Local managers user guide: reporting

This document explains how to use the reporting functionality on the e-Learning for Healthcare platform to track your team’s progress and see who has registered for e-learning as part of their Continuing Professional Development.

Login to e-LfH platform

New local managers

1. Sign up for e-Learning for Healthcare
2. Contact the phe.screeninghelpdesk@nhs.net to get access to e-LfH

Existing local managers

You will have received an e-mail on the weekend of the 01/04/2017 saying that you have been signed up for http://e-lfh.org.uk/. You must activate this registration e-mail to have access to the reporting functionality.

Access the reporting functionality

1. Login to the e-LfH website
2. Browse to the top right hand corner where it says ‘Admin’
3. Select ‘reports’ from the drop down list
4. Select the tab marked ‘Public Health Administrator Reports’
Reports

When you have done this you will then have access to the following reports:

- Admin Place of Work: Active Users between two specified dates
- Admin Place of Work: Activity between two specified dates
- Admin Place of Work: Course Completion
- Admin Place of Work: Session summary
- Admin Place of Work: Usage Totals between two specified dates
- Admin Place of Work: User Totals in Location
- Admin Place of Work: Users created between two specified dates

The following pages explain these reports and how to use them for your purposes. All reports can be:

- Viewed on screen
- Downloaded as a PDF
- Downloaded as an excel spreadsheet
Admin Place of Work: Active Users between two specified dates (All Employment)

What this does: This report shows who in your team is using the e-LfH platform and the last time they accessed their e-learning.

Filter: Filter this report between two dates or leave blank to return all user information

Run Report: Admin Place of Work: Active Users between two specified dates (All Employment)

From Date  To Date

➢ Select ‘Run Report’ to run the report.

➢ You will then see the following message:

The report has been added to the report queue and will be processed by the reporting service shortly.
This page will automatically refresh when the report is available.

➢ The report may take a few moments.
Admin Place of Work: Activity between two specified dates

What this does: The report shows what all users in your site have attempted on e-LfH and includes the:

- user’s name
- user’s e-mail address
- unit (activity) they worked on
- scores they have received
- length of time they spent on their activity
- date of the activity
- exam score

Filter: Filter this report between two dates or leave blank to return all user information

мотрог e-LfH и включает:
- имя пользователя
- электронный адрес
- единицу (действие) с которым они работали
- полученные оценки
- время, проведенное на их деятельности
- дату деятельности
- результат экзамена

Фильтр: Фильтруйте этот отчет между двумя датами или оставляйте пустым, чтобы вернуть всю информацию о пользователях.

Select ‘Run Report’ to run the report.

You will then see the following message:

The report has been added to the report queue and will be processed by the reporting service shortly. This page will automatically refresh when the report is available.

The report may take a few moments.
Admin Place of Work: Course Completion

What this does: This report allows you to see the completion status of all the users within your team.

Filter: In this report you have more options for filtering. You can filter by:
- NHS Screening Programme
- Course name - Individual NHSP units, or modules for the other NHS Screening Programmes
- Surname - Find a specific user within your team
- Course status - pick from a drop down list
  - Any status
  - Not started (registered for e-LfH but not started)
  - Not completed (started but not finished a unit)
  - Completed (finished a unit)
- Date (Select the date range for this information to be between)

Select ‘Run Report’ to run the report.

You will then see the following message:

The report has been added to the report queue and will be processed by the reporting service shortly.
This page will automatically refresh when the report is available.

The report may take a few moments.
**Admin Place of Work: Session summary**
Use this instead of the report above when reporting on any of the other NHS Screening Programme e-learning. Functionality and filters are exactly the same.

<table>
<thead>
<tr>
<th>Programme</th>
<th>Course Status</th>
<th>Course Name (begins with)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please select...</td>
<td>Any Status</td>
<td></td>
</tr>
<tr>
<td>Surname (begins with)</td>
<td>From Date (Last Completed)</td>
<td>To Date (Last Completed)</td>
</tr>
</tbody>
</table>

- Select ‘Run Report’ to run the report.
- You will then see the following message:

  The report has been added to the report queue and will be processed by the reporting service shortly. This page will automatically refresh when the report is available.

- The report may take a few moments.
Admin Place of Work: Usage Totals between two specified dates

What this does: Use this report to get the numbers of active users in your team and basic numbers for completion - No identifiable data

Filters: Dates

➢ Select ‘Run Report’ to run the report.

Run Report: Admin Place of Work: Usage Totals between two specified dates (All Employment)

➢ You will then see the following message:

🔄 The report has been added to the report queue and will be processed by the reporting service shortly.
This page will automatically refresh when the report is available.

➢ The report may take a few moments.
Admin Place of Work: User Totals in Location

What this does: Use this report to find out the number of active users in your team - No identifiable data
Filters: No filters
For reference:

Total users = people signed up.
Total users accepted reporting T&Cs = people who are signed up AND are actually using e-LfH.

Example:

<table>
<thead>
<tr>
<th>UserID</th>
<th>Location LocID</th>
<th>Location Name</th>
<th>Total Users</th>
<th>Total Users Accepted Reporting T&amp;Cs</th>
<th>Total Users Accepted Reporting T&amp;Cs on Projects Available for External Reporting</th>
</tr>
</thead>
<tbody>
<tr>
<td>660160</td>
<td>159105</td>
<td>NHSP Dorset (DST)</td>
<td>227</td>
<td>5</td>
<td>8</td>
</tr>
</tbody>
</table>

➢ Select ‘Run Report’ to run the report.

➢ You will then see the following message:

![refresh_icon] The report has been added to the report queue and will be processed by the reporting service shortly. This page will automatically refresh when the report is available.

➢ The report may take a few moments.
Admin Place of Work: Users created between two specified dates

*What this does:* Use this report to see who has an account created within your site

*Filters:* dates

Select ‘Run Report’ to run the report.

You will then see the following message:

The report has been added to the report queue and will be processed by the reporting service shortly. This page will automatically refresh when the report is available.

The report may take a few moments.