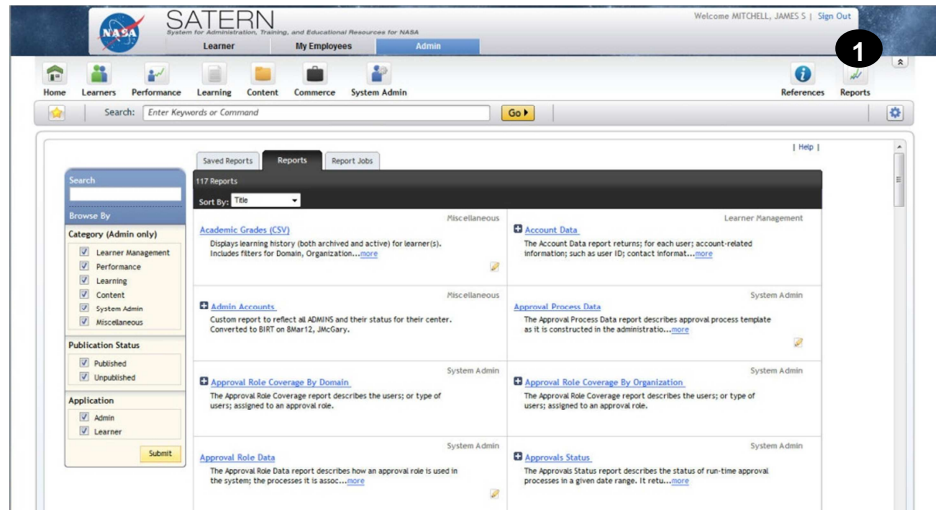# Job Aid: Running SkillSoft Usage Reports

Description

The purpose of this job aid is to guide Administrators through the step-by-step process of running a SkillSoft Usage report in SATERN.
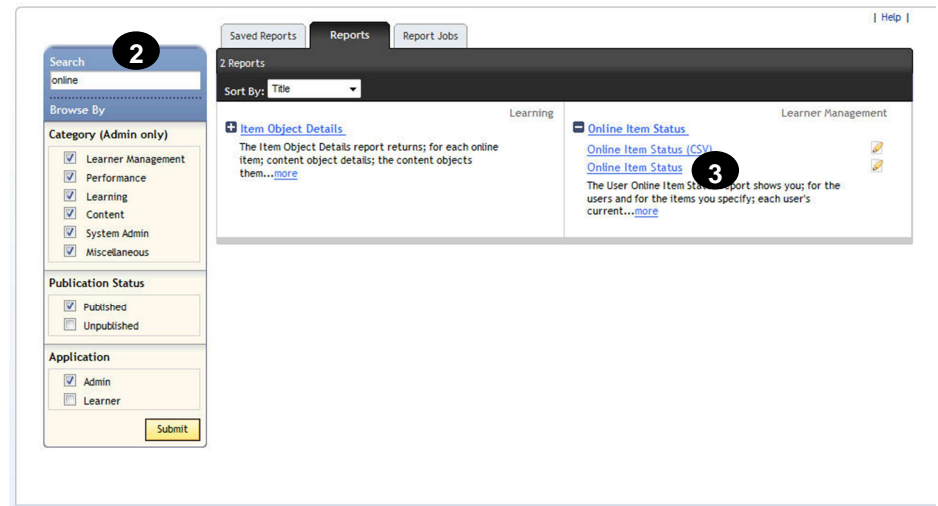
Task A. Run a SkillSoft Usage Report

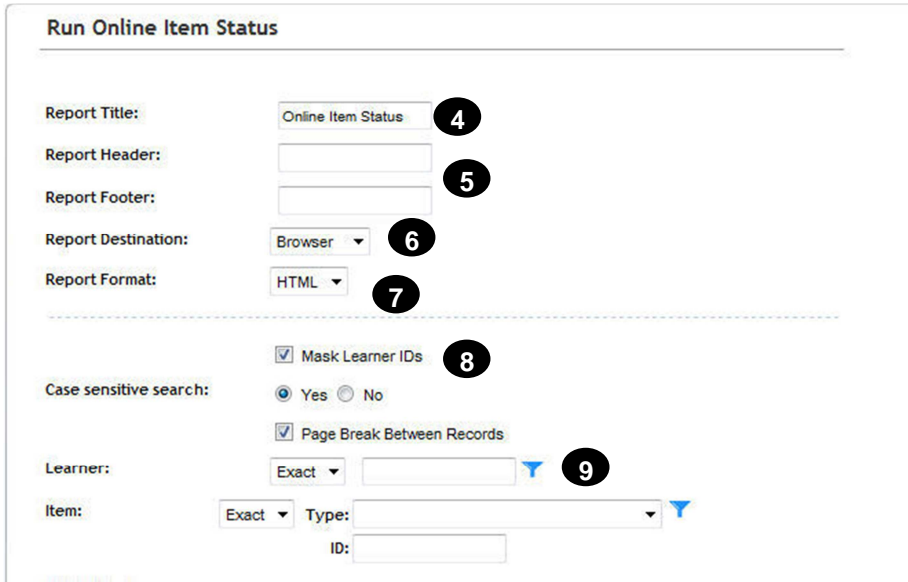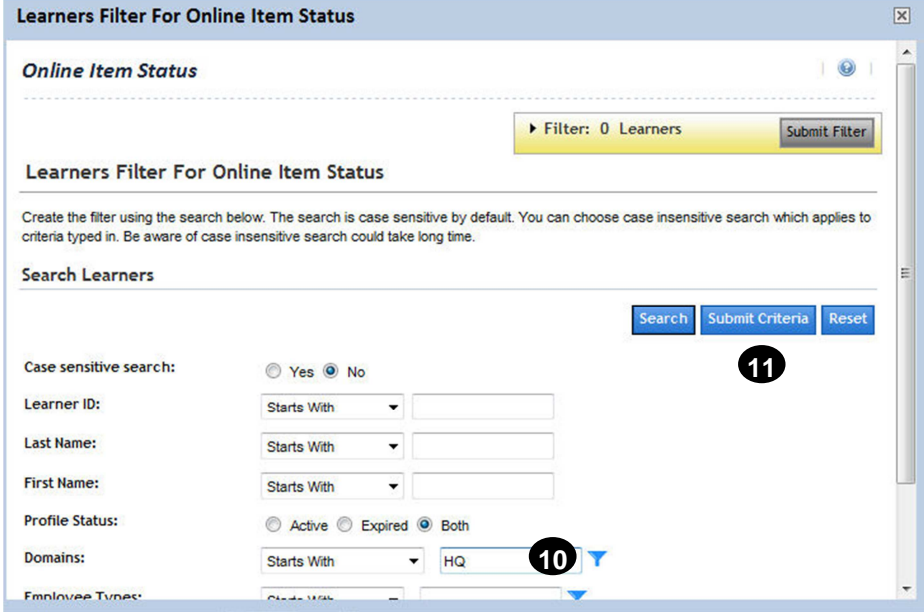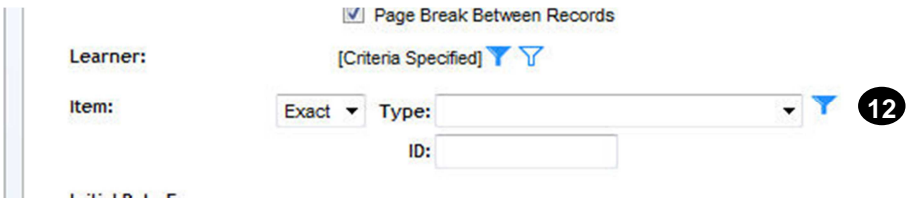|		
1	Navigate to **Reports**.	
2 **3**	Use the **Search** and **Browse By** features to filter the reports list. Locate the report you want to run. In this case, **Online Item Status.** Click the report title link.	

