

Registration and Evaluation System (RES) MicroStrategy Shared Reports User Guide

For Training Providers

Version 1.01.01

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This document was prepared for the Federal Emergency Management Agency (FEMA) National Training and Education Division (NTED) and is intended solely for the uses and information of the client for whom it is addressed.

This version of the *Registration and Evaluation System (RES) MicroStrategy Shared Reports User Guide* was developed in conjunction with the RES version 3.01.00

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RES MICROSTRATEGY REPORTS OVERVIEW

MicroStrategy Reports is a commercial off-the-shelf (COTS) web-based application used to support report building for the Registration and Evaluation System maintained by FEMA's NTED. MicroStrategy Reports includes shared reports that pull from data collected through RES. In addition, FEMA Program Managers can create ad hoc report features to build custom reports for their use or to share with others.

Access to MicroStrategy Reports is provided to Training Providers and FEMA Program Managers through the issuance of a license. Contact your FEMA NTED Program Manager or the RES Help Desk (res@dhs.gov) for more information.

Please note that RES MicroStrategy is designed to work using Microsoft Internet Explorer 8 as the primary web-browser. In addition, most exporting functions work best using Microsoft Excel 2007. For best results, use Microsoft Internet Explorer 8 when accessing MicroStrategy.

A. USING THIS GUIDE

The *RES MicroStrategy Shared Reports User Guide* provides step-by-step instructions for shared reports available in MicroStrategy. This guide is designed for training providers.

The *RES MicroStrategy Shared Reports User Guide* has several features to facilitate navigation through the document. The table of contents includes hyperlinks to chapters and sections of the document to enable users to click on a desired topic to be automatically brought to the requested section. Additional hyperlinks appear within some sections where cross-referenced information may be available elsewhere in the document. Simply click the hyperlink to read more about the selected topic.

Each set of instructions are followed by system screen prints (figures). Callout boxes highlight important information for users to remember. The guide is updated with each release of RES MicroStrategy and updates are tracked in <u>Appendix A: RES MicroStrategy Updates</u>.

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CHAPTER I: GETTING STARTED

CHAPTER TOPICS:

- <u>Getting Access to MicroStrategy Reports</u> (Page 3)
- <u>Logging into MicroStrategy</u> (Page 3)
- <u>Navigating MicroStrategy Reports</u> (Page 6)
- Log in and Password Assistance (Page 9)
- <u>Logging out of MicroStrategy</u> (Page 9)

A. GETTING ACCESS TO MICROSTRATEGY REPORTS

MicroStrategy reports are accessed from the Registration and Evaluation System. Only licensed users with a valid user name and password can access MicroStrategy. If you do not already have access to MicroStrategy Reports contact your FEMA National Training and Education Division Program Manager (see Logging into MicroStrategy).

B. LOGGING INTO MICROSTRATEGY

Licensed MicroStrategy users can access the reports feature from RES. Users will be prompted to log in separately to MicroStrategy, usually using a different user name and password from their RES user name and password. If you are not sure whether you have access to MicroStrategy, contact your FEMA NTED Program Manager or the RES help desk at res@dhs.gov.

Notes:

- Due to the limited number of licenses available, not all RES users have access to MicroStrategy reports.
- For best results, use Microsoft Internet Explorer 8 as your internet browser.

To log into MicroStrategy reports:

- Step 1: Navigate to the Registration and Evaluation System website at <u>https://www.firstrespondertraining.gov/res</u> (see Figure 1-1: Logging into RES)
- Step 2: In the **UserID** field, enter your user ID.
- Step 3: In the **Password** field, enter your password.

Note: Passwords are case sensitive.

Step 4: Click the **Login** button.

Only licensed users have access to MicroStrategy Reports.

For best results, use Microsoft Internet Explorer 8 when accessing MicroStrategy.

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Note: See the RES User Guide for additional information on logging in and using RES.

Figure 1-1: Logging into RES

Step 5: From the RES application, click on the **Reports** tab or the **View Reports** box (see Figure 1-2: Accessing MicroStrategy). This action opens a new window.

FEMA	The U.S Department of Homeland Security (DHS Protection and National Preparedness (PNP), Na National Training and Education (NTE), National	Ho), Federal Emergency Management Agency (FEM tional Preparedness Directorate (NDP), Training and Education Division (NTED)	nme Logout Help Course S IA),	chedules
Forms Submissions Status	Reports User Profile			
Welcome to the Registration Please use the navigation above to g	n and Evaluation System (RES) et started	Login S	Successful 📃	
The DHS/FEMA National Training and Education Division (NTED) has recognized the need for a comprehensive, centralized database of training participant numbers and training evaluations to enhance its ability to manage the quality of its sponsored courses and provide performance reporting.				
The RES is a dedicated system to efficie	ntly receive the following information from all t	raining providers:		
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The RES is a dedicated system to efficie Student Registration information Level One: Post course evaluation	ntly receive the following information from all t	raining providers:		
The RES is a dedicated system to efficie Student Registration information Level One: Post course evaluation Level Two: Pre-and-post performanc	ntty receive the following information from all t	raining providers:		_
The RES is a dedicated system to efficie	ntty receive the following information from all the test	raining providers:	View Reports	
The RES is a dedicated system to efficie * Student Registration information * Level One: Post course evaluation * Level Two: Pre-and-post performanc Download Forms This module provides users an interface to download the DHS standard forms:	e test Data Submissions This module provides users the ability to manage course information and Submit XML files to the RES.	Track Status Of An XML This module provides users the ability or view and track the status of their uploaded XML files.	View Reports This module provides users a reporting interface to view syste generated reports.	m
The RES is a dedicated system to efficie Student Registration information Level One: Post course evaluation Level Two: Pre-and-post performanc Download Forms This module provides users an interface to download the DHS standard forms: Batch Header form	e test Data Submissions This module provides users the ability to manage curse information and Submit XML files to the RES. * Submit Course Schedules	Track Status Of An XML This module provides users the ability to view and track the status of their uploaded XML files.	View Reports This module provides users a reporting interface to view syste generated reports.	m
The RES is a dedicated system to efficie * Student Registration information * Level One: Post course evaluation * Level Two: Pre-and-post performanc Download Forms This module provides users an interface to download the DHS standard forms: * Batch Header form * Registration form	e test Data Submissions This module provides users the ability to manage course information and Submit XML files to the RES. * Submit Course Schedules * Upload XML forms	raining providers: Track Status Of An XML This module provides users the ability to view and track the status of their uploaded XML files.	View Reports This module provides users a reporting interface to view syste generated reports.	m

Figure 1-2: Accessing MicroStrategy

Step 6: On the MicroStrategy page, click on the **RES NTED** link (see Figure 1-3: Accessing MicroStrategy).

After 20 minutes of inactivity, MicroStrategy will prompt you to log in again.

*	Install MicroStrategy Office	?
	RES NTED This RES NTED project contains all Registration Summary Reports, Level One Evaluation Reports, and Level Two Reports Server name CCSESX23VM02	
Copyr	ight © 2009 VisualCrossing, Inc. About MicroStrategy 9 Help	

Figure 1-3: Accessing MicroStrategy

Step 7: On the log in page, in the **User name** field, enter your user name (see Figure 1-4: Logging into MicroStrategy Reports).

Note: Your MicroStrategy user name and password are usually different from your RES user name and password.

Step 8: In the **Password** field, enter your password.

Note: Passwords are case sensitive. If you forget your password, contact the RES Help Desk at <u>res@dhs.gov</u> for assistance.

Step 9: Click the **Login** button.

Note: After 20 minutes of inactivity you will be prompted to log back into MicroStrategy.

Your MicroStrategy user name and password are usually different from your RES user name and password.

*	Install MicroStrategy Office	?
RES NTED		
CCSESX23VM02		
User name:		
Password:		
Login Cancel		
Copyright © 2009 VisualCrossing, Inc. About MicroStrategy 9 Help		



C. NAVIGATING MICROSTRATEGY REPORTS

The MicroStrategy Reports home page provides easy access to reports and supporting functionality. Options that display on the home page change depending on your user privileges. The MicroStrategy Reports home page includes (see Figure 1-5: MicroStrategy Home Page):

- The **Browse** section displays folders for existing reports and functionality including:
 - Shared Reports: Provides access to existing reports that are available to other users.
 - My Reports: This folder is currently not active for training providers.
- The **link strip** provides links to access to commonly used features from any page, including:
 - Link strip options change depending on the user's permission type.
 - Shared Reports and My Reports folders are also available on the home page.
 - The Help link provides help information on the COTS product; this help menu is not tailored to NTED/RES MicroStrategy reports and content.
 - Use the **Logout** link to end your MicroStrategy session.

Link strip options depend on your user role.

The <u>Help</u> link displays standard MicroStrategy software help only; it is not customized to RES users.

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Figure 1-5: MicroStrategy Home Page

You can also use the **navigation buttons** to return to the home page, go back to the previous page, go forward to a previously accessed page, or to go up a navigation level (see Figure 1-6: MicroStrategy Navigation Buttons).



Figure 1-6: MicroStrategy Navigation Buttons

Click the **Projects** icon to open the dropdown menu with the Projects (not used), **Home, Shared Reports**, **My Reports**, and **Logout** options (see Figure 1-7: MicroStrategy Projects Icon).



Figure 1-7: MicroStrategy Projects Icon

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You can change how the page options, objects and folders pane display (see Figure 1-8: MicroStrategy View Buttons). The Navigation Tree does not display by default but you can click the open arrow to display navigation folders; click the close arrow to collapse the tree.

By default, items in folders display as icons. You can change to a list view by selecting **View: List** icon. Click the **View: Icon** icon to return to the icon view.

Breadcrumbs display your navigation path at the bottom of the page. Use the breadcrumb links to navigate back to previous pages and levels within MicroStrategy.



Figure 1-8: MicroStrategy View Buttons

D. LOGIN AND PASSWORD ASSISTANCE

Contact the RES help desk for assistance with your user name or password at res@dhs.gov.

E. LOGGING OUT OF MICROSTRATEGY

Log out of MicroStrategy to end your session.

To log out of MicroStrategy:

Step 1: Click the **Logout** link on the link strip or the **Sign Out** option on the home page (see Figure 1-9: Logging Out).



Figure 1-9: Logging Out

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CHAPTER TOPICS:

- <u>Overview of Shared Reports</u> (Page 11)
- <u>1. Registrations Summary</u> (Page 13)
- <u>2. Level One Evaluations Classes Recommended for Review</u> (Page 19)
- <u>3. Level Two Test Scores Classes of Excellence</u> (Page 23)
- <u>4. Level Two Test Scores Classes Recommended for Review</u> (Page 26)
- <u>5. Modular Registrations Summary</u> (Page 30)
- <u>Canned Reports</u> (Page 38)
- Fiscal Quarter Reports (Page 44)
- <u>NPDC Reports</u> (Page 50)
- <u>Printing and Exporting Shared Report Documents</u> (Page 51)

A. OVERVIEW OF SHARED REPORTS

MicroStrategy shared reports allow users to access standard reports formatted for easy reporting. User access to shared reports depends on the user's assigned role in MicroStrategy. Chart 2-1: Shared Reports Users provides a brief description of the shared reports and outlines who has access to the report. Click on the hyperlink to skip to the selected report section for more information (see Figure 2-1: Shared Reports).

Note: When running shared reports, users only see data for the account(s) to which they are assigned.

Access to Shared Reports depends on your user role.

Users will only see data for accounts to which they are assigned.

Chart 2-1: Shared Reports Users			
Report Name	Description	Users	
Primary Reports			
<u>1. Registrations</u> <u>Summary</u>	The Registration Summary is the primary report to view training numbers and contact hours broken out by training provider. There are several drill-down reports that highlight supporting information. Note: This report does not include modular courses. See the <u>Modular Registration</u> <u>Summary</u> for information on modular courses.	All users	
2. Level One Evaluations – Classes Recommended for Review	The report displays courses recommended for review because the average Pre-test score is 80% or greater or because the average pre-test to post-test percentage point gain is less than 17%.	All users	
3. Level Two Test Scores – Classes of Excellence	The report flags the classes that have a pre-test to post- test percentage point gain of 90% or greater as classes of excellence.	All users	
<u>4. Level Two Test</u> <u>Scores – Classes</u> <u>Recommended for</u> <u>Review</u>	The report flags classes that have a pre-test to post-test percentage point gain of less than 20% as classes recommended for review.	All users	
5. Modular Registrations Summary	The Report displays metrics on modular lessons completed (instructor led, web, all), total number of distinct students, and total contact hours display, broken out by training provider. The report displays graphs detailing the top ten training providers by number of lessons for modular courses completed and the top ten training providers by number of distinct students trained in modular courses.	All users	
Additional Reports			
Canned Reports	Canned reports display commonly requested information by Calendar Year, Fiscal Year or Month.	All users	
Fiscal Quarter Reports	Fiscal Quarter reports display commonly requested information broken out by fiscal quarter. By default, metrics for Center for Domestic Preparedness are excluded from the reports.	All	
Global Information Systems (GIS)	GIS reports provide metric information depicted on an interactive map. (See Appendix G: Running Global Information Systems (GIS) Reports.)	Users granted a GIS report license	
NPDC Reports	National Domestic Preparedness Consortium reports display NDPC numbers to all NDPC members.	NPDC members; NTED Program Managers; Administrators	

Share	Shared Reports My Reports Help Logout				
*	₩ ←	Shared Reports			?
•		Canned Reports Owner: Administrator Modified: 10/28/08 7:25:03 AM		Fiscal Quarter Reports Owner: Administrator Modified: 7/25/13 10:20:20 AM	
		GIS Owner: Administrator Modified: 7/9/13 3:55:19 PM		NDPC Reports Owner: Administrator Modified: 6/20/11 9:41:51 AM	
		1. Registrations Summary Owner: Administrator Modified: 6/17/13 2:48:44 PM		2. Level One Evaluations - Classes Recommended for Review Owner: Administrator Modified: 6/17/13 2:49:53 PM	
		3. Level Two Test Scores - Classes of Excellence Owner: Administrator Modified: 6/17/13 2:50:59 PM		4. Level Two Test Scores - Classes Recommended for Review Owner: Administrator Modified: 6/17/13 2:51:38 PM	
		5. Modular Registrations Summary Owner: Administrator Modified: 6/17/13 2:52:09 PM			
-	RESINTED >	Shared Reports			х

Figure 2-1: Shared Reports

B. RUNNING THE REGISTRATIONS SUMMARY

Available to all users, the Registration Summary serves as the main source for a summary of the number of classes and students trained by training provider. The summary includes graphs that highlight the top 10 training providers by number of classes held and number of students trained. The report includes drill-down functionality for each training provider.

Notes:

- When running the report, training providers only see metrics related to their account.
- This Registrations Summary metrics do not include modular courses. See <u>Running the Modular Registrations Summary</u> for information on running a report that displays modular course data.

To run the Registrations Summary report:

The Registration Summary is the primary report to find information on student and class numbers.

Training providers see only metrics for their account.

See the Modular Registrations Summary for metrics related to modular courses.

Step 1: Click on the Shared Reports link on the link strip (see Figure 2-2: Running the

Registration Summary).

Step 2: To select the report, click on the **1. Registrations Summary** link or the report document icon.



Figure 2-2: Running the Registration Summary

Step 3: On the Registration Summary prompt page, in the **1.** Choose the beginning date for the desired date range section, enter the appropriate beginning date and press the Enter key (see Figure 2-3: Selecting a Beginning Date).

Note: Users can also use the calendar widget to select the date. Click on the widget to open the calendar and use the arrow buttons to navigate to the appropriate month/year combination. Click on the

Be sure to press the <u>Enter</u> key after typing in a date or year.

appropriate date to select it. If you enter the year on the widget, be sure to press the **Enter** key before selecting the date to ensure the year has been properly selected.

 I. Registrations Summary I. Choose the beginning date for the desired Choose the beginning date for the desired date range. I. Choose the beginning date for the desired date range. 	
Index X Summary of your selections 1 Choose the beginning date for the desired date Choose the beginning date for the desired date ange. 1 Oppose the beginning date for the desired tate Choose tate Choose the beginning date for the desired tate Choose tat	
the desired date range. 2 Choose the ending date for the desired date range. 3 Exclude Training Provider(s) Your selection: 7/19/2013 The default selection is: Today (7/19/2013)	d

Figure 2-3: Selecting a Beginning Date

Step 4: In the **2. Choose the ending date for the desired date range** section, select the radio button to select the appropriate ending date option (see Figure 2-4: Selecting an Ending Date).

Note: Today's date is selected as the range end date by default. Skip to step 6 if you selected the default option.

Step 5: If you opted to select the date, in the **Your selection:** field, enter the appropriate ending date and press the **Enter** key.

Note: Users can also use the calendar widget to select the date. Click on the widget to open the calendar and use the arrow buttons to navigate to the appropriate month/year combination. Click on the

Be sure to press the <u>Enter</u> key after typing in a date or year.

appropriate date to select it. If you enter the year on the widget, be sure to press the **Enter** key before selecting the date to ensure the year has been properly selected.

Step 6: If appropriate, navigate to the **3. Exclude Training Provider(s)** section, select the appropriate training providers to exclude from the report.

Notes:

- The Center for Domestic Preparedness is excluded from the report by default.
- In the **Available** field, click on the appropriate training provider(s) to select it and then click the **Add •** arrow to move the value to the **Selected** field.
- You can also double click on the training provider to move it to the **Selected** field.
- Do not use the Add All M icon as only one option can be added to columns.
- Use the **Remove** and **Remove** All icons to move the training provider out of the **Selected** field.

Step 7: To run the report, click the **Run Document** button.

 Choose the ending date for the desired date range. 	2. Choose the ending date for the desired date range.	×
3 Exclude Training Provider(s)	Choose the ending date for the desired date range. Your selection: 7/19/2013 Today (7/19/2013) Today (7/19/2013) S M T W T F S N T W T W T W T F S N T W T W T W T F S N T W T W T W T W T F S N T W T W T W T W T F S N T W T W T W T W T F S N T W T W T W T W T W T W T W T W T W T	×
Run Document Cancel		

Figure 2-4: Selecting an Ending Date

Step 8: Review the report results (see Figure 2-5: The Registration Summary).

Notes:

- Only metrics for the training provider(s) you have permission to view display.
- Two graphs display:
 - Top 10 Training Providers by Number of Instructor Led Classes Held
 - Top 10 Training Providers by Number of Students Trained.
- Training provider data displays in a table including the number of instructor led classes, the number of students trained (instructor led, web, and all), and total contract hours.
- Click on the **training providers name** link to drill down to the Course Summary report for the training provider. See <u>Registration Summary Drill-down Reports</u> for more information.
- See <u>Printing and Exporting Shared Report Documents</u> for more information on how to export the report.



Figure 2-5: The Registration Summary

1. REGISTRATION SUMMARY DRILL-DOWN REPORTS

From the Registration Summary, users can drill-down to view additional information related to the Registration Summary by clicking on the **Training Provider** link (see Figure 2-6: Registration Summary Drill-down Report). Chart 2-2: Registration Summary Drill-down Reports provides an overview of each drill-down report available and the steps required to access the drill-down report.

For information on running the Registration Summary, see **<u>Running the Registration Summary</u>**.



Figure 2-6: Registration Summary Drill-down Reports

Chart 2-2: Registration Summary Drill-down Reports		
Report Name	Description	
1.A Course Summary Report (by Training Provider)	Drill-down from the Registration Summary report to the Course Summary Report by clicking on the Training Provider link. For the date range selected when running the Registration Summary and the selected training provider, the report displays a graph of the top 10 classes based on the number of students trained. A grid displays each course broken out by training method, number of classes, number of students, number of evaluations, pre and post-test averages, average increase in KSAs, and contact hours.	
	Drill-down options:	
	• Click on the Course # and Name to drill-down to the Registration Class Summary Report (see 1.A.1).	
	• Click on the appropriate # of Evaluations link to drill-down to the Level One Evaluation – Course Summary Report (see 1.A.2).	
	• Click on the appropriate Avg Inc of KSA link to drill-down to the Level Two Class Detail Report (see 1.A.3).	

