	<1 sec	The shortest time (in seconds) to run the report
Maximum	<1 sec	The longest time (in seconds) to run the report
Range	<1 sec	Range is the difference between the largest and smallest value in the data set. It describes how well the Average, Mean and Mode represents the data. If the range is large, these values are not as representative of the data as it would be if the range was small.
Deviation	<1 sec	Standard Deviation is a measure that is used to quantify the amount of variation or dispersion of the data values. A standard deviation close to 0 indicates that the data points tend to be very close to the mean, while a high standard deviation indicates that the data points are spread out over a wider range of values.



Request a new report – Future Version



This feature will be forthcoming in future versions of JKO Report Builder.

Folders for Reports

All reports are assigned to a folder. Folders are only one level deep. If you do NOT have access to any reports in a folder, the folder will not be displayed.

Certain reports contain an active hyperlink in a report for the field **Course Type**. By clicking the Green highlighted term in the Course Type column, it will pop-up the following table. Every entry in this field displays this same table, as it contains all the possible options for that field. As of February 2017, there are seven types of Courses, and their names, descriptions and active flag are displayed in this table. This section is subject to change, as Report Builder continues to change and improve.

Course Types ? Close				
7	 		15	Course Type Id
Total Records	Print or Export	Page Progression	Display	Ascending
				Sort Clear Sort
				Sort Column
#	Course Type Id	Course Type	Description	Active Flag
1.	5	CLASSROOM ONLY		Y
2.	9	Page Turner (no tracking)		Y
3.	15	Page Turner with Confirmation	Course type to support explicit page turner completion confirmation by students	Y
4.	3	SCORM 1.2		Y
5.	6	SCORM 2004		Y
6.	11	SCORM2004 Version 3	Course type to support version 3 release of SCORM2004 specification	Y
7.	12	SCORM2004 version 4	SCORM2004 version 4	Y

at end **Total Records: 7**   Page Size: 15

Completed in: 35