

Instruction for Power Users with access to Reports and Certificates

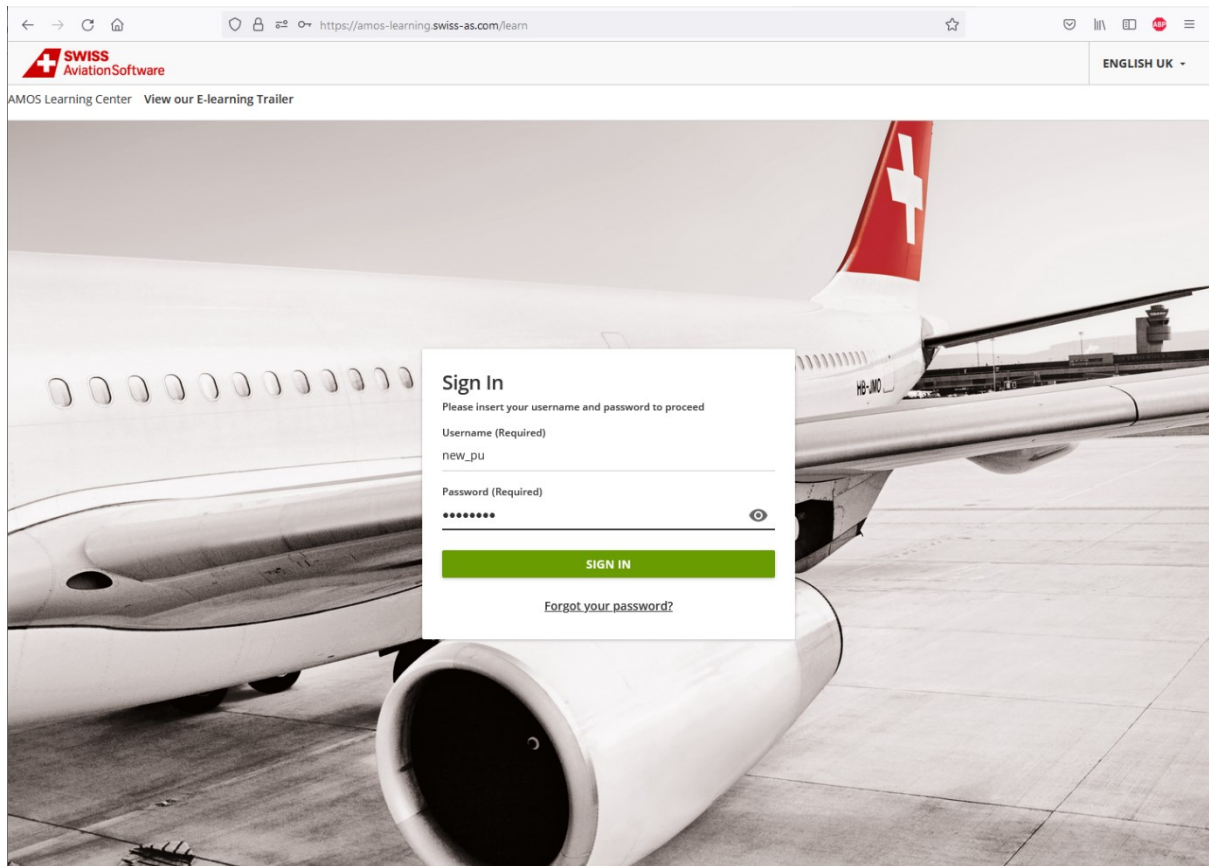
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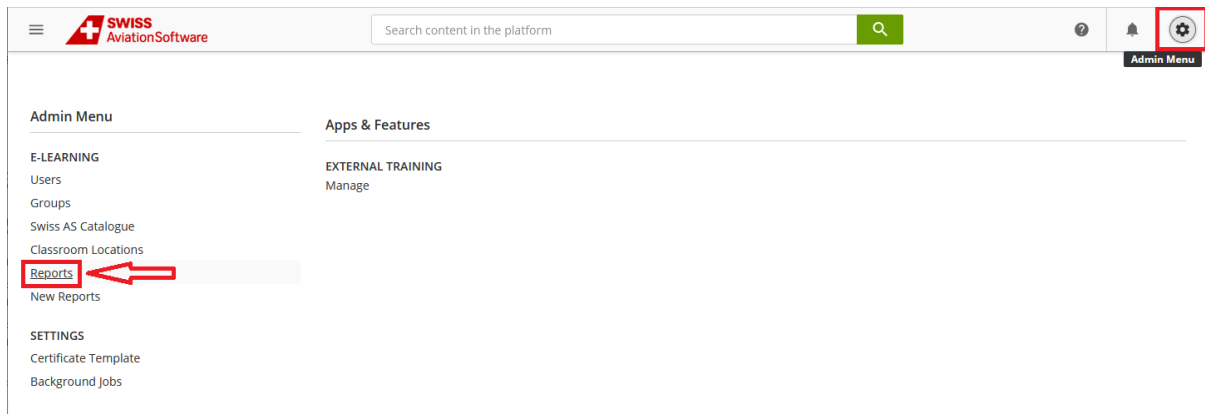
1. Reports