Chart 2-2: Registration Summary Drill-down Reports			
Report Name	Description		
1.A.1 Registration Class Summary Report	 Drill-down from the Course Summary Report to the Registration Class Summary Report by clicking the appropriate Course # or Course Name. For the selected training provider and course, two graphs display the number of classes held by class State and number of students trained by class State. A grid displays each class session of the selected course conducted by the training provider broken out by class start date, start time, instructor, number of students, course length, city, state, zip code, and country. Drill-down options: Click on the appropriate Class Start Date link to drill down to the Registration Class Detail Report (see 1.A.1.a). Linked reports: Click the View Evaluations by Class link to view the Level One Evaluation – Course Summary Report (see 1.A.2). Click the View Test Scores by Class link to view the Level Two Class Detail report see 1.A.3). 		
1.A.1.a Registration Class Detail Report	Drill-down from the Registration Class Summary Report to the Registration Class Detail Report by clicking the Class Start Date link. Two graphs display the number of students trained by level of government and by disciple. A grid displays each student broken out by student agency, level of government, student discipline, city, State, zip code, and country.		
1.A.2 Level One Evaluation – Course Summary Report	 Drill-down from the Registration Class Summary Report to the Level One Evaluation – Course Summary Report by clicking the # of Evaluations link. For the selected training provider and course, a grid displays each class broken out by class start date, class start time, instructor name, number of students, number of evaluations, KSA levels before and after, KSA difference, course evaluation, instructor evaluation, course benefit, overall ratings, and class location. Drill-down options: Click the appropriate Class Start Date link to drill-down to the Level One Evaluation – Class Details Report (see 1.A.2.a). Click the view link to drill down to the Level One Evaluation – Class Comments Report (see 1.A.2.b). Linked reports: Click the View Class Summary link to view the Registration Class Summary Report (see 1.A.1). Click the View Test Scores by Class link to view the Level Two Class Detail report (see 1.A.3). 		
1.A.2.a Level One Evaluation – Class Details Report	Drill-down from the Level One Evaluation – Course Summary Report to the Level One Evaluation – Class Details Report by clicking the Class Start Date link. For the selected training provider, the report displays a breakout of average evaluation responses to the selected class.		

Chart 2-2: Registration Summary Drill-down Reports		
Report Name	Description	
1.A.2.b Level One Evaluation – Class Comments Report	Drill-down from the Level One Evaluation – Course Summary Report to the Level One Evaluation – Class Comments Report by clicking the view link. For the selected training provider, the report displays responses submitted for open answer evaluation questions for the selected class.	
1.A.3 Level Two Class Detail Report	 Drill-down from the Registration Class Summary Report to the Level Two Class Detail Report by clicking the Avg Inc of KSA link. For the selected training provider and course, a grid displays each class broken out by class start date, class start time, instructor, class location, pre- and post-test score average, and average increase of KSA. Linked reports: Click the View Class Summary link to view the Registration Class Summary Report (see 1.A.1). Click the View Evaluations by Class link to view the Level One Evaluation – Course Summary Report (see 1.A.2). 	

C. RUNNING LEVEL ONE EVALUATIONS – CLASSES RECOMMENDED FOR REVIEW REPORT

All users can run the Level One Evaluations – Classes Recommended for Review report to view a list courses recommended for review because the average pre-test score is 80% or greater or when the average pre-test to post-test percentage point gain is less than 17%. Classes are displayed by training provider and course number and are broken out by class start date, class location, class start time, instructor last name, number of students, number of evaluations, KSA levels before and after, difference in KSA before and after, instructor evaluation score, course evaluation score, course benefit score, and the overall ratings.

Note: When running the report, training providers will only see metrics related to their account. If nothing displays after the report has run, courses for your account do not meet the recommended for review criteria.

The Level One Evaluations – Classes Recommended for Review Report flags classes that have a pre-test score of more than 80% or a pre- to post-test score gain of less than 17%.

Training providers will see only their own courses that meet the recommended for review criteria.

To run the Level One Evaluations - Classes Recommended for Review Report:

Step 1:	Click on the Shared Reports link on the link strip (see Figure 2-7: Running the Level
	One Evaluations – Classes Recommended for Review Report).

Step 2: To select the report, click on the **2. Level One Evaluations – Classes Recommended for Review** link or the report document **i** icon.

Shar	ed Reports My Reports	Help Logout		
*	in e ⇒ b	Shared Reports		?
►	Canned Re Owner: Administrator Modified: 10	2 ports /28/08 7:25:03 AM	Fiscal Quarter Reports Owner: Administrator Modified: 7/25/13 10:20:20 AM	
	1. Registr Owner: Administrator Modified: 6/3	rations Summary 17/13 2:48:44 PM	2. Level One Evaluations - Classes Recommended for Review Owner: Administrator Modified: 6/17/13 2:49:53 PM	;

Figure 2-7: Running the Level One Evaluations – Classes Recommended for Review Report

Step 3: On the Classes Recommended for Review prompt page, in the **1.** Choose the beginning date for the desired date range section, enter the appropriate beginning date and press the **Enter** key (see Figure 2-8: Selecting a Beginning Date).

Be sure to press the <u>Enter</u> key after typing in a date or year.

Note: Users can also use the calendar widget to select the date. Click on the widget to open the calendar and use the arrow buttons to navigate to the appropriate month/year combination. Click on the appropriate date to select it. If you enter the year on the widget, be sure to press the **Enter** key before selecting the date to ensure the year has been properly selected.

Shared Reports My Reports Hist	ory List My Subscriptions Help Logout 2. Level One Evaluations - Classes Recommended for Review	
Index X Summary of your selections 1 Choose the beginning date for the desired date range. * 2 Choose the ending date for the desired date range. * 3 Exclude Training Provider(s) *	 1. Choose the beginning date for the desired date range Choose the beginning date for the desired date range 10/1/2008 2. Choose the ending c S M T W F S 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 Chose The default selection is: 	~

Figure 2-8: Selecting a Beginning Date

Step 4: In the **2. Choose the ending date for the desired date range** section, select the radio button to select the appropriate ending date option (see Figure 2-9: Selecting an Ending Date).

Notes: Today's date is selected as the range end date by default. Skip to step 6 if you selected the default option.

Be sure to press the <u>Enter</u> key after typing in a date or year. Step 5: If you opted to select the date, in the **Your selection:** field, enter the appropriate ending date and press the **Enter** key.

Note: Users can also use the calendar widget to select the date. Click on the widget to open the calendar and use the arrow buttons to navigate to the appropriate month/year combination. Click on the appropriate date to select it. If you enter the year on the widget, be sure to press the **Enter** key before selecting the date to ensure the year has been properly selected.

Step 6: If appropriate, navigate to the **3. Exclude Training Provider(s)** section, select the appropriate training providers to exclude from the report.

Notes:

- The Center for Domestic Preparedness is excluded from the report by default.
- In the **Available** field, click on the appropriate training provider(s) to select it and then click the **Add** is arrow to move the value to the **Selected** field.
- You can also double click on the training provider to move it to the Selected field.
- Do not use the Add All 🐏 icon as only one option can be added to columns.
- Use the **Remove** and **Remove** All sicons to move the training provider out of the **Selected** field.

Step 7: To run the report, click the **Run Document** button.

2 Choose the ending date for the desired date range.	2. Choose the ending date for the desired date range.	×
3 Exclude Training Provider(s)	Choose the ending date for the desired date range. Your selection: 7/19/2013 The default selection is: Today (7/19/2013) Today (7/19/2013) Search for: Available: YTP-Your Training Provider	ter the date manually and press Enter or e the calendar widget to select the date.
Run Document Cancel		

Figure 2-9: Selecting an Ending Date

Step 8: Review the report results (see Figure 2-10: Classes Recommended for Review Report).

Notes:

Training providers will see only their own courses that meet the recommended for review criteria.

- Only metrics for the training provider(s) you have permission to view display. If nothing displays after the report has run, courses for your account do not meet the recommended for review criteria.
- Classes recommended for review display arranged by training provider, course, and class and are broken out by class start date and time, instructor name, number of students, number of evaluations, KSA scores, and evaluation ratings.
- There are two drill-down options (see <u>Classes Recommended for Review Drill-down</u> <u>Reports</u> for more information):
 - Click the Class Start Time link for the appropriate class to drill-down to the Level One Evaluation – Class Details Report.
 - Click on the view link for the appropriate class to drill-down to the Level One Evaluation – Class Comments report.
- See <u>Printing and Exporting Shared Report Documents</u> for more information on how to export the report.

Classes F YTP - Yo	FEN Recomm	A nended for ning Provi	The U.S Depar Protection and National Traini Review	rtment of Hor I National Pre ing and Educa /: 10/ 1	meland Security iparedness (PNF ation (NTE), Nati	(DHS), Federal I 9), National Prepi onal Training and to 9/30	Emergency Manag aredness Director d Education Divisio 0/2012	ement Agency (f ate (NPD), in (NTED) Individ arr pro	tema), dual cla anged ovider a	asses by tra ind co	s disp aining ourse	lay
Class Start Date	Class Start Time	Instructor Last Name	Number of Students	Number of Eval	KSA Level Before	KSA Level After	KSA Difference	Instructor Evaluation	Course Evaluation	Course Benefit	Overall Ratings	Comments
AWR-110-W												
7/7/2009 YOURTOWN, I	0 USA 55555	Web-Based Ins Instructor	stru 3	3	4.7		-4.7		4.0	1.0	1.0	<u>view</u>
8/2/2009 YOURTOWN I	<u>0</u> USA 55555	Web-Based Ins Instructor	stru 3	3	4.7	4.3	-0.4		2.6	1.5	3.0	view
		Click the drill-d Evaluatio	Class own to on - Cla	Start the L ass De	Time evel Or etail Re	link to ne eport.	Click the L	the vie evel Oı Com	e w link ne Eva nment F	to dri luatio Repoi	ll-dow n - C t.	vn to lass

Figure 2-10: Classes Recommended for Review Report

1. CLASSES RECOMMENDED FOR REVIEW DRILL-DOWN REPORTS

From the Level One Evaluation - Classes Recommended for Review report, users can drill-down to view additional information related to the classes recommended for review by clicking on the **Class Start Time** or **view** links (see Figure 2-11: Classes Recommended for Review Drill-down Reports). Chart 2-3: Classes Recommended for Drill-down Reports provides an overview of each drill-down report available.

For more information on the Level One Evaluation – Classes Recommended for Review report see Running Level One Evaluations – Classes Recommended for Review Report.



Figure 2-11: Classes Recommended for Review Drill-down Reports

Chart 2-3: Classes Recommended for Review Drill-down Reports				
Report Name	Description			
2.A	Drill-down from the Level One Evaluation - Classes Recommended for			
Level One Review to the Level One Evaluation – Class Details Report by clicking the				
Evaluation – Class	Class Start Time link. For the selected training provider, the report displays a			
Details Report	break out average evaluation responses for the selected class.			
2.B	Drill-down from the Level One Evaluation - Classes Recommended for			
Level One	Review to the Level One Evaluation - Class Comments Report by clicking the			
Evaluation – Class	view link. For the selected training provider, the report displays responses			
Comments Report	submitted for open answer evaluation questions for the selected class.			

D. RUNNING THE LEVEL TWO TEST SCORES – CLASSES OF EXCELLENCE REPORT

Classes of excellence are those that have a pre-test to post-test percentage point gain of 90% or greater.

All users can run the Level Two Test Scores – Classes of Excellence report to view the classes of excellence broken out by training provider, course number, training method, class start and end date, number of students, number of evaluations, pre-test and post-test scores, and average increase in KSAs.

Note: When running the report, training providers will only see metrics related to their account. If nothing displays after the report has run, courses for your account do not meet the classes of excellence criteria.

To run the Level Two Test Scores – Classes of Excellence Report:

Step 1:Click on the Shared Reports link on the link strip
(see Figure 2-12: Running the Classes of Excellence Report).

Classes of excellence show a 90% or more improvement of pre-test to post-test scores.

Training Providers will see only their own courses that meet the classes of excellence criteria.

Step 2: To select the report, click on the **3. Level Two Test Scores – Classes of Excellence** link

-			
Sha ₩	red Reports My Reports Help Logout Image: Comparison of the second secon		?
	Canned Reports Owner: Administrator Modified: 10/28/08 7:25:03 AM 1. Registrations Summary Owner: Administrator Modified: 6/17/13 2:48:44 PM	Fiscal Quarter Reports Owner: Administrator Modified: 7/25/13 10:20:20 AM 2. Level One Evaluations - Classes Recommended for Review Owner: Administrator Modified: 6/17/13 2:49:53 PM	
	3. Level Two Test Scores - Classes of Excellence Owner: Administrator Modified: 6/17/13 2:50:59 PM	4. Level Two Test Scores - Classes Recommended for Review Owner: Administrator Modified: 6/17/13 2:51:38 PM	

or the report document 📠 icon.

Figure 2-12: Running the Classes of Excellence Report

Step 3: On the Classes of Excellence prompt page, in the **1**. Choose the beginning date for the desired date range section, enter the appropriate beginning date and press the Enter key (see Figure 2-13: Selecting a Beginning Date).

Be sure to press the <u>Enter</u> key after typing in a date or year.

October 2013

Note: Users can also use the calendar widget to select the date. Click on the widget to open the calendar and use the arrow buttons to navigate to the appropriate month/year combination. Click on the appropriate date to select it. If you enter the year on the widget, be sure to press the **Enter** key before selecting the date to ensure the year has been properly selected.

Shared Reports My Reports Histo	ry List My Subscriptions Help Logout 3. Level Two Test Scores - Classes of Excellence	
Index X Summary of your selections 1 Choose the beginning date for the desired date range.	1. Choose the beginning date for the desired Enter the date manually and Choose the beginning date for the desired date range or 10/1/2008 Image: Construction of the calendar widget to select the date.	
2 Choose the ending date for the desired date range. 3 Exclude Training Provider(s)	2. Choose the ending c Choose the ending date for Your selection: 7/19/2013 S M T W 2 F S e range. T B P 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 Close	



Step 4: In the **2. Choose the ending date for the desired date range** section, select the radio button to select the appropriate ending date option (see Figure 2-14: Selecting an Ending Date).

Notes: Today's date is selected as the range end date by default. Skip to step 6 if you selected the default option.

If you opted to select the date, in the Your selection: field, enter the appropriate ending Step 5: date and press the **Enter** key.

> Note: Users can also use the calendar widget to select the date. Click on the widget to open the calendar and use the arrow buttons to navigate to the appropriate month/year combination. Click on the appropriate date to select it. If you enter the year on the widget, be sure to press the Enter key before

Be sure to press the Enter key after typing in a date or year.

selecting the date to ensure the year has been properly selected.

Step 6: If appropriate, navigate to the 3. Exclude Training Provider(s) section, select the appropriate training providers to exclude from the report.

Notes:

- The Center for Domestic Preparedness is excluded from the report by default. •
- In the Available field, click on the appropriate training provider(s) to select it and • then click the Add 🚺 arrow to move the value to the Selected field.
- You can also double click on the training provider to move it to the Selected field. •
- Do not use the Add All 😥 icon as only one option can be added to columns.
- Use the **Remove** and **Remove** All sicons to move the training provider out of the **Selected** field.

Step 7: To run the report, click the **Run Document** button.

2 Choose the ending date for the desired date range.	 2. Choose the ending date for the desired date range. 	T
3 Exclude Training Provider(s)	Choose the ending date for the desired date range. Your selection: 7/19/2013 The default selection is: Today (7/19/2013) S M T W T F S 1 2 3 4 5 16 17 18 20 14 15 16 17 18 20 12 22 3 24 25 26 27 Optionally, select training provide Search for: YTP-Your Training Provider Match case Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Selected: Sel	X
Run Document Cancel		

Figure 2-14: Selecting an Ending Date

Step 8: Review the report results (see Figure 2-15: Classes of Excellence Report).

Notes:

FEMA

• Only metrics for the training provider(s) you have permission to view display. If nothing displays after the report has run, courses for your account do not meet the classes of excellence criteria.

Training providers will see only their own courses that meet the classes of excellence criteria.

- Classes of excellence display arranged by training provider, course and class and broken out by training method, class start, number of students, pre- and post-test scores, and average percent increase of KSA.
- See <u>Printing and Exporting Shared Report Documents</u> for more information on how to export the report.

The U.S Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA), Protection and National Preparedness (PNP), National Preparedness Directorate (NPD), National Training and Education (NTE), National Training and Education Division (NTED)

Classes of Excellence Report (based on test scores): 10/1/2007 to 9/30/2012

Training Provider	Course Number	Training Method	Class Start Date	Class End Date	Total Number of Students	Total Number of Eval	Pre Test Score Average (%)	Post Test Score Average (%)	Average Increase of KSA (%)
YTP					180	69			
	MGT-320				27	27	25.0%	94.0%	276.3%
		MOBILE	7/1/2008	7/3/2008	9	9	25.3%	95.6%	277.2%
		MOBILE	7/29/2008	7/31/2008	18	18	24.6%	92.4%	275.3%
	PER-220				101	18	44.2%	88.8%	101.2%
		MOBILE	7/14/2008	7/16/2008	19	18	40.8%	86.5%	111.9%

Figure 2-15: Classes of Excellence Report

E. RUNNING THE LEVEL TWO TEST SCORES – CLASSES RECOMMENDED FOR REVIEW

Classes recommended for review that have a pre-test to post-test percentage point gain of less than 20%. All users can run the Level Two Test Scores – Classes Recommended for Review Report to view the classes recommended for review. Classes are broken out by training provider, course number, training method, class start and end date, number of students, number of evaluations, pre-test and post-test scores, and average increase in KSAs.

Note: When running the report, training providers will only see metrics related to their account. If nothing displays after the report has run, classes for your account do not meet the recommended for review criteria.

The Level Two Test Scores – Classes Recommended for Review Report flags classes that have a pre- to post-test score gain of less than 20%.

Training providers will see only their own classes that meet the recommended for review criteria. To run the Level Two Test Scores - Classes Recommended for Review:

- Step 1: Click on the **Shared Reports** link on the link strip (see Figure 2-16: Running the Level Two Test Scores Classes Recommended for Review).
- Step 2: To select the report, click on the **4. Level Two Test Scores Classes Recommended for Review** link or the report document icon.

Sha	red Reports My	y Reports Help Logout		
*	₩ ←	Shared Reports	2	?
► E		Canned Reports Owner: Administrator Modified: 10/28/08 7:25:03 AM	Fiscal Quarter Reports Owner: Administrator Modified: 7/25/13 10:20:20 AM	
		1. Registrations Summary Owner: Administrator Modified: 6/17/13 2:48:44 PM	 2. Level One Evaluations - Classes Recommended for Review Owner: Administrator Modified: 6/17/13 2:49:53 PM	
		3. Level Two Test Scores - Classes of Excellence Owner: Administrator Modified: 6/17/13 2:50:59 PM	4. Level Two Test Scores - Classes Recommended for Review Owner: Administrator Modified: 6/17/13 2:51:38 PM	

Figure 2-16: Running the Level Two Test Scores - Classes Recommended for Review

Step 3: On the Level Two Test Scores – Classes Recommended for Review prompt page, in the 1. Choose the beginning date for the desired date range section, enter the appropriate beginning date and press the Enter key (see Figure 2-17: Selecting a Beginning Date).

Be sure to press the <u>Enter</u> key after typing in a date or year.

Note: Users can also use the calendar widget to select the date. Click on the widget to open the calendar and use the arrow buttons to navigate to the appropriate month/year combination. Click on the appropriate date to select it. If you enter the year on the widget, be sure to press the **Enter** key before selecting the date to ensure the year has been properly selected.

