This process describes how to access, execute, print, email and subscribe to reports, and how to edit or delete subscriptions.

Section 1: Accessing the Report

Managers: To Access the Mlearning reports as a Manager complete the following steps:

1. Click the Manager Icon.
2. Click My Reports in the left navigation.
3. Enter "Mandatories" in Name field.
4. Click Search.

**Proceed to next steps on page 2

Facilitators can access Mlearning Ad Hoc reports by navigating to:

1. Click the Admin Tool Icon.
2. Click Reports in the left navigation.
3. Click Reports under Compliance Reports.
4. Enter "Mandatories" in the Name field.
5. Click Search.

**Proceed to next steps on page 2
Next steps are the same for both Managers and Facilitators and include instructions on how to Execute and Subscribe to a report.

Section II: Executing the Report

*Note: Use this feature for a one-time view.*

Continuing from page one, locate the Overdue Mandatories (and Other Certifications) By Manager Report.

1. Hover over **Actions** and click **Execute** to view the report.

2. Enter Manager’s **Uniqname** and select from the list.

3. Click **Generate Report** and review report results.
Executing and/or Subscribing to Overdue Mandatories (and Other Certifications) By Manager

Section III: Subscribing to the Report

**Note:** Use this feature for subscribing to a report if you want to receive it on a regular basis.

From your Reports search on page one, locate the **Overdue Mandatories (and Other Certifications) By Manager** Report.

1. Hover over **Actions** and click **Subscribe**

2. Click **New Report Subscription**
3. Create a name (for example, “My Team’s Overdue Mandatories”).
4. Create a description that will help you remember the report.
5. Enter the Manager’s Uniqname.
6. Enter email address (es). You can include as many as you’d like. Separate each with semi colon.
7. Enter the email text that will be sent with your report email to help you remember which report you are receiving.
8. Choose how often you will receive report – Daily, Weekly, or Monthly. Different options will appear based on your selection. Note: the default monthly report will send on the 1st day of the month. Due to system limitations, we recommend you select a different day that will work for you to prevent errors.
7. Enter Start time and Date you’d like to receive the report via email. **Note:** Please enter a start date outside of business hours to reduce impact on the system.
9. Click **Save**.