First log in to the AMOS Learning Center (<http://amos-learning.swiss-as.com>) with your username and password.

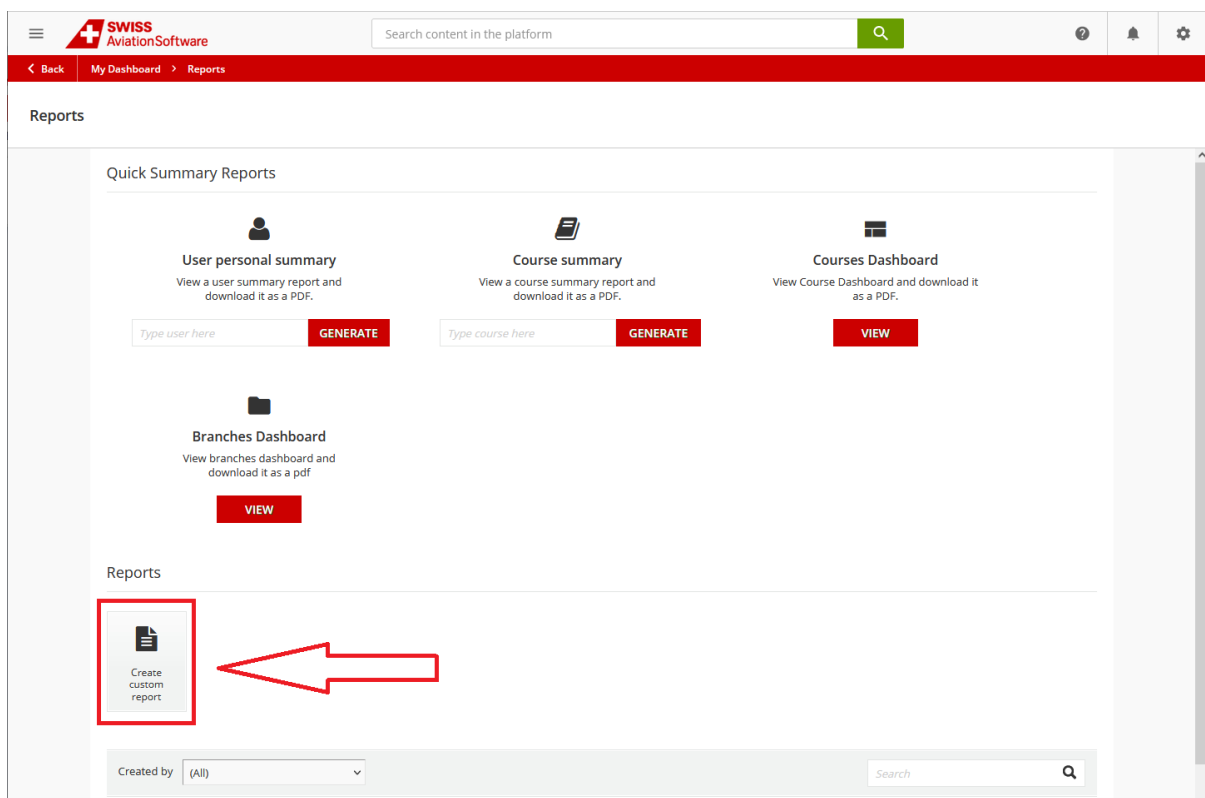
If you did not receive your initial password or can't remember it, request a password reset by pressing "Lost Password".



Once you are logged in, select the gears icon from the top right side and then select “Reports”.



Select “Create Custom Report”



Choose a name for your report and keep “User – Courses “ selected, then click next.

