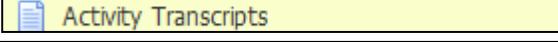
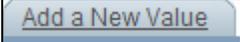
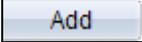


### Exercise 3: Activity Transcripts Report

Please use the log in information (user ID and password) provided to you for this webinar. If you do not know your log in information, submit a question via the webinar and request that they be resent to you.

Step	Action
1.	After logging in to the SLMS training environment ( <a href="http://dev.nyslearn.ny.gov">http://dev.nyslearn.ny.gov</a> ), click the <b>Main Menu</b> button to get started. 
2.	Click the <b>Enterprise Learning</b> menu. 
3.	Click the <b>Learning Reports</b> menu. 
4.	Click the <b>Activity Transcripts</b> report link. 
5.	Create a new Run Control ID by clicking the <b>Add a New Value</b> tab. 
6.	Enter the desired information into the <b>Run Control ID</b> field.  Enter " <b>ActivityTranscript [your initials]</b> ".
7.	Click the <b>Add</b> button. 
8.	To select a Catalog Item Name to include in your report, click the <b>Look up Catalog Item ID (Alt+5)</b> button. 
9.	Use this screen to search for and select the Catalog Item Name you want.  If you are not sure which Catalog Item to use, try searching for "SLMS Training Item."
10.	To search by Activity Code or ID, you could click the <b>Look up Activity ID (Alt+5)</b> button.  In this example, you will search using only the Catalog Item Name.
11.	Once you have specified the Catalog Item Name you want to include in your report, you are ready to run it.  Click the <b>Run</b> button. 
12.	Click the <b>Select</b> option next to the XML Publisher item. 

## Exercise: Activity Transcript Report

Step	Action
13.	Select <b>Web</b> from the <b>Type</b> drop-down menu.
14.	Select <b>PDF</b> from the <b>Format</b> drop-down menu.
15.	Click the <b>OK</b> button. 
16.	Make note of the <b>Process Instance</b> number under the <b>Run</b> button.
17.	Click the <b>Process Monitor</b> link. 
18.	Locate your Process Instance number on the left side of the table.  If you do not see “ <b>Success</b> ” in the Run Status column and “ <b>Posted</b> ” in the Distribution Status column, click the <b>Refresh</b> button until you see the statuses update. 
19.	When you see Success and Posted for your Process Instance, click the <b>Main Menu</b> button to retrieve and view your report. 
20.	Click the <b>Reporting Tools</b> menu. 
21.	Click the <b>Reporting Console</b> menu. 
22.	You may need to set your preferences the first time you use this page.  In the Preferences Menu, choose the blank or null item from the Status drop-down.  Set the display options to show reports from the 28 days.
23.	Click the My Reports folder to open it.  Click the link for your report.
24.	Your report will open in a new browser window.  You may need to enable pop-ups in your browser, if the report does not appear.  Please note that the report used for this example may or may not contain valid data.  <i>You must have software that can open PDF (Portable Document Format) files from an internet browser.</i>
25.	When you are finished viewing your report, click the <b>Close</b> button to return to your Report Console.
26.	<b>End of Procedure.</b>