Shared Reports My Reports	Help Logout
Index X	1. Choose the beginning date for the desired and press Enter
 Summary of your selections Choose the beginning date for the desired date range. 	Choose the beginning date for the desired date or use the calendar widget to select the date.
2 Choose the ending date for the desired date range. 3 Exclude Training Provider(s)	2. Choose the ending date for 5 M T W T F S 2 3 4 5 6 te range. Choose the ending date for 7 8 9 10 11 12 13 Your selection: 12 22 24 25 26 27 10/3/2013 Close Close

Figure 2-17: Selecting a Beginning Date

Step 4: In the **2.** Choose the ending date for the desired date range section, select the radio button to select the appropriate ending date option (see Figure 2-18: Selecting an Ending Date).

Notes: Today's date is selected as the range end date by default. Skip to step 6 if you selected the default option.

Step 5: If you opted to select the date, in the **Your** selection: field, enter the appropriate ending date and press the **Enter** key.

Be sure to press the <u>Enter</u> key after typing in a date or year.

Note: Users can also use the calendar widget to select the date. Click on the widget to open the

calendar and use the arrow buttons to navigate to the appropriate month/year combination. Click on the appropriate date to select it. If you enter the year on the widget, be sure to press the **Enter** key before selecting the date to ensure the year has been properly selected.

Step 6: If appropriate, navigate to the **3. Exclude Training Provider(s)** section, select the appropriate training providers to exclude from the report.

Notes:

- The Center for Domestic Preparedness is excluded from the report by default.
- In the **Available** field, click on the appropriate training provider(s) to select it and then click the **Add** is arrow to move the value to the **Selected** field.
- You can also double click on the training provider to move it to the **Selected** field.
- Do not use the Add All i icon as only one option can be added to columns.
- Use the **Remove** and **Remove** All sicons to move the training provider out of the **Selected** field.

Index X Summary of your selections I 1 Choose the beginning date for the desired date range. * 2 Choose the ending date for the desired date range. * 3 Exclude Training Provider(s) *	 2. Choose the ending date for the desired date range. Your selection: 9/30/2013 The default selection is: Today (10/3/2013) 3 4 5 6 7 8 9 10 11 12 13 14 Enter the date manually and press Enter or use the calendar widget to select the date.
	3. Exclude Training Provid Dptionally, select training provid the report. Search for: ✓ Match case Available: ✓ YTP-Your Training Provider ✓ Cose Valiable: ✓ 1 - 1 of 1
Run Document Cancel	

Step 7: To run the report, click the **Run Document** button.



Step 8: Review the report results (see Figure 2-19: Level Two Test Scores – Classes Recommended for Review Report).

Notes:

• Only metrics for the training provider(s) you have permission to view display. If nothing displays after the report has run, classes for your account do not meet the recommended for review criteria.

Training Providers will see only their own courses that meet the classes recommended for review criteria.

- Classes of recommended for review display arranged by training provider, course and class and broken out by training method, class start and end date, number of students, number of evaluations, pre- and post-test scores, and average percent increase of KSA.
- See <u>Printing and Exporting Shared Report Documents</u> for more information on how to export the report.

GROUPING: Training	ROUPING: Training Provider: (All) Course Name: (All)									
The U.S Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA), Protection and National Preparedness (PNP), National Preparedness Directorate (NPD), National Training and Education (NTE), National Training and Education Division (NTED)										
Classes Recommended for Review (based on test scores): 10/1/2007 to 9/30/2009										
Training Provider	Course Number	Training Method	Class Start	Class End	Total Number	Total Number	Pre Test	Post Test Score	Average	
			Date	Date	of Students	of Eval	Score Average (%)	Average (%)	Increase of KSA (%)	
YTP			Date	Date	of Students	of Eval	Score Average (%)	Average (%)	Increase of KSA (%)	
УТР	AWR-149-W		Date	Date	of Students	of Eval 0 0	Score Average (%) 84%	Average (%)	Increase of KSA (%) -10%	

Figure 2-19: Level Two Test Scores – Classes Recommended for Review Report

F. RUNNING THE MODULAR REGISTRATIONS SUMMARY REPORT

All users can run the Modular Registrations Summary Report to display graphs detailing the top ten training providers by number of lessons for modular courses completed and the top ten training providers by number of distinct students trained under modular courses. Additional metrics on lessons completed (instructor led, web, all), total number of distinct students, and total contact hours display, broken out by

training provider. The report includes drill-down functionality for each training provider.

Training providers will see only metrics for their account.

Note: When running the report, training providers will only see metrics related to their account.

To run the Modular Registrations Summary report:

- Step 1: Click on the Shared Reports link on the link strip (see Figure 2-20: Running the Modular Registrations Summary Report).
- Step 2: To select the report, click on the **5. Modular Registrations Summary Report** link or the report document *i* icon.



Step 3: On the Modular Registrations Summary prompt page, in the **1. Choose the beginning date for the desired date range** section, enter the appropriate beginning date and press the **Enter** key (see Figure 2-21: Selecting a Beginning Date).

Be sure to press the <u>Enter</u> key after typing in a date or year.

Note: Users can also use the calendar widget to select the date. Click on the widget to open the calendar and use the arrow buttons to navigate to the appropriate month/year combination. Click on the appropriate date to select it. If you enter the year on the widget, be sure to press the **Enter** key before selecting the date to ensure the year has been properly selected.

Shared Reports My Reports	Help Logout 5. Modular Registrations Summary		
Index X Summary of your selections Choose the beginning date for the desired date range.	1. Choose the beginning date for the desire Choose the beginning date for the desired date range 10/1/2007	Enter the date manually and press Enter or use the calendar widget to select the date.	
2 Choose the ending date for the desired date range. 3 Exclude Training Provider(s)	2. Choose the ending c S M J W T F Choose the ending date for 7 8 9 10 11 12 Your selection: 14 15 16 17 18 19 Your selection: 2 2 24 25 26 28 29 30 31	6 :e range. 13 20 27	

Figure 2-21: Selecting a Beginning Date

Step 4: In the **2. Choose the ending date for the desired date range** section, select the radio button to select the appropriate ending date option (see Figure 2-22: Selecting an Ending Date).

Notes: Today's date is selected as the range end date by default. Skip to step 6 if you selected the default option.

Step 5: If you opted to select the date, in the **Your selection:** field, enter the appropriate ending date and press the **Enter** key.

Note: Users can also use the calendar widget to select the date. Click on the widget to open the calendar and use the arrow buttons to navigate to the appropriate month/year combination. Click on the

Be sure to press the <u>Enter</u> key after typing in a date or year.

appropriate date to select it. If you enter the year on the widget, be sure to press the return key before selecting the date to ensure the year has been properly selected.

Step 6: If appropriate, navigate to the **3. Exclude Training Provider(s)** section, select the appropriate training providers to exclude from the report.

Notes:

- The Center for Domestic Preparedness is excluded from the report by default.
- In the **Available** field, click on the appropriate training provider(s) to select it and then click the **Add** is arrow to move the value to the **Selected** field.
- You can also double click on the training provider to move it to the Selected field.
- Do not use the Add All 🐏 icon as only one option can be added to columns.
- Use the **Remove** and **Remove** All sicons to move the training provider out of the **Selected** field.
- Step 7: To run the report, click the **Run Document** button.
| Index X Summary of your selections I 1 Choose the beginning date for the desired date range. • 2 Choose the ending date for the desired date range. • 3 Exclude Training Provider(s) • | 2. Choose the ending date for the desired date rar Choose the ending date for the desired date range. Your selection: 9/30/2013 The default selection is: S MP T W T F S
1 2 3 4 5 6 7
8 9 10 11 12 13 14 Enter the date manually and press Enter or use the calendar widget to select the date. |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | 3. Exclude Training Provide
Optionally, select training provide
Search for: |
| Run Document Cancel | |

Figure 2-22: Selecting an Ending Date

Step 8: Review the report results (see Figure 2-23: Modular Registration Summary Report).

Notes:

- Only metrics for the training provider(s) you have permission to view display.
- Two graphs display:
 - Top 10 Training Providers by Number of Lessons Completed
 - Top 10 Training Providers by Number of Distinct Students Trained.
- Training provider data displays in a table including the number of lessons completed (instructor led, web, and all), the number of distinct students (instructor led, web, and all), and total contract hours.
- Click on the **training providers name** link to drill-down to the Course Summary report for the training provider (see <u>Modular Registrations Summary Drill-down</u> <u>Reports</u>).
- See <u>Printing and Exporting Shared Report Documents</u> for more information on how to export the report.



Figure 2-23: Modular Registration Summary Report

1. MODULAR REGISTRATIONS SUMMARY DRILL-DOWN REPORTS

From the Modular Registration Summary, all users can drill-down to view additional information related to the Modular Registration Summary by clicking on the training provider link (see Figure 2-24: Modular Registration Summary Drill-down Reports). Chart 2-4: Modular Registration Summary Drill-down Reports provides an overview of each available drill-down report.

For more information on the Modular Registration Summary Report, see <u>Running the Modular</u> <u>Registrations Summary Report</u>.



Figure 2-24: Modular Registration Summary Drill-down Reports

Chart 2-4: Modular Registrat	tion Summary Drill-down Reports
Report Name	Description
5.A Root Course Summary	 Drill-down from the Modular Registration Summary to the Root Course Summary by clicking on the Training Provider link. For the date range selected when running the Modular Registration Summary and the selected training provider, the report displays a graph of the top ten courses based on the number of students trained. A grid displays each course broken out by lessons completed, number of distinct and contact hours. Drill-down option: Click on the Course # and Name to drill-down to the Lesson Summary (see 5 A 1)
5.A.1 Lesson Summary	 Drill-down from the Root Course Summary Report to the Lesson Summary by clicking the appropriate Course # or Course Name. For the selected training provider and course, a graph displays the top ten lessons based on the number of students by lesson and the number of evaluations by lesson. A grid displays each lesson of the selected course conducted by the training provider broken out by training method, number of classes, number of students, number of evaluations, pre- and post-test scores, average KSA increase, and contact hours. Drill-down options: Click on the appropriate Course Number and Name link to drill-down to the Lesson Class Summary Report (see 5.A.1.a). Click the # of Evaluations link to drill-down to the Level One Evaluation – Course Summary Report (see 5.A.1.b). Click the Avg Inc of KSA link to view the Level Two Class
5.A.1.a Lesson Class Summary Report	 Detail Report (see 5.A.1.c). Drill-down from the Lesson Summary Report to the Lesson Class Summary Report by clicking the Course Number and Name link. Two graphs display the number of classes held by class state and the number of students trained by class state. A grid displays each class broken out by class start and end date, class start time, instructor name, number of students, course length, city, state, zip code, and country. Linked reports: Click the View Evaluations by Class link to view the Level One Evaluation – Course Summary Report (see 5.A.1.b). Click the View Test Scores by Class link to view the Level Two Class Detail report (see 5.A.1.c). Drill-down options: Click the Class Start Date link to drill-down to the Lesson Class Detail Report (see 5.A.1.a.01)
5.A.1.a.01 Lesson Class Detail Report	Drill-down from the Lesson Class Summary Report to the Lesson Class Detail report by clicking the Class Start Date link. The report displays two graphs showing the number of students trained by level of government and by student discipline. Details about the lesson including class start time and date, class end date, instructor, location, and student information.

Chart 2-4: Modular Registration Summary Drill-down Reports					
Report Name	Description				
5.A.1.b Level One Evaluation – Course Summary Report	 Drill-down from the Lesson Summary Report to the Level One Evaluation – Course Summary Report by clicking the # of Evaluations link. For the selected training provider and course, a grid displays each class broken out by class start date, class start time, instructor name, number of students, number of evaluations, KSA levels before and after, KSA difference, course evaluation, instructor evaluation, course benefit, overall ratings, and class location. Linked reports: Click the View Class Summary link to view the Lesson Class Summary Report (see 5.A.1.a). Click the View Test Scores by Class link to view the Level Two Class Detail report (see 5.A.1.c). Drill-down options: Click the appropriate Class Start Date link to drill down to the Level One Evaluation – Class Details Report (see 5.A.1.b.01). Click the view link to drill down to the Level One Evaluation – Class Comments Report (see 5.A.1.b.02). 				
5.A.1.b.01 Level One Evaluation – Class Details Report	Drill-down from the Level One Evaluation – Course Summary Report to the Level One Evaluation – Class Details Report by clicking the Class Start Date link. For the selected training provider, the report displays a break out average evaluation responses to the selected class.				
5.A.1.b.02 Level One Evaluation – Class Comments Report	Drill-down from the Level One Evaluation – Course Summary Report to the Level One Evaluation – Class Comments Report by clicking the view link. For the selected training provider, the report displays responses submitted for open answer evaluation questions for the selected class.				
5.A.1.c Level Two Class Detail Report	 Drill-down from the Lesson Summary Report to the Level Two Class Detail Report by clicking the Avg Inc of KSA link. For the selected training provider and course, a grid displays each class broken out by class start date, class start time, instructor, class location, pre- and post-test score average, and average increase of KSA. Linked reports: Click the View Class Summary link to view the Lesson Class Summary Report (see 5.A.1.a). Click the View Evaluations by Class link to view the Level One Evaluation – Course Summary Report (see 5.A.1.b). 				

G. RUNNING CANNED REPORTS

Canned reports display commonly requested information by calendar year (CY), fiscal year (FY) or month. All users have access to Canned Reports. Chart 2-5: Canned Reports provides a description of each report.

Chart 2-5: Canned Reports								
Canned Reports	CY	FY	Month	Description				
Total Number of Courses Delivered	•	•	•	The report displays a graph of the number of classes and Students by the identified period (CY, FY, or Month). Courses are broken out by number of classes (instructor led), students trained (instructor led, web, all), and number of Contact Hours.				
Training Numbers by Class Location	√	✓	✓	The report displays the number of students trained broken out by the State or territory where the class was held for the selected time period.				
Training Numbers by Delivery Type	~	~	~	The report displays the number classes held and the number of students trained broken out by training method (indirect, mobile, resident, and web-based)				
Training Numbers by Fiscal Year Quarter		•		The report displays the number of classes and students trained by training method (instructor led, web, all) and total contact hours broken out by training provider and fiscal year quarter.				
Training Numbers by Job Discipline	Ý	~	~	 The report displays the number of students trained broken out by student discipline. Agricultural Safety (Pre and Post Harvest) (AGS) Animal Emergency Services (AES) Citizen/Community Volunteer (CV) Emergency Management (EM) Emergency Medical Services (EMS) Fire Service (FS) Governmental Administrative (GA) Hazardous Materials (HM) Healthcare (HC) Information Technology (IT) Law Enforcement (LE) Private Sector/Corporate Security and Safety Professionals (PSP) Public Works (PW) Public Safety Communications (PSC) Public Health (PH) Search & Rescue (SR) Transportation Security (Air, Water, Ground, Port) (TS) Other (OTH) 				

Chart 2-5: Canned Reports						
Canned Reports	CY	FY	Month	Description		
Training Numbers by Level of Government	•	✓	~	The report displays the number of students trained broken out by student level of government. DHS Federal Local Not Applicable Non DHS Federal State Tribal		
Training Numbers by Performance Level	v	~	•	The report displays the number of classes and students trained by training method (instructor led, web, all) and total contact hours broken out by the planned performance level (awareness, management, and performance).		
Training Numbers by Student Agency Location	~	~	~	The report displays the number of distinct students trained broken out by student agency State.		
Training Numbers by the NDPC	~	✓ ✓ The report displays the number of class by training method (instructor led, web hours broken out by training provider.		The report displays the number of classes and students trained by training method (instructor led, web, all) and total contact hours broken out by training provider.		
Training Numbers by Train-the-Trainer and Indirect Courses	~	~	~	The report displays the number of classes, number of students, and number of contact hours broken out by the train-the-trainer course name.		
Trend of Training Numbers by Calendar or Fiscal Year	✓	~		The report displays the number of classes and students trained by training method (instructor led, web, all) and total contact hours broken out by training provider for each year (CY or FY). A graph displays the trend of training numbers over by years selected.		

When running canned reports, users are prompted to select the appropriate time period (CY, FY, fiscal quarter, or month). The general steps below apply to each canned report.

To run a canned report:

- Step 1: Click on the **Shared Reports** link on the link strip (see Figure 2-25: Running Canned Reports).
- Step 2: To select the report, click on the **Canned Reports** link or the folder **i**con.

Share	ed Reports My Reports	Help Logout	
*	# ← → b	Shared Reports	?
	Canned Re Owner: Administrator Modified: 10	2 ports /28/08 7:25:03 AM	Fiscal Quarter Reports Owner: Administrator Modified: 7/25/13 10:20:20 AM
			2 Lovel One Evaluations - Classes

Figure 2-25: Running Canned Reports

Step 3: On the Canned Reports page, select the folder for the appropriate time period (see Figure 2-26: Selecting a Canned Report Time Period).

Note: See Chart 2-5: Canned Reports for a list of which reports are available for each time period.

- **By Calendar Year:** Users are prompted to select one or more calendar year (January December).
- **By Fiscal Year:** Users are prompted to select one or more fiscal year (October September). The Training Numbers by Fiscal Year Quarter report prompts users to pick the appropriate fiscal year quarter.
- **By Month:** Users are prompted to select one or more month.



Figure 2-26: Selecting a Canned Report Time Period

Step 4: On the By Calendar Year, By Fiscal Year, or By Month page, to select a report, click on the **appropriate title** link or report document icon (see Figure 2-27: Selecting a Canned Report).

Note: See Chart 2-5: Canned Reports for a description of reports.



Figure 2-27: Selecting a Canned Report

Step 5: On the prompt page, in the Available field, click on the appropriate time period (see Figure 2-28: Selecting a Period Values).

Notes:

- Users can use the Search for field, enter the appropriate year. Press the Enter key or • click the search \bigcirc icon.
- Use the list arrows (|| || | || || ||) to navigate through the month pick list. •
- Chart 2-6: Recommended Criteria for Canned Reports. •

Chart 2-6: Recommended Criteria for Canned Reports							
Canned Reports	Time Period	Recommended Filter Criteria					
 Total Number of Courses Delivered Total Number of XML Submissions Training Numbers by Class Location Training Numbers by Delivery Type Training Numbers by Job Discipline Training Numbers by Level of Government Training Numbers by Performance Level Training Numbers by Student Agency Location Training Numbers by the NDPC Training Numbers by Train-the-Trainer and Indirect Courses 	CY FY Month	Select one or more of the appropriate period (CY, FY, or Month).					
• Trend of Training Numbers by Calendar or Fiscal Year	CY FY	Select more than one year (CY or FY) to view the trends over multiple years.					
• Training Numbers by Fiscal Year Quarter	Fiscal Quarter	Select one or more of the fiscal year quarter(s).					

Step 6: To move the selected value to the **Selected** field, click the **add** button. **Notes:**

- Use the **add all** button to move all the values that display in the **Available** field to the **Selected** field.
- Use the **remove** and **remove all** we buttons to remove values from the **Selected** field.
- Step 7: Repeat Steps 5 6 until all appropriate values appear in the **Selected** field.
- Step 8: Click the **Run Document** button.

Shared Reports My Reports	Help Logout Total Number of Courses Delivered
Index X Summary of your selections Choose from all elements of 'Year'. (Required) 2 Exclude Training Provider(s)	1. Choose from all elements of 'Year'. Choose from all elements of 'Year'. Search for:
	1 - 1 of 1 2. Exclude Training Provider(s) Optionally, select training providers to exclude from the report. Search for: Image: I
	↓ 1 - 1 of 1

Figure 2-28: Selecting Period Values

Step 9: Review the results that display (see Figure 2-29: Viewing Canned Reports)

Note: See <u>Printing and Exporting Shared Report Documents</u> for more information on how to export the report.