Create custom report ×

Name

AMOS WBT completion

1

User reports

App reports

Users - Courses ☒

Users - Course Enrolment Time ☐

Users - Training Material ☐

Courses - Users ☐

Groups - Courses ☐

Users - Learning Plans ☐

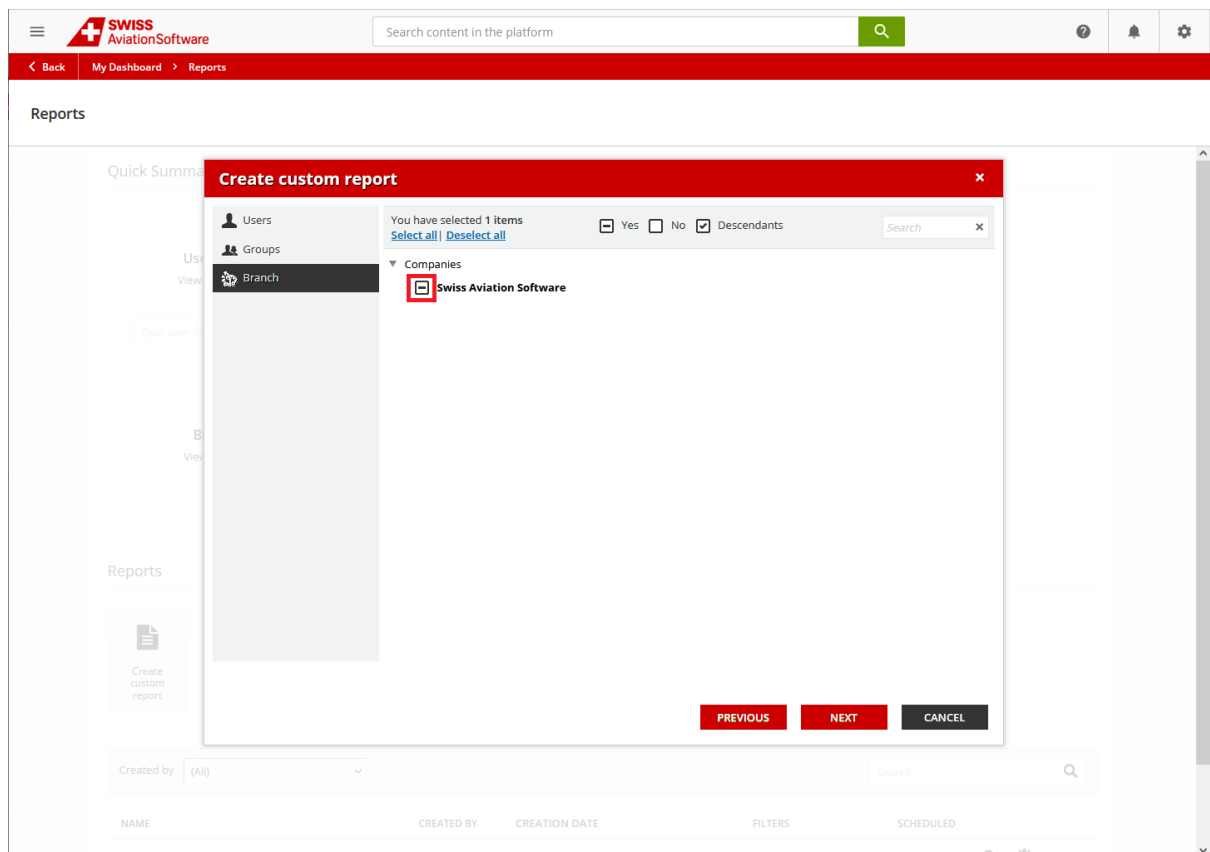
User - Session ☐

Users - External Training ☐

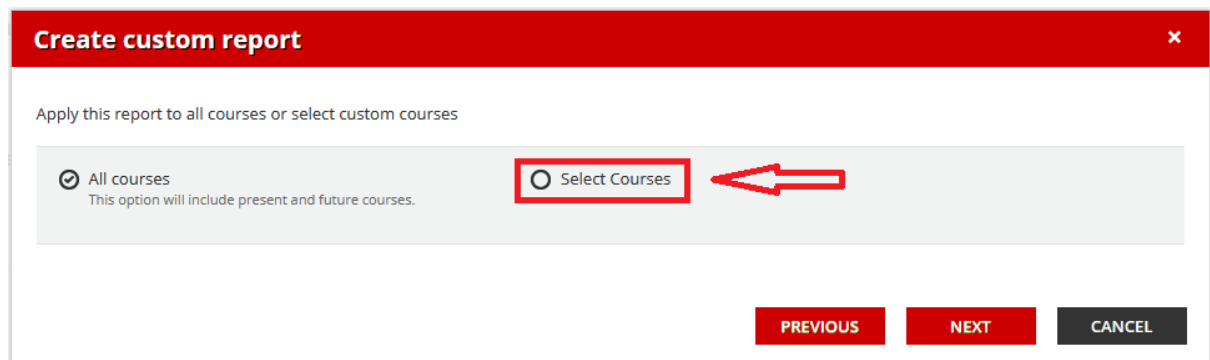
NEXT

CANCEL

You can select your entire branch/company or select users individually. Press next.