4 Modify the report title if necessary.	**Run Online Item Status** Report Title: `Online Item Status` **4** Report Header: **5** Report Footer: Report Destination: `Browser` **6** Report Format: `HTML` **7** ☑ Mask Learner IDs **8** Case sensitive search: ◉ Yes ○ No ☑ Page Break Between Records Learner: `Exact` ▼ **9** Item: `Exact` ▼ Type: ▼ ID:
5 Enter a report header and footer to add to the report.	
6 Select a report destination from the drop-down menu.	
7 Select a report format from the drop-down menu.	
8 Click to mask or unmask Learner IDs on the report.	
9 Click the **filter icon** for **Learner**.	
10 Enter your domain in the **Domain** filed. **11** Click **Submit Criteria** **Note:** this will take you back to the **Run Report** screen.	**Learners Filter For Online Item Status** ✕ **Online Item Status** ▶ Filter: 0 Learners [Submit Filter] **Learners Filter For Online Item Status** Create the filter using the search below. The search is case sensitive by default. You can choose case insensitive search which applies to criteria typed in. Be aware of case insensitive search could take long time. **Search Learners** [Search] [Submit Criteria] [Reset] **11** Case sensitive search: ○ Yes ◉ No Learner ID: `Starts With` ▼ Last Name: `Starts With` ▼ First Name: `Starts With` ▼ Profile Status: ○ Active ○ Expired ◉ Both Domains: `Starts With` ▼ `HQ` **10** Employee Types: `Starts With` ▼
12 Click the **filter icon** for **Item Type.**	☑ Page Break Between Records Learner: [Criteria Specified] ▼ ▼ Item: `Exact` ▼ Type: ▼ **12** ID:

13 Enter **SkillSoft** in the **Domain** field. **14** Click **Submit Criteria** **Note**: this will take you back to the **Run Reports** screen.	**Items Filter For Online Item Status** ☒ Create the item filter using the search below. The search is case sensitive by default. You can choose case insensitive search which applies to criteria typed in. Be aware of case insensitive search could take long time. **Search Items** [Search] [Submit Criteria] [Reset] Case sensitive search: ○ Yes ● No Item Types: [Starts With ▾] [_____] ▼ Item ID: [Starts With ▾] [_____] Revision Date: (MM/DD/YYYY) [📅] [_____] Revision Number: [Starts With ▾] [_____] Item Status: ● Active ○ Not Active ○ Both Item Classification: [Starts With ▾] [_____] ▼ Online Settings: ☐ Has online content Domains: [Starts With ▾] [skillsoft] **13** ▼ **14** Add/Remove Criteria ➜ [Search] [Submit Criteria] [Reset]
15 Enter your date range in the **Last Access Date From** and **Last Access Date To** fields. **16** Click **Run Report**. **Note**: a new browser window will open showing your report details.	☑ Page Break Between Records Learner: [Criteria Specified] ▼ ▽ Item: [Criteria Specified] ▼ ▽ Initial Date From: (MM/DD/YYYY) [📅] [_____] Initial Date To: (MM/DD/YYYY) [📅] [_____] Last Access Date From: (MM/DD/YYYY) [📅] [6/4/2012] **15** Last Access Date To: (MM/DD/YYYY) [📅] [6/6/2012] Completed Date From: (MM/DD/YYYY) [📅] [_____] Completed Date To: (MM/DD/YYYY) [📅] [_____] Status: ○ Finished ○ Incomplete ● Both Review Flag: ○ Needs Review ○ Does Not Need Review ● Both ☑ Include Object Details **16** [Run Report] [Schedule Job] [Save Report] [Reset]