GROUPING:	। 📄 🗟 🖗 िस्ता र 100% र ⊉ 🗗	8							
Total	FEMA	The U.S. Department of Homela Protection and National Prepare National Training and Education	nd Security (DH) dness (PNP), N (NTE), National	S), Federal Emergency ational Preparedness E Training and Educatior	Management Agency Directorate (NPD), h Division (NTED)	(FEMA),			
		Nurobe	r of Classos Hold	and Students Trained					
28000		26 113	er of classes held	and students framed					
24000		20,110							
20000									
16000							16,293		
12000									
8000									
4000	579				407				
0		2007				2008			
			# Of Classes	# Of Students					
2007									
Course				Number of Classes (Instructor Led)	Students Trained (Instructor Led)	Students Trained (Web)	Students Trained (A (All)	Total Number of Contact Hours	
AWR-110-1	AWR-110-W:WMD/Terrorism Awareness for Emergency Responders, Web-Based 0 0 5,901 5,901 0								
AWR-111-W:Emergency Medical Services: Basic Concepts for WMD Incidents, Web-Based 12 3,941 0 3,941 0									
AWR-112-W:Public Works: Basic Concepts for WMD Incidents, Web-Based 0 0 1,546 1,546 0								0	
MGT-310:\	WMD Threat and Risk Assessment - Local Juri	sdiction		97	2,688	0	2,688	64,512	

Figure 2-29: Viewing Canned Reports

H. RUNNING FISCAL QUARTER REPORTS

Seven Fiscal Quarter reports provide display metrics broken out by fiscal quarter. All users have access to the Fiscal Quarter reports, but training providers will only see metrics related to their own organization.

The following steps outline the process for running all seven Fiscal Quarter reports. Note that Section 6 on the prompt page provides users the opportunity to select the appropriate attribute value(s) for the selected report.

To run a Fiscal Quarter Report:

- Step 1: Click on the **Shared Reports** link on the link strip (see Figure 2-30: Running Fiscal Quarter Reports).
- Step 2: Click on the **Fiscal Quarter Reports** link or the **i** folder icon.

Shar	red Reports My Reports	Help Logout	
*	in the second s	Shared Reports	?
•			
	Canned Re Owner:	eports Fiscal Quarter Reports Owner:	
	Modified: 10	/28/08 7:25:03 AM Modified: 7/25/13 10:20:20 AM	

Figure 2-30: Running Fiscal Quarter Reports

Step 3: Chart 2-7: Fiscal Quarter Reports describes the seven Fiscal Quarter reports. To select a report, click on the appropriate **report title** link or the report document icon (see Figure 2-31: Selecting a Fiscal Quarter Report).

Chart 2-7: Fiscal Quarter Reports					
Name	Description				
Average Increase in KSA % by Training Method	For the selected fiscal quarter(s), this report displays the percent increase of average of post-test KSA scores over the average of pre-test KSA scores.				
Students Trained by Performance Level	For the selected fiscal quarter(s), this report displays the number of students trained broken out by the targeted performance level (awareness, management, or performance).				
Students Trained by Student Discipline	For the selected fiscal quarter(s), this report displays the number of students trained broken out by 18 student discipline categories.				
Students Trained by Student Level of Government	For the selected fiscal quarter(s), report displays the number of students trained broken out by student level of government (DHS Federal, Local, Not Applicable, Non DHS Federal, State, or Tribal).				
Students Trained by Student Region	For the selected fiscal quarter(s), this report displays the number of students trained broken out by FEMA region (I-X).				
Students Trained by Student State	For the selected fiscal quarter(s), report displays the number of students trained broken out by student state				
Students Trained by Training Method	For the selected fiscal quarter(s), the selected fiscal quarter(s), this report displays the number of students trained broken out by training method (indirect, mobile, resident, or web-based).				



Figure 2-31: Selecting a Fiscal Quarter Report

Step 4: On the prompt page, in the **1. FY Range Start** section, enter a start year (see Figure 2-32: Selecting a Fiscal Quarter).

Note: Using this option allows users to view all quarters of the selected fiscal year range. Skip to step 6 to select one or more fiscal quarters instead.

- Step 5: In the **2. FY Range End Year section**, enter an ending date.
- Step 6: In the **3.Select Fiscal Quarter**(**s**) section, select the fiscal quarter.

Notes:

- To search for a fiscal quarter, enter a value in the **Search for** field, and then click the **Find** \bigcirc icon. Select the **Match case** checkbox to narrow the search further.
- In the **Available** field, click on the appropriate fiscal quarter to select it and then click the **Add •** arrow to move the value to the **Selected** field.
- You can also double click on the fiscal quarter to move it to the **Selected** field.
- Do not use the Add All i icon as only one option can be added to columns.
- Use the **Remove** and **Remove** All sicons to move the fiscal quarter out of the **Selected** field.

Shared Reports My Reports History List My Subscriptions Help Logout	
🗱 👫 < 🔿 🔯 👌 Average Increase in KSA% by Training Method	
1. FY Range Start Year Enter a starting year for the Fiscal Year range. (e.g. 2012)	
2008	
2. FY Range End Year	X
Enter an end year for the Fiscal Year range. (e.g. 2012) 2013	
3. Select Fiscal Quarter(s)	X
Or, instead choose specific Fiscal Quarters for the report.	
Search for:	
Available: Selected:	
Q1 1993 (none)	
₩ Q2 1993	
V3 1993	
Q4 1993	
Q1 1994	
Q2 1994	
V Q3 1994	
M ◀ 1 - 30 of 113 ▶ M	

Figure 2-32: Selecting a Fiscal Quarter

Step 7: Optionally, in the **4.Select Training Provider(s) section**, select one or more training providers to include in the report (Figure 2-33: Selecting Training Providers).

Note: In most cases, you will only have the option to select your organization. By default the report runs only your organization's metrics; you do not have to select your organization specifically.

Step 8: Optionally, in the **5. Exclude Training Provider(s)** section, select the one or more training providers to exclude from the report.

Notes:

- In most cases, you will only have the option to select your organization.
- The Center for Domestic Preparedness is excluded from the report by default.

Shared Reports My Reports Help Logout	
🔆 👫 🔶 📄 🔝 🔪 Average Increase in KSA% by Training M	lethod
4. Select Training Provider(s) Optionally, select specific training providers for the report.	X
Available:	Selected:
Your Training Provider	(none)
5. Exclude Training Provider(s)	×
Optionally, select training providers to exclude from the report. Search for:	
Available: Your Training Provider	Selected: Center for Domestic Preparedness

Figure 2-33: Selecting Training Providers

Step 9: In section 6, select the appropriate criteria for the report (see Chart 2-8: Fiscal Quarter Report Attributes and Figure 2-34: Selecting Fiscal Quarter Report Criteria).

Note: The report filter option depends on which Fiscal Quarter Report you selected.

Chart 2-8: Fiscal Quarterly Report Attribute					
Name	Description				
Student Discipline	 Includes 18 student discipline categories: Agricultural Safety (Pre and Post Harvest) (AGS) Animal Emergency Services (AES) Citizen/Community Volunteer (CV) Emergency Management (EM) Emergency Medical Services (EMS) Fire Service (FS) Governmental Administrative (GA) Hazardous Materials (HM) Healthcare (HC) Information Technology (IT) Law Enforcement (LE) Private Sector/Corporate Security and Safety Professionals (PSP) Public Works (PW) Public Safety Communications (PSC) Public Health (PH) Search & Rescue (SR) Transportation Security (Air, Water, Ground, Port) (TS) Other (OTH) 				
Student Level of	Includes six categories of government (DHS Federal, Local, Not Applicable,				
Govt	Non DHS Federal, State, Tribal) that the student represents.				

Chart 2-8: Fiscal Quarterly Report Attribute							
Name	Description						
Student Region	Includes the 10 FEM (e.g.: I-X)	Includes the 10 FEMA Regions that the students represent in Roman numerals (e.g.: I-X)					
Student State	Includes the State II State/territory that the	D in the form of the standard 2-letter abbreviation for the ne student represents.					
Training Method	Includes four trainin	g methods:					
U U	DESC	Description					
	INDIRECT	Train-the-trainer format					
	MOBILE	The training provider came to students					
	RESIDENT	RESIDENT Classroom setting					
	WEB-BASED	Available on the web					
Training Provider	Includes the training	provider listed by name.					

Step 10: To run the report, click the **Run Document** button.

6 Training Mathed		-
Optionally, select training methods for the report.		
Available:	Selected: (none)	
MOBILE RESIDENT WEB-BASED		
Report Message Name: Average Increase in KSA% by Training Method Run Document Cancel		

Figure 2-34: Selecting Fiscal Quarter Report Criteria

Step 11: Review the report results (see Figure 2-35: Reviewing a Fiscal Quarter Report).

	FEMA	The U.S Department of H Protection and National P National Training and Edu	Iomeland Security (DHS), Feder Preparedness (PNP), National Pr ucation (NTE), National Training	ral Emergency Management Ag reparedness Directorate (NPD) and Education Division (NTED)	yency (FEMA),
Nat Stude Select	tional Training and I ents Trained by Training Method ted Quarters:	Education Divis	ion - Quarterly	Report 2008 -	2013
EXCU	Training Method	BIDRECT	MOBILE	RESIDENT	WFR.RASED
Fincal V	and fine al Ourseller			a second a s	and second secon
	Metrics Ave	erage Increase of KSA (%) Aver	rage Increase of KSA (%) Aver	rage Increase of KSA (%) Ave	rage increase of KSA (%)
	Q1 2008 Metrik s Ard	rage Increase of KSA (%) Aver	rage hicrease of KSA (%) Aver	rage Instease of KSA (5) Ave	rage Increase of KSA (%)
2008	01 2008 02 2008	or age Increase of KSA (%) Aver	rage Increase of KSA (%) Aver	rage Instease of KSA (%) Ave	rage locrease of KSA (%)
2008	01 2008 02 2008 03 2008	rage Increase of KSA Cu Aver	rage Increase of KSA (%) Aver	rage liner case of IKS A (%) Ave	rage liter case of KSA (13 100.0% 800.0%
2008	01 2008 02 2008 03 2008 04 2008 04 2008	rage horease of KSA (5) Aver -2.2% 25.9%	age herease of KSA (%) Aver	age Instease of ISSA (%) Ave 80.0% 54.2%	rade Increase of KSA (%) 100.0% 800.0%
2008	Metric s Are Q1 2008 Q2 2008 Q3 2008 Q4 2008 Q4 2008 Q1 2009	rage horease of KSA (5) Aver -2.2% 25.9%	age Increase of KSA (5) Aver 39.7%	age Increase of KSA (%) Ave 80.0% 54.2%	rage list on select KSA (%) 100.0% 800.0%
2008	Metric s Are Q1 2008 Q2 2008 Q3 2008 Q4 2008 Q4 2008 Q1 2009 Q2 2009	rage horease of KSA Co Aver -2.2% 25.9%	39.7% 63.0%	80.0% 54.2% 6.2%	rade list on select KSA (%) 100.0% 800.0%
2008	Metric s Are Q1 2008 Q2 2008 Q3 2008 Q4 2008 Q4 2008 Q1 2009 Q2 2009 Q3 2009 Q3 2009	1 age horease of KSA (5) Aver -2.2% 25.9% 41.0%	age horease of KSA (%) Aver 39,7% 63.0%	80.0% 54.2% 100.0%	rate list on select KSA (%) 100.0% 800.0% 0.0%
2008	Metric s Are Q1 2008 Q2 2008 Q3 2008 Q4 2008 Q1 2009 Q2 2009 Q3 2009 Q3 2009 Q4 2009 Q4 2009	41.0%	age horease of KSA (%) Aver 39.7% 63.0%	80.0% 54.2% 100.0%	1 age 1 kt ton se of KSA (%) 100.0% 800.0% 0.0% 8.2%
2008	Metric s Are Q1 2008 Q2 2008 Q3 2008 Q4 2008 Q1 2009 Q2 2009 Q2 2009 Q3 2009 Q4 2000 Q4 2000 Q4 2000 Q4 2000	41.0%	30.7% 63.0% 49.2%	80.0% 54.2% 6.2% 100.0% 49.2%	0.0% 82% 22.9%
2008	Metric s Are 01 2008 02 2008 03 2008 04 2008 04 2009 02 2009 03 2009 04 2009 04 2009 04 2009 04 2009 04 2010 02 2010	-2.2% -2.2% 25.9% 41.0% 41.0% 34.9%	30.7% 63.0% 49.2% 104.4%	80.0% 54.2% 6.2% 100.0% 49.2% 59.5%	100.0% 800.0% 0.0% 82% 22.9% 33.7%
2008 2009 2010	Metric s Are Q1 2008 Q2 2008 Q3 2008 Q4 2008 Q4 2009 Q2 2009 Q2 2009 Q3 2009 Q4 2009 Q4 2009 Q4 2009 Q4 2009 Q4 2009 Q4 2009 Q4 2010 Q2 2010 Q3 2010	-2.2% -2.2% 25.9% 41.0% 41.0% 34.9% 11.1%	30.7% 63.0% 49.2% 104.4%	80.0% 54.2% 6.2% 100.0% 49.2% 59.5% 117.3%	100.0% 800.0% 800.0% 82% 22.9% 33.7% 30.9%
2008 2009 2010	Metric s Are Q1 2008 Q2 2008 Q3 2008 Q4 2008 Q4 2009 Q2 2009 Q2 2009 Q3 2009 Q4 2009 Q4 2009 Q4 2010 Q4 2010 Q4 2010	41.0% 41.0% 34.9% 11.1%	39.7% 39.7% 63.0% 49.2% 104.4%	80,0% 54,2% 6,2% 100,0% 49,2% 59,5% 117,3%	100.0% 800.0% 800.0% 82% 22.9% 33.7% 30.9% -13.5%

Figure 2-35: Selecting Fiscal Quarter Report Criteria

I. RUNNING NDPC REPORTS

National Domestic Preparedness Consortium Reports are available to NDPC members, NTED Program Managers and System Administrators. The NDPC is a professional alliance sponsored through the DHS/FEMA National Preparedness Directorate (NPD). The consortium is made up of seven members, including:

- Center for Domestic Preparedness (CDP)
- New Mexico Tech (NMT) Energetic Materials Research and Testing Center
- Louisiana State University's (LSU) Academy of Counter-Terrorist Education and National Center for Biomedical Research and Training
- Texas Engineering Extension Service (TEEX) National Emergency Response and Rescue Training Center at Texas A&M University
- Department of Energy's Nevada Test Site (NTS) Counter Terrorism Operations Support
- Transportation Technology Center, Inc. (TTCI)
- University of Hawaii National Disaster Preparedness Training Center (UH-NDPTC)

NDPC Reports are run for a specific date range and can be run for a specific student State. Chart 2-7: NDPC Reports provides a description of the three available reports.

Chart 2-9: NDPC Repo	orts
Report Name	Description
Contact Hours by Student Discipline	The report displays the number of contact hours broken out by student discipline and each NDPC training provider for the selected date range and State. A bar graph displays the number of contact hours for the top five disciplines. A pie chart displays the number of contact hours broken out by training method (indirect, mobile, resident, and web-based).
Course Completion by Student Discipline	The report displays the number of course completions broken out by student discipline and each NDPC training provider for the selected date range and State. A bar graph displays the number of course completions for the top five disciplines. A pie chart displays the number of course completions broken out by training method (indirect, mobile, resident, and web-based).
Number of Deliveries by Training Method	The report displays the number of course deliveries by training method (indirect, mobile, resident, and web-based) and each NDPC training provider for the selected date range and State. A bar graph and pie chart display the number of training deliveries by training method.

When running NDPC reports, users are prompted to select the appropriate time period and State. The general steps below apply to each NDPC report.

To run a NDPC Reports:

- Step 1: Click on the **Shared Reports** link on the link strip (see Figure 2-36: Running NDPC Reports).
- Step 2: To select the report, click on the **NDPC Reports** link or the folder *icon*.

Share	d Reports My Reports Help Logout Image: Comparison of the second	?
	Canned Reports Owner: Administrator Modified: 10/28/08 7:25:03 AM	Fiscal Quarter Reports Owner: Administrator Modified: 7/25/13 10:20:20 AM
	GIS Owner: Administrator Modified: 7/9/13 3:55:19 PM	NDPC Reports Owner: Administrator Modified: 6/20/11 9:41:51 AM

Figure 2-36: Running NDPC Reports

Step 3: On the NDPC Reports page, click on the **appropriate NDPC report** link or the report document *icon* (see Figure 2-37: Selecting a NDPC Report).

Shar	ed Reports	My Reports Help Logout	
*	₩ ←	NDPC Reports	?
•		Contact hours by Student Discipline Owner: Administrator Modified: 12/6/11 1:30:26 PM	Course Completions by Student Discipline Owner: Administrator Modified: 12/6/11 1:30:52 PM
		Number of Deliveries by Training Method Owner: Administrator Modified: 12/6/11 1:27:55 PM	
+	RES NTED	> Shared Reports > NDPC Reports	X

Figure 2-37: Selecting a NDPC Report

Step 4: On the prompt page, in the **1. From Date** section, enter the appropriate beginning date and press the **Enter** key (see Figure 2-38: Selecting a Beginning Date).

Be sure to press the <u>Enter</u> key after typing in a date or year.

Note: Users can also use the calendar widget to

select the date. Click on the widget to open the calendar and use the arrow buttons to navigate to the appropriate month/year combination. Click on the appropriate date to select it. If you enter the year on the widget, be sure to press the **Enter** key before selecting the date to ensure the year has been properly selected.

Shared Reports My Reports	Help Logout	
* * *	Contact hours by Student Discipline	Enter the date manually
Index X Summary of your selections I From Date: (Required)	 From Date: (Required) Enter the starting date. Your selection: 10/1/2007 	and press Enter or use the calendar widget to select the date.
3 Student State	The default selection is: Today minus 1 Month(s) (9/ Oct ▼ 2007 S M T W T P 2 3 4 5 7 8 9 10 11 12 14 15 16 17 18 19 21 22 23 24 25 26 28 29 30 31 10 Close	S 6 13 20 27 ▼

Figure 2-38: Selecting a Beginning Date

Step 5: In the **End Date** section, select the radio button to select the appropriate ending date option (see Figure 2-39: Selecting an Ending Date).

Be sure to press the <u>Enter</u> key after typing in a date or year.

Notes: Today's date is selected as the range end date

by default. Skip to step 7 if you selected the default option.

Step 6: If you opted to select the date, in the **Your selection:** field, enter the appropriate ending date and press the **Enter** key.

Note: Users can also use the calendar widget to select the date. Click on the widget to open the calendar and use the arrow buttons to navigate to the appropriate month/year combination. Click on the appropriate date to select it. If you enter the year on the widget, be sure to press the **Enter** key before selecting the date to ensure the year has been properly selected.

Index Index Image: Summary of your selections 1 From Date: (Required)	×	2. End Date: (Required)
2 End Date: (Required) 3 Student State	¥	9/30/2012 Or The default selection is: Today (10/3/2013) $rac{1}{2}$ $rac{1$
		2 3 4 3 7 7 8 9 10 11 12 13 14 15 3. Student State 16 17 18 19 20 21 22 Choose elements of Student State This prompt allows only one select Close

Figure 2-39: Selecting an Ending Date

Step 7: In the **Student State** field, select the appropriate student State from the drop-down list menu (see Figure 2-40: Selecting a Student State).

Step 8: To run the report, click the **Run Document** button.

	3. Student State	X	
	Choose elements of Student State. This prompt allows only one selection.		
	- all -		
	I ■ 1 - 30 of 63 I		
			*
Run Document Cancel			

Figure 2-40: Selecting a Student State

Step 9: Review the report results (Figure 2-41: Reviewing NPDC Report).

Note: See <u>Printing and Exporting Shared Report Documents</u> for more information on how to export the report.

(1997) (1997)							
The U.S.D.	epartment of Homel	and Security (DHS).	Federal Emergency M	anagement Agenc	V (FEMA).		
FEMA Protection	and National Prepar	edness (PNP), Nati	onal Preparedness Dir	ectorate (NPD),	() () and ())		
National In	raining and Educatio	n (NIE), National II	raining and Education E	orvision (NTED)			
Contact Hours by Dissiplino, 10	/1/2007	12.00.00	AM to 0/2	20/2012	12.00.00	AM	
Contact Hours by Discipline: 10	/1/200/	12:00:00	AM 10 9/3	50/2012	12:00:00	AM	
State: All							
NDPC Contact Hours by Discipline	•			Number of Cont	tact Hours by Train	.ng Method	
MANAGEMENT						212,960	
EMERGENCY						<	
MEDICAL SERVICES			429,316				
FIRE SERVICE	Con	tact Hours					
LAW ENFORCEMENT						240,458	
OTHER							
0 200,000	400,000		I INDIR	ECT M MOBI	ILE _ R RESIDE	NT . WWEB-BASED	
Student Discipline	LSU	NMT	CDP	NTS	TEEX	TTCI	UH-NDPTC
AES	220	0	0	0	0	0	7
ANIMAL EMERGENCY SERVICES	220	0	0	0	0	0	,
AGS	502	0	0	0	0	0	13
AGRICULTURAL SAFETY (PRE AND POST HARVEST)							
CTTZEN/COMMUNITY VOLUNTEER	0	4	0	0	0	0	20
EM							
EMERGENCY MANAGEMENT	4,139	342	0	4,552	20,360	0	449
EMS	2 705	1.467	220	5.160	17.764		0
EMERGENCY MEDICAL SERVICES	2,765	1,467	320	5,166	17,764	0	0
FS	22,826	5,359	560	45,008	32,040	0	0
FIRE SERVICE							
GOVERNMENTAL ADMINISTRATIVE	1,727	68	0	1,424	12,474	0	39
HC							
HEALTHCARE	841	166	0	1,912	13,230	0	0
нм	4 810	400	0	10 240	3 322	0	13
HAZARDOUS MATERIALS	4,019	400	•	10,240	3,322	•	13
IT	0	81	0	0	0	0	0
INFORMATION TECHNOLOGY							
LAW ENFORCEMENT	127,907	18,049	0	66,168	46,642	0	33
отн			_				
OTHER	35,629	298,030	0	3,816	18,656	0	221
РН	3.003	194	0	7.096	7,152	0	33
PUBLIC HEALTH				.,			
PSC	548	8	0	464	2,838	0	33
PUBLIC SAFETY COMMUNICATIONS							
PRIVATE SECTOR/CORPORATE SECURITY AND	518	130	0	2,256	7,268	0	7
SAFETY PROFESSIONALS							
PW	285	227	0	944	16,136	0	7
PUBLIC WORKS							
SEARCH AND RESCUE	232	8	0	560	1,464	0	26
TS		-	•			13	
TRANSPORTATION SECURITY (AIR, WATER,	628	4	0	160	962	0	13
GROUND, PORT)							
Grand Total:	206,607	324,537	880	149,768	200,308	0	910

Figure 2-41: Reviewing the Contact Hours by Student Discipline Report

J. PRINTING AND EXPORTING SHARED REPORT DOCUMENTS

Once run, all reports can be printed, saved, or exported for distribution outside of MicroStrategy. MicroStrategy is designed to run using Microsoft Internet Explorer 8 and work with Windows XP. If you are using a different internet browser or operating system, you may see some additional steps.

1. PRINTING AND SAVING A SHARED REPORT

The process of printing a report and generating a PDF are virtually the same. Both processes result in a printable report that can be saved to the user's hard drive.

For best results, use Microsoft Internet Explorer 8 when accessing MicroStrategy. To print a shared report:

- Step 1: Run the appropriate report (see Figure 2-42: Printing a Shared Report).
- Step 2: On the quick link strip, click the **Print** icon.

Note: See <u>Appendix C: Report Document Quick Strip Icons</u> for more information on the quick strip.



Figure 2-42: Printing a Shared Report

Step 3: Review the report (see Figure 2-43: Viewing a Printable PDF).

Note: Due to system security requirements the FEMA header cannot be exported.

Step 4: Click the **Print** option to print the report.

Step 5: Click the **Save** option to save the PDF to your hard drive.



Figure 2-43: Viewing a Printable PDF

2. EXPORTING A SHARED REPORT TO AN EXCEL SPREADSHEET

Users can easily export shared report documents to an Excel spreadsheet. MicroStrategy is designed for MicroStrategy exports best to Excel 2007 and using Windows XP. If you are using a different internet browser or operating system, you may see some additional steps.

To export a shared report:

- Step 1: Run the appropriate report (see Figure 2-44: Exporting a Shared Report to Excel).
- Step 2: Click the **Export** icon.

Note: See <u>Appendix C: Report Document Quick Strip Icons</u> for more information on the quick strip.



Figure 2-44: Exporting a Shared Report to Excel

Step 3: On the File Download window, click the **Open** button (see Figure 2-45: Opening an Excel Spreadsheet).

Notes: Click the Save button to save the spreadsheet before opening it.

Help *	?
	File Download
Document name: 1. Registrations Summary Current status: Document ready, retrieving results You may safely dose this window once your results have come back. <u>Close window</u>	Do you want to open or save this file? Image: Angle of the second sec



Step 4: On the Microsoft Office Excel window, to confirm click **Yes** button (see Figure 2-46: Confirm Opening of an Excel Spreadsheet).

MicroStrategy recommends exporting reports to Excel 2007.

🔲 Micro	osoft Office Excel		
⚠	The file you are trying to open, '20130130131641998.xls', is in a different format than specified by the file extension. Verify that the file is not corrupted and is from a trusted source before opening the file. Do you want to open the file now?		
	Yes No		
Figure 2-46: Confirm Opening of an Excel Spreadsheet			

Step 5: Review the Excel spreadsheet (see Figure 2-47: Reviewing a Shared Report Exported to an Excel Spreadsheet).

📳 20130221152442679 [Read-Only] B CD E FG H JK L N N O PQ R A 2 Registration Summary Report: 3/1/2008 to 2/21/2013 Top 10 Training Providers by Number of Instructor Led Top 10 Training Providers by Number of Students Trained Classes Held 9,088 198 TYTE TP 6 Training Provider 9,088 9 YTP - Your Training Provider 198 6,020 3,068 100,793 Grand Total 198 6,020 3.068 9.088 100,793 10

Note: Due to system security requirements the FEMA header cannot be exported.

Figure 2-47: Reviewing a Shared Report Exported to an Excel Spreadsheet

3. EXPORTING A SHARED REPORT AS A PDF

The process of printing a report and generating a PDF are virtually the same. Both processes result in a printable report that can be saved as a PDF to the user's hard drive.

To export a shared report to a PDF:

Step 1:	Run the appropriate report (see Figure 2-48: Exporting a Shared Report to PDF).
Step 2:	On the quick link strip, click the arrow to open the export option drop-down list menu and select PDF .

Note: See <u>Appendix C: Report Document Quick Strip Icons</u> for more information on the quick strip.



Figure 2-48: Exporting a Shared Report to PDF

Step 3: Review the report (see Figure 2-49: Viewing a Printable PDF).

Note: Due to system security requirements the FEMA header cannot be exported.

- Step 4: Click the **Save** option to save the report.
- Step 5: Click the **Save** option to save the PDF to your hard drive.



Figure 2-49: Viewing a Printable PDF

APPENDICES

Appendices included in this document include:

- Appendix A: MicroStrategy Updates
- <u>Appendix B: Troubleshooting</u>
- Appendix C: Report Document Quick Strip Icons
- <u>Appendix D: MicroStrategy Attributes</u>
- <u>Appendix E: MicroStrategy Metrics</u>
- Appendix F: RES MicroStrategy Shared Reports Chart
- Appendix G: Running Geographic Information Systems (GIS) Reports

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APPENDIX A: MICROSTRATEGY UPDATES

MicroStrategy Updates			
Change	Users	Description	Date
		2013	
MicroStrategy version upgrade	All	MicroStrategy was upgraded to Windows Server 2008 to allow more features and improve the user interface with MS Explorer 8. Users will notice changes to the look and feel of MicroStrategy but functionality remains the same or better.	9/15/2013
Expanded Training Category options	All	The Training Category attribute now includes five new categories: custom, exercise-based, foreign language, just-in-time, and seminar.	9/15/2013
Fiscal Quarter Reports added	All	Seven new Fiscal Quarter reports are available to all users. The reports display the number of students trained filtered by training method, performance level, student level of government, student region, student State, student discipline, or average increase in KSA%.	9/15/2013
Filters added to exclude the Center for Domestic Preparedness (CDP) from Shared Reports	Program Officers and NDPC Training Providers	 The following reports now include a filter that excludes the CDP from the report by default: Registration Summary Level One Evaluation – Classes Recommended for Review Level Two Test Scores- Classes of Excellence Level Two Test Scores – Classes Recommended for Review Modular Registration Summary Canned Reports 	9/15/2013
2012			
Rollup Reports – Select Column enhancement.	Program Officers and Administrators	The Rollup Report – Selected Column was expanded to allow users to add five qualifications to report objects for improved filtering.	3/31/2012
Rollup Reports – Select Rows and Columns enhancement.	Program Officers and Administrators	The Rollup Report – Selected Rows and Columns was expanded to allow users to select two rows and add five qualifications to report objects for improved filtering.3/31/2012	

APPENDICES

MicroStrategy Updates			
Change	Users	Description	Date
Metrics and attributes streamlined	Program Officers and Administrators	am The most commonly used metrics and attributes available in the public objects folder have been streamlined to facilitate ad hoc reporting. The available attributes and metrics enable more consistent and accurate reporting.	
Returned data set Expanded	All	MicroStrategy will return 65,000 records instead of the former limit of 32,000.	12/31/2012

APPENDIX B: TROUBLESHOOTING

1. WHEN I RUN MY REPORTS, NO DATA DISPLAYS.

Usually, the reason no data displays is because the no data exists for the selected criteria. Try broadening the search to include a longer date range. If that does not resolve the issue, verify that your other report criteria is applicable. For example, verify that the training provider conducted a course during the date range requested.

MicroStrategy is designed to work best when using Microsoft Internet Explorer 8. If you are using a different internet browser, some reports may not display or display correctly. Sometimes, refreshing the page of report executed using a browser other than Internet Explorer 8 will improve the report display.

To get further assistance with running the report, contact your FEMA NTED Program Manager or the RES help desk at <u>res@dhs.gov</u>.

2. WHEN I RUN MY REPORTS, I RECEIVE AN ERROR.

There are several errors that may occur:

- **Too many records:** MicroStrategy caps the number of returned records for each report at 65,000. Try to narrow the date range to Fiscal Year, Fiscal Quarter, or month to break the data down to more manageable segments.
- Attributes/metrics agreement: There are some metrics and attributes that conflict. Review <u>Appendix D: MicroStrategy Attributes</u> and <u>Appendix E: MicroStrategy Metrics</u> to better understand metric requirements.

To get further assistance with running the report, contact your FEMA NTED Program Manager or the RES help desk at <u>res@dhs.gov</u>.

3. I HAVE PROMBLEM EXPORTING MY REPORT TO EXCEL.

MicroStrategy is designed to work best when using Microsoft Internet Explorer 8 and Microsoft Excel 2007. Using other internet browsers or versions of Excel may result in unexpected behavior such as additional steps or verifications; difficulty seeing reports; and difficulty editing excel documents.

If you have trouble exporting reports to Excel, try the following:

- Set your pop-up blocker to allow new windows from MicroStrategy.
- Save the export to your hard drive first. Do not accept the prompt to open the document. Instead, open the saved file from the designated place.

For additional information on exporting to Excel, see <u>Exporting a Shared Report to an Excel Spreadsheet</u>. To get further assistance with exporting a report to Excel, contact your FEMA NTED Program Manager or the RES help desk at <u>res@dhs.gov</u>.

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4. I HAVE PROMBLEMS PRINTING OR EXPORTING MY REPORT TO PDF.

MicroStrategy creates a PDF of the report when user print the report using the **print** is icon or export it by selecting the **PDF option**. Note that due to system security requirements the FEMA header cannot be exported.

If you have trouble printing or exporting reports to a PDF, try the following:

- Set your pop-up blocker to allow new windows from MicroStrategy.
- Instead of exporting as a PDF, try exporting as an Excel spreadsheet.
- Sometimes, the PDF will display awkwardly on multiple pages. To adjust the page size:

Step 1: On the executed report, click the **Restore Normal Screen Mode** icon on the quick strip (see Figure B-1: Returning to Normal View).



Figure B-1: Returning to Normal View

- Step 2: In the normal view, to expand the **Home** tab options, click the **down arrow** ▼(see Figure B-2: Selecting Page Setup).
- Step 3: From the drop-down menu, select **Page Setup...**

Shared Reports My Reports	Help Logout
🌞 🐣 🔶 🖻	1. Registrations Summary
Home 🔽 Tools 👻 Data 👻	
✓ Interactive Mode	
Subscribe to	BUNNING
Page Setup	The U.S Department of Homeland Security Protection and National Preparedness (PN
Print	National Training and Education (NTE), National Training
Export	
Full Screen Mode	Registration Summary Report: 3/1/2008 to 10/3

Figure B-2: Selecting Page Setup

Step 4: In the Properties pop-up window, select the appropriate printing criteria (see Figure B-3: Editing the Page Setup).

Notes:

- In most cases, the standard paper size of 8.5" x 11" in landscape orientation is preferred, however users can adjust the page size and orientation as appropriate.
- In the scaling option, select the **Fit to** option radio button. For best results, enter **1** in the pages wide field and enter a large number in the pages **tall** field. This allows the report to fill the margins for one page width.
- Users can also use the **Adjust to:** option to select larger or smaller percentage scaling.

Step 5: Click the **Apply** button.

Step 6: Click the **OK** button.

Properties			? X
Properties Page Setup Page Margins Layout Properties Mobile Document Properties Mobile	Page Orientation: Paper Size: Orientation: Letter 8.5" x 11" Portrait Landscape Width: 11.0000 Inches Height: 8.5000 Inches Scaling %	Select the appropriate width and length. In most cases, one page wide is preferred. Enter a	
	Fit to: 1 page(s) wide by 50 tall Scale Page Header/Footer Horizontal fit Overflow: Next page <	large num the tall fiel the maximu	nber in d to get um size. ^{Cancel}

Figure B-3: Editing the Page Setup

Step 7: On the executed report page, print or export to a PDF as normal by selecting the **Print** icons (see Figure B-4: Printing and Exporting to PDF).



Figure B-4: Printing and Exporting to PDF

For addional information of printing and exporting to a PDF See <u>Printing and Exporting Shared Report</u> <u>Documents</u>. To get further assistance with exporting a report to PDF, contact your FEMA NTED Program Manager or the RES help desk at <u>res@dhs.gov</u>.

5. WHY DOES CENTER FOR DOMESTIC PREPAREDNESS (CDP) DATA SHOW IN MY NDPC REPORTS?

The Center for Domestic Preparedness is part of the NDPC. As part of the report requirements, CDP data is included in the Quarterly Report for Other Courses, the Quarterly Report for Indirect Courses, and the NDPC Reports. The following are recommendations for excluding CDP data from reports.

- **Quarterly Reports:** Can be filtered by NDPC including or excluding the CDP.
- NDPC Reports: Export the report to Excel and edit columns accordingly.
- Ad Hoc Report: NTED Program officers and system administrators can create an ad hoc report to include the appropriate NDPC training provider information. See the *Registration and Evaluation (RES) MicroStrategy Ad Hoc Reports User Guide* for additional information.

To get further assistance with NDPC information, contact your FEMA NTED Program Manager or the RES help desk at <u>res@dhs.gov</u>.

APPENDIX C: REPORT DOCUMENT QUICK STRIP ICONS

Report Document Quick Strip Icons Icon/Description Home Export to Excel - 📾 Go back: use dropdown menu to 🔁 👻 Export to PDF (Available as a in the drop-÷ select a specific document down menu) Go forward; use dropdown menu to Zoom ⇒ -100% select a specific document **Browse Parent Folder** 3 Refresh the Report Data 2 R Apply changes ? Reprompt Interactive Mode 7 Full Screen Mode 3 Print (creates a PDF) × Normal Mode

The following icons display on the report document quick strip.

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APPENDIX D: MICROSTRATEGY ATTRIBUTES

The chart below provides a description of attributes available for selection when users run Rollup Reports (see <u>Running Rollup Reports</u>).

MicroStrategy Attribu	ites
Name	Description
Course ID	Includes the course ID (Course Number, i.e. AWR-101).
Course Name	Includes the course information in three forms: DESC (Title of the Course),
	ID (Course Number), and Modular (N - no/Y – yes).
Calendar Quarter	Includes four abbreviations for four quarters of calendar year (CY) in the
	format the of the 4-digit calendar year followed by quarter number YYYY
	QX (i.e. 2012 Q2).
	• Q1: January 1 – March 31
	• Q2: April 1 – June 30
	• Q3: July 1 – September 30
	• Q4: October 1 – December 31
	CY 1993 – 2020 are available.
Class County	Custom group that displays counties based on classes' zipcodes.
Class Region	Includes the 10 FEMA Regions where the class was held in two forms: DESC
	(in Roman numerals, e.g.: I-X) and ID (in Arabic numerals, e.g.: 1-10).
Class State	Includes the State ID in the form of the standard 2-letter abbreviation for the
	State/territory where the class was held.
Class UASI Region	Custom group that displays UASI Regions based on classes' zipcodes.
Calendar Year	Includes the calendar year (January – December) in a 4-digit format from
	1993 -2020.
Fiscal Quarter	Includes four abbreviations for four quarters of Federal government fiscal
	year (FY) in the format of the quarter number followed by the 4-digit fiscal
	year of QX YYYY (i.e. Q2 2012).
	• Q1: October 1 – December 31
	• Q2: January 1 – March 31
	• Q3: April 1 – June 30
	• Q4: July 1 – September 30
	Currently FY 1993 – 2020 are available in the system. More fiscal years are
	added on an as needed basis.
Fiscal Year	Includes the Federal government fiscal years (October –September) from
	1993 – 2021 in the format of a 4-digit year.
Performance Level	Describes which of the three levels of performance the course targets:
	• Awareness
	• Management
	Performance
Student Agency	Includes information related to the agency the student is associated with.
Student Country	Includes the country ID (country code) that the student represents.
Student County	Custom group that displays counties based on students' zipcodes.
Student Discipline	Includes 18 student discipline categories in two forms DESC (discipline title)
	and ID (discipline acronym):

MicroStrategy Attribu	ites			
Name	Description			
	Agricultural Safet	ty (Pre	and Post •	Law Enforcement (LE)
	Harvest) (AGS)	5	•	Private Sector/Corporate Security
	Animal Emergence	ev Serv	vices (AES)	and Safety Professionals (PSP)
	Citizen/Communi	itv Vol	unteer (CV) \bullet	Public Works (PW)
	Emergency Mana	gemen	$(EM) \bullet$	Public Safety Communications
	Emergency Medi	cal Ser	(ENI)	(PSC)
	 Einergeney Wiedle Eire Service (ES) 			Public Health (PH)
	File Service (FS)	l	·	Secret & Descue (SD)
	Governmental Ad		rative (GA)	Transportation Security (Air
	Hazardous Materi	iais (H	M) •	Water Ground Dorth (TS)
	• Healthcare (HC)	1		Water, Oround, Port) (13)
	Information Tech	nology	• (11)	
Student Level of	Includes six categorie	es of go	overnment that t	the student represents in two
Govt	forms:			
	DESC (DHS F	ederal	, Local, Not Ap	plicable, Non DHS Federal, State,
	Tribal)		~	
	• ID: (DF, L, NA	<u>A, NF,</u>	<u>S, T).</u>	
Student Region	Includes the 10 FEM	A Regi	ons that the stu	dents represent in two forms:
	DESC (in Roman nur	nerals,	e.g.: I-X) and I	D (in Arabic numerals, e.g.: 1-10).
Student State	Includes the State ID	in the	form of the stan	idard 2-letter abbreviation for the
	State/territory that the	stude	nt represents.	
Student UASI	Custom group that dis	splays	UASI Regions	based on students' zipcodes.
Region				
			• • • • •	DEGC 1ID
Training Category	Includes four training	catego	ories in two form	ms: DESC and ID.
Training Category	Includes four training DESC	catego ID	ories in two form	ns: DESC and ID. Description
Training Category	Includes four training DESC CUSTOM	catego ID C	Course contai	ms: DESC and ID. Description ns information customized
Training Category	Includes four training DESC CUSTOM	catego ID C	Course contai for a specific	ms: DESC and ID. Description ns information customized purpose or group.
Training Category	Includes four training DESC CUSTOM DIRECT	catego ID C D	Course contai for a specific The training p	ms: DESC and ID. Description ns information customized purpose or group. provider came to students
Training Category	Includes four training DESC CUSTOM DIRECT EXERCISE-	catego ID C D E	Course contai for a specific The training p Course consis	ms: DESC and ID. Description ns information customized purpose or group. provider came to students ts of an exercise
Training Category	Includes four training DESC CUSTOM DIRECT EXERCISE- BASED	catego ID C D E	Course contai for a specific The training p Course consis	ms: DESC and ID. Description ns information customized purpose or group. provider came to students ts of an exercise
Training Category	Includes four training DESC CUSTOM DIRECT EXERCISE- BASED FOREIGN	catego ID C D E F	Course contai for a specific The training p Course consis Course trains	ms: DESC and ID. Description ns information customized purpose or group. provider came to students its of an exercise in foreign language
Training Category	Includes four training DESC CUSTOM DIRECT EXERCISE- BASED FOREIGN LANGUAGE	catego ID C D E F	Course contai for a specific The training p Course consis Course trains	ms: DESC and ID. Description ns information customized purpose or group. provider came to students its of an exercise in foreign language
Training Category	Includes four training DESC CUSTOM DIRECT EXERCISE- BASED FOREIGN LANGUAGE INDIRECT	catego ID C D E F I	Course contai for a specific The training p Course consis Course trains	ms: DESC and ID. Description ns information customized purpose or group. provider came to students its of an exercise in foreign language ed by the trainers
Training Category	Includes four training DESC CUSTOM DIRECT EXERCISE- BASED FOREIGN LANGUAGE INDIRECT JUST-IN- TIME	catego ID C D E F I J	Course contai for a specific The training p Course consis Course trains Course strains	ms: DESC and ID. Description ns information customized purpose or group. provider came to students ts of an exercise in foreign language ed by the trainers les just-in-time information, ed here hereign
Training Category	Includes four training DESC CUSTOM DIRECT EXERCISE- BASED FOREIGN LANGUAGE INDIRECT JUST-IN- TIME	catego ID C D E F I J	Course contai for a specific The training p Course consis Course trains Course strains Course strains	ms: DESC and ID. Description ns information customized purpose or group. provider came to students its of an exercise in foreign language ed by the trainers les just-in-time information, ad hoc basis
Training Category	Includes four training DESC CUSTOM DIRECT EXERCISE- BASED FOREIGN LANGUAGE INDIRECT JUST-IN- TIME SEMINAR	catego ID C D E F I J S	Course contai Course contai for a specific The training p Course consis Course trains Course strains Course strains Course provid usually on an Course condu	ms: DESC and ID. Description ns information customized purpose or group. provider came to students its of an exercise in foreign language ed by the trainers les just-in-time information, ad hoc basis cted as a seminar
Training Category	Includes four training DESC CUSTOM DIRECT EXERCISE- BASED FOREIGN LANGUAGE INDIRECT JUST-IN- TIME SEMINAR TRAIN-THE- TD A DIED	catego ID C D E F I J S TTT	Course contai for a specific The training p Course consis Course trains Course strains Course provid usually on an Course condu Train-the-train	ms: DESC and ID. Description ns information customized purpose or group. provider came to students its of an exercise in foreign language ed by the trainers les just-in-time information, ad hoc basis cted as a seminar ner format
Training Category	Includes four training DESC CUSTOM DIRECT EXERCISE- BASED FOREIGN LANGUAGE INDIRECT JUST-IN- TIME SEMINAR TRAIN-THE- TRAINER	catego ID C D E F I J S TTT	Course contai for a specific The training p Course consis Course trains Course strains Course straine Course provid usually on an Course condu Train-the-train	ms: DESC and ID. Description ns information customized purpose or group. provider came to students its of an exercise in foreign language ed by the trainers les just-in-time information, ad hoc basis cted as a seminar ner format
Training Category	Includes four training DESC CUSTOM DIRECT EXERCISE- BASED FOREIGN LANGUAGE INDIRECT JUST-IN- TIME SEMINAR TRAIN-THE- TRAINER WEB-BASED	catego ID C D E F I J S TTT W	Course contai for a specific The training p Course consis Course trains Course strains Course strains Course provid usually on an Course condu Train-the-train Available on t	ms: DESC and ID. Description ns information customized purpose or group. provider came to students its of an exercise in foreign language ed by the trainers les just-in-time information, ad hoc basis cted as a seminar ner format the web
Training Category Training Method	Includes four training DESC CUSTOM DIRECT EXERCISE- BASED FOREIGN LANGUAGE INDIRECT JUST-IN- TIME SEMINAR TRAIN-THE- TRAINER WEB-BASED Includes four training	catego ID C D E F I J S TTT W	Course contai for a specific The training p Course consis Course trains Course trains Course strains Course provid usually on an Course condu Train-the-train Available on t	ms: DESC and ID. Description ns information customized purpose or group. provider came to students its of an exercise in foreign language ed by the trainers les just-in-time information, ad hoc basis cted as a seminar ner format the web s: DESC and ID.
Training Category Training Method	Includes four training DESC CUSTOM DIRECT EXERCISE- BASED FOREIGN LANGUAGE INDIRECT JUST-IN- TIME SEMINAR TRAIN-THE- TRAINER WEB-BASED Includes four training DESC	catego ID C D E F I J S TTT W w s metho ID	Course contai for a specific The training p Course consis Course trains Course trains Course straine Course provid usually on an Course condu Train-the-train Available on to ods in two forms	ms: DESC and ID. Description ns information customized purpose or group. provider came to students ts of an exercise in foreign language ed by the trainers les just-in-time information, ad hoc basis cted as a seminar ner format the web s: DESC and ID. Description
Training Category Training Method	Includes four training DESC CUSTOM DIRECT EXERCISE- BASED FOREIGN LANGUAGE INDIRECT JUST-IN- TIME SEMINAR TRAIN-THE- TRAINER WEB-BASED Includes four training DESC INDIRECT MODULE	catego ID C D E F I J S TTT W w tho ID I	Course contai for a specific The training p Course consis Course consis Course trains Course straine Course provid usually on an Course condu Train-the-train Available on to ods in two forms	ms: DESC and ID. Description ns information customized purpose or group. provider came to students its of an exercise in foreign language ed by the trainers les just-in-time information, ad hoc basis cted as a seminar ner format the web s: DESC and ID. Description ner format
Training Category Training Method	Includes four training DESC CUSTOM DIRECT EXERCISE- BASED FOREIGN LANGUAGE INDIRECT JUST-IN- TIME SEMINAR TRAIN-THE- TRAINER WEB-BASED Includes four training DESC INDIRECT MOBILE	catego ID C D E F F I J S TTT W W S metho ID I M	Course contai for a specific The training p Course consis Course consis Course trains Course strains Course provid usually on an Course condu Train-the-train Available on to ods in two forms Train-the-train	ms: DESC and ID. Description ns information customized purpose or group. provider came to students its of an exercise in foreign language ed by the trainers les just-in-time information, ad hoc basis cted as a seminar ner format the web s: DESC and ID. Description ner format provider came to students merice
Training Category Training Method	Includes four training DESC CUSTOM DIRECT EXERCISE- BASED FOREIGN LANGUAGE INDIRECT JUST-IN- TIME SEMINAR TRAIN-THE- TRAINER WEB-BASED Includes four training DESC INDIRECT MOBILE RESIDENT	catego ID C D E F I J S TTT W w s metho ID I M R	Course contai for a specific The training p Course consis Course trains Course trains Course straine Course provid usually on an Course condu Train-the-train Available on to ods in two forms Train-the-train The training p	ms: DESC and ID. Description ns information customized purpose or group. provider came to students its of an exercise in foreign language ed by the trainers les just-in-time information, ad hoc basis cted as a seminar ner format the web s: DESC and ID. Description ner format provider came to students tting
Training Category Training Method	Includes four training DESC CUSTOM DIRECT EXERCISE- BASED FOREIGN LANGUAGE INDIRECT JUST-IN- TIME SEMINAR TRAIN-THE- TRAINER WEB-BASED Includes four training DESC INDIRECT MOBILE RESIDENT WEB-BASED	catego ID C D E F I J S TTT W W S metho ID I M R W	Course contai for a specific The training p Course consis Course consis Course trains Course straine Course provid usually on an Course condu Train-the-train Available on to ods in two forms Train-the-train The training p Classroom set Available on t	ms: DESC and ID. Description ns information customized purpose or group. provider came to students its of an exercise in foreign language ed by the trainers les just-in-time information, ad hoc basis cted as a seminar ner format the web s: DESC and ID. Description ner format provider came to students tting the web
Training Category Training Method Training Provider	Includes four training DESC CUSTOM DIRECT EXERCISE- BASED FOREIGN LANGUAGE INDIRECT JUST-IN- TIME SEMINAR TRAIN-THE- TRAINER WEB-BASED Includes four training DESC INDIRECT MOBILE RESIDENT WEB-BASED	catego ID C D E F F I J S TTT W W S metho ID I M R W	Course contai for a specific The training p Course consis Course consis Course trains Course straine Course provid usually on an Course condu Train-the-train Available on t ods in two forms Train-the-train The training p Classroom set Available on t	ms: DESC and ID. Description ns information customized purpose or group. provider came to students its of an exercise in foreign language ed by the trainers les just-in-time information, ad hoc basis cted as a seminar ner format the web s: DESC and ID. Description ner format provider came to students tting the web

APPENDIX E: MICROSTRATEGY METRICS

The chart below provides a description of metrics available for selection when users run Rollup Reports (see <u>Running Rollup Reports</u>).

MicroStrategy Metrics	
Name	Description
Count of Distinct Students	Displays the number of distinct students who have participated in
	training, counting each student once, regardless of the number of
	classes the student has participated in.
Count of Students	Displays the total number of students who participated in a course.
	If this metric is used with a course, then it will give the number of
	all students that took the course as a part of different classes.
Count of Classes	Displays the total number of Non-Web Based classes conducted
	based on DHS course schedule course end date field.
Total Contact Hours	Displays the total number of hours that all participants have contact
	with an instructor for a class i.e., number of contact hours of all the
	students for a class.
Average Increase of KSA (%)	Displays the percent increase of average of post-test KSA scores
	over the average of pre-test KSA scores. This metric can be drilled
	down to the Post Test Score Average (%) and Pre Test Score
	Average (%).
Post Test Score Average (%)	Displays the average percent of correct post-test responses.
Pre Test Score Average (%)	Displays the average percent of correct pre-test responses.

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APPENDIX F: RES MICROSTRATEGY SHARED REPORTS CHART

Report	Users	Description	Recommended Criteria
1. Registration Summary	All users	 The system displays a list of training providers along with the associated number of instructor led classes, number of students trained by instructor led courses, number of students trained by web based courses, total number of students trained, and contact hours. Also, the system displays grand totals for number of instructor led classes, students trained by instructor led courses, students trained by web based courses, students trained by web based courses, number of students trained and contact hours. Notes: Training Providers only see their own metrics. Modular courses are not included on the Registration Summary. To view modular courses, run the Modular Registration Summary. Drill-down option: Click on the appropriate Training Provider link to drill-down to the Course Summary Report (see 1 A) 	 Follow the prompts to select the appropriate date range for the report. Users can run the report for a specific month, quarter or fiscal year (FY) (October – September), calendar year (CY) (January – December). Click on the Training Provider name to drill down to the Course Summary Report for the selected Training Provider.
1.A Course Summary Report (by Training Provider)	All users	 Drill-down from the Registration Summary report to the Course Summary Report by clicking on the Training Provider link. For the date range selected when running the Registration Summary and the selected training provider, the report displays a graph of the top 10 classes based on the number of students trained. A grid displays each course broken out by training method, number of classes, number of students, number of evaluations, pre and post-test averages, average increase in KSAs, and contact hours. Drill-down options: Click on the Course # and Name to drill-down to the Registration Class Summary Report (see 1.A.1). Click on the appropriate # of Evaluations link to drill-down to the Level One Evaluation – Course Summary Report (see 1.A.2). Click on the appropriate Avg Inc of KSA link to drill-down to the Level Two Class Detail Report (see 1.A.3) 	 Select the appropriate Training Provider on the Registration Summary to access the Course Summary Report. The date range identified when the Registration Summary is run applies to the Course Summary Report.

RES MicroStrategy Shared Reports

RES MicroStrategy Shared Reports							
Report	Users	Description	Recommended Criteria				
1.A.1 Registration Class Summary Report	All users	 Drill-down from the Course Summary Report to the Registration Class Summary Report by clicking the appropriate Course # or Course Name. For the selected training provider and course, two graphs display the number of classes held by class State and number of students trained by class State. A grid displays each class session of the selected course conducted by the training provider broken out by class start date, start time, instructor, number of students, course length, city, state, zip code, and country. Drill-down options: Click on the appropriate Class Start Date link to drill down to the Registration Class Detail Report (see 1.A.1.a). Linked reports: Click the View Evaluations by Class link to view the Level One Evaluation – Course Summary Report (see 1.A.2). Click the View Test Scores by Class link to view the Level Two Class Detail report see 1.A.3). 	 From the Course Summary Report, select the appropriate Course # or Course Name to access the Registration Class Summary Report. The date range identified when the Registration Summary is run applies to this report. Only metrics for the training provider selected on the Course Summary Report displays. Click the View Evaluations by Class link to view the Level One Evaluation – Course Summary Report (see 1.A.2). Click the View Test Scores by Class link to view the Level Two Class Detail report see 1.A.3). 				
1.A.1.a Registration Class Detail Report	All users	Drill-down from the Registration Class Summary Report to the Registration Class Detail Report by clicking the Class Start Date link. Two graphs display the number of students trained by level of government and by disciple. A grid displays each student broken out by student agency, level of government, student discipline, city, State, zip code, and country.	 From the Registration Class Summary Report, select the appropriate Class Start Date to access the Registration Class Detail Report. The date range identified when the Registration Summary is run applies to this report. Only metrics for the training provider selected on the Course Summary Report displays. 				
1.A.2 Level One Evaluation – Course Summary Report		 Summary Report to the Level One Evaluation – Course Summary Report by clicking the # of Evaluations link. For the selected training provider and course, a grid displays each class broken out by class start date, class start time, instructor name, number of students, number of evaluations, KSA levels before and after, KSA difference, course evaluation, instructor evaluation, course benefit, overall ratings, and class location. Drill-down options: Click the appropriate Class Start Date link to drill-down to the Level One Evaluation – Class Datails Paport (see 	 From the Course Summary Report, select the appropriate # Number of Evaluations link to access the Level One Evaluation – Course Summary Report. The date range identified when the Registration Summary is run applies to this report. Only metrics for the training provider selected on the Course Summary Report displays. Click the View Class Summary link to view the Registration Class Summary 				

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Report	Users	Description	Recommended Criteria				
		 1.A.2.a). Click the view link to drill down to the Level One Evaluation – Class Comments Report (see 1.A.2.b). Linked reports: Click the View Class Summary link to view the Registration Class Summary Report (see 1.A.1). Click the View Test Scores by Class link to view the Level Two Class Detail report (see 1.A.3). 	 Report (1.A.1) Click the View Test Scores by Class link to view the Level Two Class Detail report (see 1.A.3). 				
1.A.2.a Level One Evaluations – Class Details Report	All users	Drill-down from the Level One Evaluation – Course Summary Report to the Level One Evaluation – Class Details Report by clicking the Class Start Date link. For the selected training provider, the report displays a breakout of average evaluation responses to the selected class.	 From the Level One Evaluation – Course Summary report, select the appropriate Class Start Date link to access the Level One Evaluation – Class Details Report. The date range identified when the Registration Summary is run applies to this report. Only metrics for the training provider selected on the Course Summary Report displays. 				
1.A.2.b Level One Evaluation – Class Comments Report	All users	Drill-down from the Level One Evaluation – Course Summary Report to the Level One Evaluation – Class Comments Report by clicking the view link. For the selected training provider, the report displays responses submitted for open answer evaluation questions for the selected class.	 From the Level One Evaluation – Course Summary report, select the appropriate view link to access the Level One Evaluation – Class Comments Report. The date range identified when the Registration Summary is run applies to this report. Only metrics for the training provider selected on the Course Summary Report displays. 				
1.A.3 Level Two Class Detail Report	All users	 Drill-down from the Registration Class Summary Report to the Level Two Class Detail Report by clicking the Avg Inc of KSA link. For the selected training provider and course, a grid displays each class broken out by class start date, class start time, instructor, class location, pre- and post-test score average, and average increase of KSA. Linked reports: Click the View Class Summary link to view the Registration Class Summary Report (see 1.A.1). Click the View Evaluations by Class 	 The date range identified when the Registration Summary is run applies to this report. Only metrics for the training provider selected on the Course Summary Report displays. Click the View Class Summary link to view the Registration Class Summary Report (see 1.A.1). Click the View Evaluations by Class link to view the 				

RES MicroStrategy Shared Reports								
Report	Users	Description	Recommended Criteria					
		link to view the Level One Evaluation – Course Summary Report (see 1.A.2).	Level One Evaluation – Course Summary Report (see 1.A.2).					
2. Level One - Courses Recommended for Review	All users	 The system displays the report that recommends courses for review when the average Pre-test score is 80% or greater or when the average pre-test to post-test percentage point gain is less than 17%. Classes are displayed by training provider and course number and are broken out by class start date, class location, class start time, instructor last name, number of students, number of evaluations, KSA levels before and after, difference in KSA before and after, instructor evaluation score, course evaluation score, course benefit score, and the overall ratings. Note: Training providers only see their own metrics. Drill-down options: Click the Class Start Time link to drill- down to the Level One Evaluation – Class Details Report (see 2.A) Click the view link to drill-down to the Level One Evaluation –Class Comments 	 Follow the prompts to select the appropriate time period for the report. Users can run the report for a specific month, quarter or fiscal year (FY) (October – September), calendar year (CY) (January – December). Click on the Class Start Time link for the appropriate class to drill down to the Level One Evaluation – Class Details Report (2.A). Click on the view link for the appropriate class to drill down to the Level One Evaluation – Class Comments Report (2.B). 					
2.A Level One Evaluation – Class Details Report	All users	Drill-down from the Level One Evaluation – Classes Recommended for Review to the Level One Evaluation – Class Details Report by clicking the Class Start Time link. For the selected training provider, the report displays a break out average evaluation responses for the selected class.	• The date range identified when the Level One – Courses Recommended for Review is run applies to this report.					
2.B Level One Evaluation – Class Comments Report	All users	Drill-down from the Level One Evaluation – Classes Recommended for Review to the Level One Evaluation – Class Comments Report by clicking the view link. For the selected training provider, the report displays responses submitted for open answer evaluation questions for the selected class.	• The date range identified when the Level One – Courses Recommended for Review is run applies to this report.					
3. Level Two Test Scores – Classes of Excellence	All users	The system displays the report that flags the classes of excellence that have a pre-test to post-test percentage point gain of 90% or greater. Classes are broken out by training provider, course number, training method, class start and end date, number of students, number of evaluations, pre-test and post-test scores, and average increase in KSAs. Note: When running the report, training providers will only see metrics related to	 Follow the prompts to select the appropriate date range for the report. Run the report for a specific month, quarter or fiscal year (FY) (October – September), calendar year (CY) (January – December). 					

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RES MicroStrategy Shared Reports						
Report	Users	Description	Recommended Criteria			
		their account. If nothing displays after the report has run, courses for your account do not meet the classes of excellence criteria.				
4. Level Two Test Scores – Classes Recommended for Review	All users	The system displays the report that flags the classes recommended for review that have a pre-test to post-test percentage point gain of less than 20%. Classes are broken out by training provider, course number, training method, class start and end date, number of students, number of evaluations, pre-test and post-test scores, and average increase in KSAs. Note: When running the report, training providers will only see metrics related to their account. If nothing displays after the report has run, courses for your account do not meet the classes of excellence criteria.	 Follow the prompts to select the appropriate date range for the report. Run the report for a specific month, quarter or fiscal year (FY) (October – September), calendar year (CY) (January – December). 			
5. Modular Registration Summary	All users	The system displays graphs detailing the top ten training providers by number of lessons for modular courses completed and the top ten training providers by number of distinct students trained in modular courses. Additional metrics on Lessons Completed (Instructor Led, Web, All), Total Number of Distinct Students, and Total Contact Hours display, broken out by training provider. Drill-down option: Click the Training Provider name to drill- down to the Root Course Summary report (see 5.A).	 Follow the prompts to select the appropriate time period for the report. Users can run the report for a specific month, quarter or fiscal year (FY) (October – September), calendar year (CY) (January – December). Click on the Training Provider name to drill-down Root Courses Summary Report. 			
5.A Root Course Summary	All users	Drill-down from the Modular Registration Summary to the Root Course Summary by clicking on the Training Provider link. For the date range selected when running the Modular Registration Summary and the selected training provider, the report displays a graph of the top ten courses based on the number of students trained. A grid displays each course broken out by lessons completed, number of distinct and contact hours. Drill-down option: Click on the Course # and Name to drill- down to the Lesson Summary (see 5.A.1).	 From the Modular Registration Summary, select the appropriate Training Provider link to access the Root Course Summary. The date range identified when the Modular Registration Summary is run applies to this report. 			
5.A.1 Lesson Summary	All users	Drill-down from the Root Course Summary Report to the Lesson Summary by clicking the appropriate Course # or Course Name . For the selected training provider and course, a graph displays the top ten lessons based on the number of students by lesson and the number of evaluations by lesson. A grid displays each	 From the Root Course Summary Report, select the appropriate Course # and Course Name to access the Lesson Summary. The date range identified when the Modular Registration 			

RES MicroStrategy Shared Reports							
Report	Users	Description	Recommended Criteria				
5.A.1.a Lesson Class Summary Report	All users	 lesson of the selected course conducted by the training provider broken out by training method, number of classes, number of students, number of evaluations, pre- and post-test scores, average KSA increase, and contact hours. Drill-down options: Click on the appropriate Course Number and Name link to drill-down to the Lesson Class Summary Report (see 5.A.1.a). Click the # of Evaluations link to drill-down to the Level One Evaluation – Course Summary Report (see 5.A.1.b). Click the Avg Inc of KSA link to view the Level Two Class Detail Report (see 5.A.1.c). Drill-down from the Lesson Summary Report to the Lesson Class Summary Report (see 5.A.1.c). 	 Summary is run applies to this report. Only metrics for the training provider selected on the Lesson Summary displays. Click on the appropriate Course Number and Name link to drill-down to the Lesson Class Summary Report (see 5.A.1.a). Click the # of Evaluations link to drill-down to the Level One Evaluation – Course Summary Report (see 5.A.1.b). Click the Avg Inc of KSA link to view the Level Two Class Detail Report (see 5.A.1.c). From the Lesson Summary Report, select the appropriate Course Number and Name link to drill-down to the Level Two Class Detail Report (see 5.A.1.c). From the Lesson Summary Report, select the appropriate Course Number and Name link to drill-down to the Lesson Class Summary Report. The date range identified when the Modular Registration 				
		 name, number of students, course length, city, state, zip code, and country. Linked reports: Click the View Evaluations by Class link to view the Level One Evaluation – Course Summary Report (see 5.A.1.b). Click the View Test Scores by Class link to view the Level Two Class Detail report (see 5.A.1.c). Drill-down options: Click the Class Start Date link to drill-down to the Lesson Class Detail Report (see 5.A.1.a.01) 	 Summary is run applies to this report. Only metrics for the training provider selected on the Lesson Summary displays. Click the Class Start Date link to drill-down to the Lesson Class Detail Report (see 5.A.1.a.01). 				
5.A.1.a.01 Lesson Class Detail Report	All users	Drill-down from the Lesson Class Summary Report to the Lesson Class Detail report by clicking the Class Start Date link. The report displays two graphs showing the number of students trained by level of government and by student discipline. Details about the lesson including class start time and date, class end date, instructor, location, and student information.	 From the Lesson Class Summary Report, select the appropriate Class Start Date to access the Lesson Class Detail Report. The date range identified when the Modular Registration Summary is run applies to this report. Only metrics for the training provider selected on the Lesson Summary displays. 				

RES MicroStrategy Shared Reports							
Report	Users	Description		Recommended Criteria			
5.A.1.b Level One Evaluation Course Summary Report	All users	 Drill-down from the Lesson Summary Report to the Level One Evaluation – Course Summary Report by clicking the # of Evaluations link. For the selected training provider and course, a grid displays each class broken out by class start date, class start time, instructor name, number of students, number of evaluations, KSA levels before and after, KSA difference, course evaluation, instructor evaluation, course benefit, overall ratings, and class location. Linked reports: Click the View Class Summary link to view the Lesson Class Summary Report (see 5.A.1.a). Click the View Test Scores by Class link to view the Level Two Class Detail report (see 5.A.1.c). Drill-down options: Click the appropriate Class Start Date link to drill down to the Level One Evaluation – Class Details Report (see 5.A.1.b.01). Click the view link to drill down to the Level One Evaluation – Class Comments Report (see 5.A.1.b.02). 	•	From the Lesson Summary Report, select the appropriate Evaluations link to drill-down to the Level One Evaluation Course Summary Report. The date range identified when the Modular Registration Summary is run applies to this report. Only metrics for the training provider selected on the Lesson Summary displays. Click the appropriate Class Start Date link to drill down to the Level One Evaluation – Class Details Report (see 5.A.1.b.01). Click the view link to drill down to the Level One Evaluation – Class Comments Report (see 5.A.1.b.02).			
5.A.1.b.01 Level One Evaluation – Class Details Report	All users	Drill-down from the Level One Evaluation – Course Summary Report to the Level One Evaluation – Class Details Report by clicking the Class Start Date link. For the selected training provider, the report displays a break out average evaluation responses to the selected class.	•	From the Level One Evaluation Course Summary Report, select the appropriate Class Start Date to access the Level One Evaluation – Class Detail Report. The date range identified when the Modular Registration Summary is run applies to this report. Only metrics for the training provider selected on the			

RES MicroStrategy Shared Reports							
Report	Users	Description		Re	cor	nme	ended Criteria
5.A.1.b.02 Level One Evaluation – Class Comments Report	All users	Drill-down from the Level One Evaluation – Course Summary Report to the Level One Evaluation – Class Comments Report by clicking the view link. For the selected training provider, the report displays responses submitted for open answer evaluation questions for the selected class.	•	Fro Eva Rej vie On Co The the Sun rep On pro	om t alua por w 1 e E mm e da Mo mm port. ly r	the L ation t, sel ink t valua ents ate ra odula ary i netri er se n Su	evel One Course Summary ect the appropriate o access the Level ation – Class Report. ange identified when ar Registration is run applies to this cs for the training elected on the mmary displays.
5.A.1.c Level Two Class Detail Report	All users	 Drill-down from the Lesson Summary Report to the Level Two Class Detail Report by clicking the Avg Inc of KSA link. For the selected training provider and course, a grid displays each class broken out by class start date, class start time, instructor, class location, pre- and post-test score average, and average increase of KSA. Linked reports: Click the View Class Summary link to view the Lesson Class Summary Report (see 5.A.1.a). Click the View Evaluations by Class link to view the Level One Evaluation – Course Summary Report (see 5.A.1.b). 	•	Frcc Rej Av dov Ev: Rej The the Sun rep On prc Les	om f por g In wn alua por e da mm oort. ly r ovid sson	the L t, sel to th ation t. atter ra odula ary i er se 1 Sun	Lesson Summary ect the appropriate of KSA link to drill- e Level One Course Summary ange identified when ar Registration as run applies to this cs for the training elected on the mmary displays.
Canned Reports	All users	Canned reports display commonly requested information by Calendar Year, Fiscal Year or Month.	CY	FY	Month		
Total Number of Courses Delivered	All users	The report displays a graph of the number of classes and Students by the identified period (CY, FY, or Month). Courses are broken out by number of classes (instructor led), students trained (instructor led, web, all), and number of Contact Hours.	~	~	~	•	Select one or more of the appropriate period (CY, FY, or Month).
Training Numbers by Class Location	All users	The report displays the number of students trained broken out by the State or territory where the class was held for the selected time period.	~	~	~	•	Select one or more of the appropriate period (CY, FY, or Month).
Training Numbers by Delivery Type	All users	The report displays the number classes held and the number of students trained broken out by training method (indirect, mobile, resident, and web-based).	~	~	~	•	Select one or more of the appropriate period (CY, FY, or Month).
Training Numbers by Fiscal Year Quarter	All users	The report displays the number of classes and students trained by training method (instructor led, web, all) and total contact hours broken out by training provider and fiscal year quarter.		~		•	Select one or more of the fiscal year quarter(s).

RES MicroStrategy Shared Reports						
Report	Users	Description		Re	cor	nmended Criteria
Canned Reports	All users	Canned reports display commonly requested information by Calendar Year, Fiscal Year or Month.	CY	FY	Month	
Training Numbers by Job Discipline	All users	 The report displays the number of students trained broken out by student discipline. Agricultural Safety (Pre and Post Harvest) (AGS) Animal Emergency Services (AES) Citizen/Community Volunteer (CV) Emergency Management (EM) Emergency Medical Services (EMS) Fire Service (FS) Governmental Administrative (GA) Hazardous Materials (HM) Healthcare (HC) Information Technology (IT) Law Enforcement (LE) Private Sector/Corporate Security and Safety Professionals (PSP) Public Works (PW) Public Safety Communications (PSC) Public Health (PH) Search & Rescue (SR) Transportation Security (Air, Water, Ground, Port) (TS) Other (OTH) 	¥	V	~	Select one or more of the appropriate period (CY, FY, or Month).
Training Numbers by Level of Government	All users	The report displays the number of students trained broken out by student level of government. • DHS Federal • Local • Not Applicable • Non DHS Federal • State • Tribal	~	~	~	• Select one or more of the appropriate period (CY, FY, or Month).
Training Numbers by Performance Level	All users	The report displays the number of classes and students trained by training method (instructor led, web, all) and total contact hours broken out by the planned performance level (awareness, management, and performance).	~	~	v	• Select one or more of the appropriate period (CY, FY, or Month).
Training Numbers by Student Agency Location	All users	The report displays the number of distinct students trained broken out by student agency State.	~	~	~	• Select one or more of the appropriate period (CY, FY, or Month).
Training Numbers by the NDPC	All users	The report displays the number of classes and students trained by training method (instructor led, web, all) and total contact hours broken out by training provider.	~	~	~	• Select one or more of the appropriate period (CY, FY, or Month).

RES MicroStrategy Shared Reports				
Report	Users	Description	Recommended Criteria	
Canned Reports	All users	Canned reports display commonly requested information by Calendar Year, Fiscal Year or Month.	CY FY Month	
Training Numbers by Train-the-Trainer and Indirect Courses	All users	The report displays the number of classes, number of students, and number of contact hours broken out by the train-the-trainer course name.	 ✓ ✓ ✓ ✓ Select one or more of the appropriate period (CY or FY). 	
Trend of Training Numbers by Calendar or Fiscal Year	All users	The report displays the number of classes and students trained by training method (instructor led, web, all) and total contact hours broken out by training provider for each year (calendar or fiscal). A graph displays the trend of training numbers over by years selected.	 ✓ ✓ ✓ ✓ Select more than one year (CY or FY) to view the trends over multiple years. 	
Fiscal Quarter Reports	All Users	Fiscal Quarter reports display metric information	on broken out by fiscal quarter	
Average Increase in KSA % by Training Method	All Users	For the selected fiscal quarter(s), this report displays the percent increase of average of post-test KSA scores over the average of pre- test KSA scores.	 When prompted select the appropriate fiscal year quarter from the pick list. Use the list arrows (⋈ ◀ ▷ ⋈) to navigate through the month pick list. Select one or more training methods 	
Students Trained by Performance Level	All Users	For the selected fiscal quarter(s), this report displays the number of students trained broken out by the targeted performance level (awareness, management, or performance).	 When prompted select the appropriate fiscal year quarter from the pick list. Use the list arrows (⋈ ◀ ▶ ▶) to navigate through the month pick list. Select one or more performance level 	
Students Trained by Student Discipline	All Users	For the selected fiscal quarter(s), this report displays the number of students trained broken out by 18 student discipline categories.	 When prompted select the appropriate fiscal year quarter from the pick list. Use the list arrows (⋈ ◀ ▶ ⋈) to navigate through the month pick list. Select one or more student discipline. 	
Students Trained by Student Level of Government	All Users	For the selected fiscal quarter(s), report displays the number of students trained broken out by student level of government (DHS Federal, Local, Not Applicable, Non DHS Federal, State, or Tribal).	 When prompted select the appropriate fiscal year quarter from the pick list. Use the list arrows (⋈ ◀ ▷ ⋈) to navigate through the month pick list. Select one or more student level of government. 	

RES MicroStrategy Shared Reports			
Report	Users	Description	Recommended Criteria
Students Trained by Student Region	All Users	For the selected fiscal quarter(s), this report displays the number of students trained broken out by FEMA region (I-X).	 When prompted select the appropriate fiscal year quarter from the pick list. Use the list arrows (◄ ▲ ▶ ▶) to navigate through the month pick list. Select one or more FEMA Region.
Students Trained by Student State	All Users	For the selected fiscal quarter(s), report displays the number of students trained broken out by student state	 When prompted select the appropriate fiscal year quarter from the pick list. Use the list arrows (I ►) to navigate through the month pick list. Select one or more student States.
Students Trained by Training Method	All Users	For the selected fiscal quarter(s), the selected fiscal quarter(s), this report displays the number of students trained broken out by training method (indirect, mobile, resident, or web-based).	 When prompted select the appropriate fiscal year quarter from the pick list. Use the list arrows (⋈ ◀ ▷ ⋈) to navigate through the month pick list. Select one or more training methods
GIS Reports	Users granted a GIS report license	GIS reports provide metric information with an available to all users who have been granted a Office.	n interactive map. GIS reports are GIS license by the NTED Program
GIS (1) Map of FEMA Regions	Users granted a GIS report license	 The Map of FEMA Region displays metrics for classes and students in a map and graph format. By default, data for classes and contact hours displays. Users can opt to view results by students. Drill-down options: With the Class option selected, click the FEMA Region and select the Drill button to drill-down to the State Class Map (see GIS (1).A). 	 Follow the prompts to select the appropriate date range for the report. Select the Class radio button to view metrics based on class region. Select the Student radio button to view metrics based on student region. Click on the appropriate Region and the drill button to drill-down to the State Class Map or to the Student State Map. Add up to five filters on the report

GIS Reports	Users granted a GIS report license	GIS reports provide metric information with ar available to all users who have been granted a Office.	n interactive map. GIS reports are GIS license by the NTED Program
GIS (1).A State Class Map	Users granted a GIS report license	 With the Classes option selected on the Map of FEMA Regions, drill-down to the State Class Map by selecting the appropriate FEMA Region on the map and then clicking the drill button. The map displays the number of classes conducted in the States in the selected region. A bar chart ranks the States within the region by number of classes. Two graphs display metrics on Classes by Training Method (indirect, mobile, and resident) and Classes by Performance Level (awareness, management, performance) for the selected FEMA Region. Hover over a State to view metrics on the number of classes and contact hours. Drill-down option: Click on a State and click the drill button to drill down to the District Class Map (see GIS (1).A.1). 	 The date range identified when the Map of FEMA Regions is run applies to this report. Click the appropriate State and the drill button to access the District Class Map.
GIS(1).A.1 District Class Map	Users granted a GIS report license	Drill-down to the District Class Map from the State Class Map by clicking the appropriate State and then clicking on the drill s button. The map shows the number of classes conducted broken out by district with the selected State. Two graphs display metrics on Classes by Training Method (Indirect, Mobile, and Resident) and Classes by Performance Level (Awareness, Management, Performance). A bar chart displays showing the top ten districts ranked by classes held. Hover over a district to view metrics on the number of classes and contact hours.	• The date range identified when the Map of FEMA Regions is run applies to this report.
GIS (2) Map of US States	Users granted a GIS report license	The system displays 'US State' reports for classes and students. By default system shows data for classes and contact hours. The system shows image of the USA map on the report screen.	 Follow the prompts to select the appropriate date range for the report. Select the Class radio button to view metrics based on class region. Select the Student radio button to view metrics based on student region. Add up to five filters on the report

NDPC Reports	NPDC members:	National Domestic Preparedness Consortium (NDPC) report will allow the NDPC numbers to be displayed to all NDPC members	
	NTED Program		
	Managers; Administrators		
Contact Hours by Student Discipline	NPDC members; NTED Program Managers; Administrators	The report displays the number of contact hours broken out by student discipline and each NDPC training provider for the selected date range and State. A bar graph displays the number of contact hours for the top five disciplines. A pie chart displays the number of contact hours broken out by training method (indirect, mobile, resident, and web- based).	 Follow the prompts to select the appropriate date range for the report. In the Student State field: Select All to view metrics for all student States. Select a single to view metrics for the selected student State.
Course Completion by Student Discipline	NPDC members; NTED Program Managers; Administrators	The report displays the number of course completions broken out by student discipline and each NDPC training provider for the selected date range and State. A bar graph displays the number of course completions for the top five disciplines. A pie chart displays the number of course completions broken out by training method (indirect, mobile, resident, and web-based).	 Follow the prompts to select the appropriate date range for the report. In the Student State field: Select All to view metrics for all student States. Select a single to view metrics for the selected student State.
Number of Deliveries by Training Method	NPDC members; NTED Program Managers; Administrators	The report displays the number of course deliveries by training method (indirect, mobile, resident, and web-based) and each NDPC training provider for the selected date range and State. A bar graph and pie chart display the number of training deliveries by training method.	 Follow the prompts to select the appropriate date range for the report. In the Student State field: Select All to view metrics for all student States. Select a single to view metrics for the selected student State.

APPENDIX G: RUNNING GEOGRAPHIC INFORMATION SYSTEMS (GIS) REPORTS

GIS reports provide metric information with an interactive map. GIS reports are available to all users who have been granted a GIS license by the NTED Program Office. If you want access to GIS reports, please contact your FEMA NTED Program Manager or the RES help desk at res@dhs.gov.

Users must have a GIS license to access GIS Reports.

1. RUNNING THE MAP OF FEMA REGIONS

The Map of FEMA Region displays metrics for classes and students in a map and graph format. By default, data for classes and contact hours displays.

To run the Map of FEMA Regions:

- Step 1: Click on the **Shared Reports** link on the link strip (see Figure G-1: Running GIS Reports.
- Step 2: To select the report, click on the **GIS** link or the folder $\stackrel{\text{left}}{=}$ icon.

Shar	ed Reports My Reports Help Logout Image: A state of the state of	
	Canned Reports Owner: Administrator Modified: 10/28/08 7:25:03 AM	Fiscal Quarter Reports Owner: Administrator Modified: 7/25/13 10:20:20 AM
	GIS Owner: Administrator Modified: 7/9/13 3:55:19 PM	NDPC Reports Owner: Administrator Modified: 6/20/11 9:41:51 AM

Figure G-1: Running GIS Reports

Step 3: On the GIS page, click on the (1) Map of FEMA Regions link or the report document icon (see Figure G-2: Selecting the Map of FEMA Regions).

Note: You must have Flash enabled to run GIS Reports.

Users must have Flash enabled to run GIS Reports.



Figure G-2: Selecting the Map of FEMA Regions

Step 4: On the (1) Map of FEMA Regions prompt page, in the 1. Choose the beginning date for the desired date range section, enter the appropriate beginning date and press the Enter key (see Figure G-3: Selecting a Beginning Date).

Be sure to press the <u>Enter</u> key after typing in a date or year.

Note: Users can also use the calendar widget to select the date. Click on the widget to open the calendar and use the arrow buttons to navigate to the appropriate month/year combination. Click on the appropriate date to select it. If you enter the year on the widget, be sure to press the **Enter** key before selecting the date to ensure the year has been properly selected.



Figure G-3: Selecting a Beginning Date

Step 5: In the **2.** Choose the ending date for the desired date range section, select the radio button to select the appropriate ending date option (see Figure G-4: Selecting an Ending Date).

Notes: Today's date is selected as the range end date by default. Skip to step 7 if you selected the default

Be sure to press the <u>Enter</u> key after typing in a date or year.

option.

Step 6: If you opted to select the date, in the **Your selection:** field, enter the appropriate ending date and press the **Enter** key.

Note: Users can also use the calendar widget to select the date. Click on the widget to open the calendar and use the arrow buttons to navigate to the appropriate month/year combination. Click on the appropriate date to select it. If you enter the year on the widget, be sure to press the **Enter** key before selecting the date to ensure the year has been properly selected.

Step 7: If appropriate, navigate to the **3. Exclude Training Provider(s)** section, select the appropriate training providers to exclude from the report.

Notes:

- The Center for Domestic Preparedness is excluded from the report by default.
- In the **Available** field, click on the appropriate training provider(s) to select it and then click the **Add** is arrow to move the value to the **Selected** field.
- You can also double click on the training provider to move it to the **Selected** field.
- Do not use the Add All 🔛 icon as only one option can be added to columns.
- Use the **Remove** and **Remove** All icons to move the training provider out of the **Selected** field.
- Step 8: If appropriate, scroll to the first **Select rows or columns to filter on** section (see Figure G-11-A: Adding a Filter).

Adding filters is optional on GIS Reports

Note: Adding filters is optional. Skip to step 13 if no filter is needed.

- Step 9: In the Attribute field, click on the appropriate attribute to select it.
- Step 10: Select the radio button to select the appropriate option
 - **Qualify:** The **Qualify** option allows users to enter specific qualifications for the report using expressions from the drop down section.
 - Select: The Select option allow users to select from available elements on a list.
- Step 11: Enter appropriate criteria for the filter object.

Notes:

- If the **Qualify** option is selected:
 - In the **Form** drop-down menu, select the appropriate form.
 - In the **Is** drop-down menu, select the appropriate qualification.

- In the **Value** field, enter the appropriate value.
- If the **Select** option is selected:
 - In the **Is** drop-down menu, select whether the values should be included (**In List**) or excluded (**Not In List**).
 - Click the **Edit** link to open a pop-up menu of available values.
 - Select a value from the Available field then click the Add to selections arrow to move the value to the Selected field.
 - If appropriate, to search for a value, enter a value in the Search for field, and then click the Find *Ricon*. Select the Match case checkbox to narrow the search further.
 - To remove a value, select the appropriate value from the Selected field then click the Remove from selections arrow to move the value to the Available field.
 - Click the OK button to confirm selection.
- Step 12: Scroll to the next filter section and repeat Steps 10 13 until all appropriate filters are added.
- Step 13: To run the report, click the **Run Document** button.



Figure G-4: Selecting an Ending Date

Step 14: On the Map of FEMA Regions, review the report (see Figure G-5: Reviewing the Map of FEMA Regions by Classes).

Notes:

- By default, metrics based on Class Region display by number of classes.
- Hover over each Region to view a pop-up of number of classes and contact hours.
- There are two ways to drill-down to State data within a FEMA Region (see <u>Map of</u> <u>FEMA Regions Drill-down Maps</u>):
 - Double click on the FEMA Region
 - Click the Region to select it, and then click the **drill** 😼 icon
- The Classes by Training Method (Indirect, Mobile, Resident), Classes by Performance Level (Awareness, Management, Preferences), FEMA Regions Ranked by Classes (Top 10) graphs display. When you hover-over the graph, metric details

RES MicroStrategy Shared Reports User Guide

Metrics relating to Class

Region displays by default.

for the particular category display. In addition, the following options display:



d

- View graph results in chart form
- View chart in graph form (appears after selecting chart view)



Export graph to PDF



Figure G-5: Reviewing the Map of FEMA Regions by Classes

Step 15: To view chart by Student Region, select the **Students** radio button (see Figure G-6: Reviewing the Map of FEMA Regions by Students).

Select <u>Students</u> to view metrics relating to Student Region.

Notes:

- FEMA Regions Ranked by Student (Top 10) and Trend of Count of Students graphs display. When you hover-over the graph, metric details for the particular category display. In addition, the following options display:
 - View graph results in chart form
 View chart in graph form (appears after selecting chart view)
 Export graph results to Excel
 Export graph to PDF
 - Pin slider to adjust the time line (on trend lines only)
- See <u>Printing and Exporting Shared Report Documents</u> for more information on how to export the report.



Figure G-6: Reviewing the Map of FEMA Regions by Students

2. MAP OF FEMA REGIONS DRILL-DOWN MAPS

From the Map of FEMA Regions, users with a GIS license can drill-down to view additional information related to the classes and student numbers (see Figure G-7 Map of FEMA Regions Drill-down Maps). Before drilling down to additional information, users should verify that they have selected the appropriate radio button for the **Classes** or **Students** option. Chart G-1: Map of FEMA Regions Drill-down Maps provides an overview of each drill-down map available.

For more information on the Map of FEMA Regions, see Running the Map of FEMA Regions.



Figure G-7: Map of FEMA Region Drill-down Maps

Chart G-1: GIS Map by FEMA Regions Drill-down Maps		
Report Name	Description	
GIS(1).A State Class Map	 With the Classes option selected on the Map of FEMA Regions, drill-down to the State Class Map by selecting the appropriate FEMA Region on the map and then clicking the drill button. The map displays the number of classes conducted in the States in the selected region. A bar chart ranks the States within the region by number of classes. Two graphs display metrics on Classes by Training Method (indirect, mobile, and resident) and Classes by Performance Level (awareness, management, performance) for the selected FEMA Region. Hover over a State to view metrics on the number of classes and contact hours. Drill-down option: Click on a State and click the drill button to drill down to the District Class Map (see GIS (1).A.1). 	
GIS(1).A.1 District Class Map	Drill-down to the District Class Map from the State Class Map by clicking the appropriate State and then clicking on the drill v button. The map shows the number of classes conducted broken out by district with the selected State. Two graphs display metrics on Classes by Training Method (Indirect, Mobile, and Resident) and Classes by Performance Level (Awareness, Management, Performance). A bar chart displays showing the top ten districts ranked by classes held. Hover over a district to view metrics on the number of classes and contact hours.	

3. RUNNING THE MAP OF US STATES

The Map of US States displays metrics for classes and students in a map and graph format. By default, data for classes and contact hours displays.

To run the Map of US States:

- Step 1: Click on the **Shared Reports** link on the link strip (see Figure G-8: Running GIS Reports).
- Step 2: To select the report, click on the **GIS** link or the folder $\stackrel{\text{left}}{=}$ icon.

Share	Help Logout	
	Canned Reports Owner: Administrator Modified: 10/28/08 7:25:03 AM	Fiscal Quarter Reports Owner: Administrator Modified: 7/25/13 10:20:20 AM
	GIS Owner: Administrator Modified: 7/9/13 3:55:19 PM	NDPC Reports Owner: Administrator Modified: 6/20/119:41:51 AM

Figure G-8: Running GIS Reports

Step 3: On the GIS page, click on the (2) Map of US States link or the report document icon (see Figure G-9: Selecting the Map of US States).

Users must have Flash enabled to run GIS Reports.

Note: You must have Flash enabled to run GIS Reports.



Figure G-9: Selecting the Map of US States

Step 4:On the (2) Map of US States prompt page, in the 1.Choose the beginning date for the desired date
range section, enter the appropriate beginning date

Be sure to press the <u>Enter</u> key after typing in a date or year. and press the Enter key (see Figure G-10: Selecting a Beginning Date).

Note: Users can also use the calendar widget to select the date. Click on the widget to open the calendar and use the arrow buttons to navigate to the appropriate month/year combination. Click on the appropriate date to select it. If you enter the year on the widget, be sure to press the **Enter** key before selecting the date to ensure the year has been properly selected.

Shared Reports My Reports Histo	ry List My Subscriptions
🐥 🚓 🔶 🗈	(2) Map of US States
Index X Summary of your selections I Choose the beginning date for the desired date range. Image: Choose the ending date for the desired date range. Choose the ending date for the desired date range. Image: Choose the ending date for the desired date range. Status Exclude Training Provider(s) 4 Select rows or columns to filter on 5 Select rows or columns to filter on 6 Select rows or columns to filter on 7 Select rows or columns to filter on 8 Select rows or columns to filter on	1. Choose the beginning date for the desired date range. 3/1/2008 3/1/2008 Image: Choose the ending date 2. Choose the ending date 2 3 4 5 6 7 8 9 10 11 12 13 14 15 11/14/2013 30 31 Close The default selection is: Today (11/14/2013)
	3. Exclude Training Provider(s)
	Optionally, select training providers to exclude from the report. Figure G-10: Selecting a Beginning Date

Step 5: In the **2.** Choose the ending date for the desired date range section, select the radio button to select the appropriate ending date option (see Figure G-11: Selecting an Ending Date).

Notes: Today's date is selected as the range end date by default. Skip to step 7 if you selected the default option.

Step 6: If you opted to select the date, in the **Your selection:** field, enter the appropriate ending date and press the **Enter** key.

Note: Users can also use the calendar widget to select the date. Click on the widget to open the calendar and use the arrow buttons to navigate to the appropriate month/year combination. Click on the

Be sure to press the <u>Enter</u> key after typing in a date or year.

appropriate date to select it. If you enter the year on the widget, be sure to press the **Enter** key before selecting the date to ensure the year has been properly selected.

Step 7: If appropriate, navigate to the **3. Exclude Training Provider(s)** section, select the appropriate training providers to exclude from the report.

Notes:

• The Center for Domestic Preparedness is excluded from the report by default.

- In the **Available** field, click on the appropriate training provider(s) to select it and then click the **Add** is arrow to move the value to the **Selected** field.
- You can also double click on the training provider to move it to the **Selected** field.
- Do not use the Add All 🕺 icon as only one option can be added to columns.
- Use the **Remove** and **Remove** All sicons to move the training provider out of the **Selected** field.
- Step 8: If appropriate, scroll to the first **Select rows or columns to filter on** section (see Figure G-11-A: Adding a Filter).

Adding filters is optional on GIS Reports

Note: Adding filters is optional. Skip to step 13 if no filter is needed.

- Step 9: In the Attribute field, click on the appropriate attribute to select it.
- Step 10: Select the radio button to select the appropriate option
 - **Qualify:** The **Qualify** option allows users to enter specific qualifications for the report using expressions from the drop down section.
 - Select: The Select option allow users to select from available elements on a list.
- Step 11: Enter appropriate criteria for the filter object.

Notes:

- If the **Qualify** option is selected:
 - In the **Form** drop-down menu, select the appropriate form.
 - In the **Is** drop-down menu, select the appropriate qualification.
 - In the **Value** field, enter the appropriate value.
- If the **Select** option is selected:
 - In the **Is** drop-down menu, select whether the values should be included (**In List**) or excluded (**Not In List**).
 - Click the **Edit** link to open a pop-up menu of available values.
 - Select a value from the Available field then click the Add to selections arrow to move the value to the Selected field.
 - If appropriate, to search for a value, enter a value in the Search for field, and then click the Find *Ricon*. Select the Match case checkbox to narrow the search further.
 - To remove a value, select the appropriate value from the Selected field then click the Remove from selections arrow to move the value to the Available field.
 - Click the OK button to confirm selection.

- Step 12: Scroll to the next filter section and repeat Steps 10 13 until all appropriate filters are added.
- Step 13: To run the report, click the **Run Document** button.



Figure G-11: Selecting an Ending Date

Index X	5. Select rows or columns to filter on	X	^
Summary of your selections	Choose an attribute to begin building a qualification.		
1 Choose the beginning date for the desired date range.	none - Qualify Gelect In List		
2 Choose the ending date for the desired date range.	G Training Category		
3 Columns (Required)	Training Method		
4 Metrics (Required)	💝 Training Provider		
5 Select rows or columns to filter on	Student State		
6 Select rows or columns to filter on	G Student Level of Govt		
7 Select rows or columns to filter on	Cause Name		
8 Select rows or columns to filter on	Eda		
9 Select rows or columns to filter on	Culture	_	
	6. Select rows or cola Auxilable: Selected: Choose an attribute to beg Avxilable: Image: Selected: Attribute: Pederal Law Enforcement TrainL Fiscal Year Image: Florida State University George Mason University Image: Selected: Training Category George Washington University Image: Selected: Image: Training Provider George Washington University Image: Selected: Image: Course Name Homeland Security Institute Image: Selected: Image: Performance Level Image: Selected: Image: Selected:		< C
Report Message Name: (1) Map of FEMA Regions	OK Car	icel	
Run Document Cancel			

Figure G-12-A: Adding a Filter

Step 14: On the Map of US States, review the report (see Figure G-12: Reviewing the Map of US States by Classes).

Notes:

- By default, metrics based on State display by number of classes.
- Hover over each State to view a pop-up of number of classes and contact hours.
- The States Ranked by Classes (Top 10) graph displays.
- Click on a State to display the Classes by Training Method (Indirect, Mobile, Resident) and Classes by Performance Level (Awareness, Management, Preferences).
- When you hover over a graph, metric details for the particular category display. In addition, the following options display:
 - View graph results in chart form
 - View chart in graph form (appears after selecting chart view)



- Export graph results to Excel
- Export graph to PDF



Figure G-13: Reviewing the Map of US States by Classes

Step 15: To view the map by student State, select the **Students** radio button (see Figure G-13: Reviewing the Map of US States by Students).

Notes:

- Trend of count of students over the selected time period.
- US States ranked by number of students (Top 10).
- See <u>Printing and Exporting Shared Report Documents</u> for more information on how to export the report.
- States Ranked by Student (Top 10) display
- On the chart, click on a State to display the Trend of Count of Students graph below the chart.
- When you hover-over a graph, metric details for the particular category display. In addition, the following options display:

View graph results in chart form

View chart in graph form (appears after selecting chart view)

Export graph results to Excel

Export graph to PDF

14

- Pin slider to adjust the time line (on trend lines only)
- See <u>Printing and Exporting Shared Report Documents</u> for more information on how to export the report.



Figure G-14: Reviewing the Map of FEMA Regions by Student

ACRONYMS

AGS	A aricultural Safety
AES	Animal Emergency Services
RSC	Bulk Scanning Contractor
CDP	Center for Domestic Preparedness
CV	Citizen/Community Volunteer
CV	Calendar Vear
DESC	Description
DESC	Description
DUD	Commencial Off the Shalf
	Entermise Application Development Integration and Systemment
EADIS	Enterprise Application Development, integration, and Sustamment
ENU	Eastern Kennucky University
EM	Emergency Management
EMS	Emergency Management Services
EISU	East Tennessee State University
FEMA	Federal Emergency Management System
FY	Fiscal Year
FS	Fire Services
GA	Governmental Administrative
HA	Hazardous Materials
HC	Healthcare
HM	Hazardous Materials
IE	Internet Explorer
IT	Information Technology
KSA	Knowledge, Skills and Abilities
LE	Law Enforcement
LSU	Louisiana State University
NCCU	North Carolina Central University
NDPC	National Domestic Preparedness Consortium
NMT	New Mexico Tech
NPD	National Preparedness Directorate
NTED	National Training Education and Division
NTS	Department of Energy's Nevada Test Site
NWACC	NorthWest Arkansas Community College
OTH	Other
PDF	Portable Document Format
PH	Public Health
PSP	Private Sector/Corporate Security and Safety Professionals
PSC	Public Safety Communications
PW	Public Works
QAI	
RDPC	Rural Domestic Preparedness Consortium
RES	Registration and Evaluation System
SR	Search & Rescue
TAHTC	The All Hazards Training Center at The University of Findlay
TEEX	Texas Engineering Extension Service
TS	Transportation Security

ACRONYMS

TTCI	Transportation Technology Center, Inc.
TEEX	Texas A&M University National Emergency Response and Rescue Training Center
UH-NDPTC	University of Hawaii - National Disaster Preparedness Training Center
WIFSS	The Western Institute for Food Safety and Security at University of California, Davis
XML	Extensible Markup Language
GLOSSARY

Attribute	An attribute provides information about a category of data. For example, an attribute may include Year, Fiscal Year, Course, Class, FEMA Region, State, or Student Type. Attributes are generally placed in the row section of the report. Placing attributes on within columns allows for grouping by attribute.
Breadcrumbs	Breadcrumbs display your navigation path in the gray bar below the link strip. Use the breadcrumb links to navigate back to previous pages and levels within MicroStrategy.
Filters	Filters specify the required conditions for report objects in order to be included in the report results. Using filters narrows the data to include only information useful for your report. See <u>Managing Filters</u> for more information.
Metrics	Metrics are the calculations of elements of data (attributes, other metrics, and facts). Metrics include expressions such as: Count of Students; Count of Web Students; Average Increase in KSA (%); and Number of Classes (by Method). The metric is what relates the attributes in a report. Metrics are generally placed in the column section of the report.
National Domestic Preparedness Consortium (NDPC)	 The National Domestic Preparedness Consortium (NDPC) is a professional alliance sponsored through the DHS/FEMA National Preparedness Directorate (NPD). The consortium is made up of seven members, including: Center for Domestic Preparedness (CDP) New Mexico Tech (NMT) – Energetic Materials Research and Testing Center Louisiana State University's (LSU) – Academy of Counter-Terrorist Education and National Center for Biomedical Research and Training Texas Engineering Extension Service (TEEX) – National Emergency Response and Rescue Training Center at Texas A&M University Department of Energy's Nevada Test Site (NTS) – Counter Terrorism Operations Support Transportation Technology Center, Inc. (TTCI) University of Hawaii - National Disaster Preparedness Training Center (UH-NDPTC)
Prompt	Prompts ask users executing the report for information necessary to complete report generation. Prompts are often paired with filters to select specific report attributes such as Fiscal Year Quarter, FEMA Region or State.

Rural Domestic	The RDPC is comprised of six academic institutions that possess extensive
Preparedness	experience and unique capabilities in serving the rural emergency response
Consortium (RDPC)	community.
	• Eastern Kentucky University (FKU)

- Eastern Kentucky University (EKU)
- East Tennessee State University (ETSU)
- North Carolina Central University (NCCU)
- NorthWest Arkansas Community College (NWACC)
- The All Hazards Training Center (TAHTC) at The University of Findlay
- The Western Institute for Food Safety and Security (WIFSS) at University of California, Davis