Then you can choose if you want to do the report for all courses or for specific courses.



Create custom report

Apply this report to all courses or select custom courses

☐ All courses
This option will include present and future courses.

☒ Select Courses

Courses

You have selected 1 items (of 455)
[Select all](#) | [Deselect all](#)

21.6

×

Q

First12Last<>

<input type="checkbox"/>	COURSE CODE	COURSE NAME ▲	COURSE TYPE
<input checked="" type="checkbox"/>		AMOS Basics - Version 21.6	E-Learning
<input type="checkbox"/>		AMOS Store Management - Version 21.6	E-Learning
<input type="checkbox"/>	Pickslip logic	AMOS Stores - Version 21.6	E-Learning
<input type="checkbox"/>		AMOS Component Maintenance - Version 21.6	E-Learning
<input type="checkbox"/>	Picking list logic	AMOS Stores - Version 21.6	E-Learning
<input type="checkbox"/>		AMOS Maintenance Control Part 1 - Version 21.6	E-Learning
<input type="checkbox"/>		AMOS Quality Assurance Part 1 - Version 21.6	E-Learning
<input type="checkbox"/>	Ref. Tree	AMOS Technical Records - Version 21.6	E-Learning
<input type="checkbox"/>		AMOS Modification Control Basics - Version 21.6	E-Learning
<input type="checkbox"/>		Maintenance Programs Part 1 - Single Operator V21.6	E-Learning

2

↓

First12Last<>

PREVIOUS

NEXT

CANCEL

7

The next window enables you to add filters and to select the fields you want to see on your report. Scroll down for more options.

Create custom report

If you view or export a report with 170000 lines or more, the platform may or may not display the report properly. Please try splitting the report into smaller reports.

Filter by

Enrolment Date

☒ Any

☐ > days ago

☐ Date range

Completion date

☒ Any

☐ > days ago

☐ Date range

☒ All the above conditions must be satisfied

☐ At least one of the above conditions must be satisfied

Enrolment Status

☒ All

☐ Not Started


☐ In Progress

☐ Completed

Course(s) expiring in

day(s)

Course expiring before



PREVIOUS

NEXT

CANCEL

Create custom report

Select

User fields

☐ User unique ID

☒ First Name

☒ Last Name

☐ Full Name

☒ Email

☐ Creation date

☐ User last access date

☐ Deactivated

☐ Suspend Date

☐ Expiry

☐ Email Validation Status

☐ Branches

☐ Project

Course fields

☐ Course Unique ID

☐ Course Category

☐ Category Code

☐ Code

☐ Status

☐ Credits (CEUs)

☐ Start Date

☐ Date End

☐ Course type

☐ Course ID

☐ Course duration

☐ Expired

☐ Duration

Enrolment fields

☐ Level

☒ Subscription date

☒ First access date

☒ Last access date

☒ Completion Date

☒ Status

☐ Active from

☐ Active until

☐ Final score

☐ Initial score

☐ Subscription code

☐ Subscription code set

Statistics

☐ Number of sessions

☐ Course Progression

☐ Session time

☐ Time in Webinar Sessions

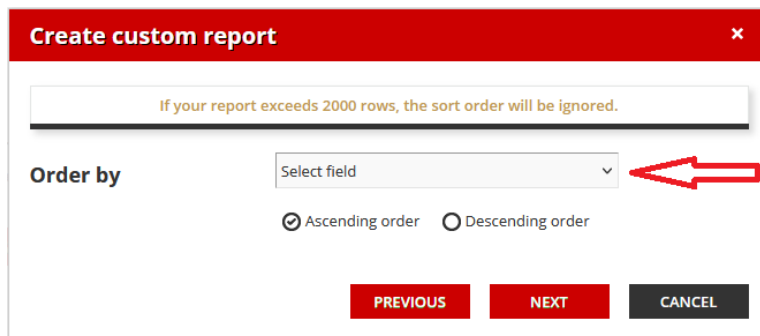
PREVIOUS

NEXT

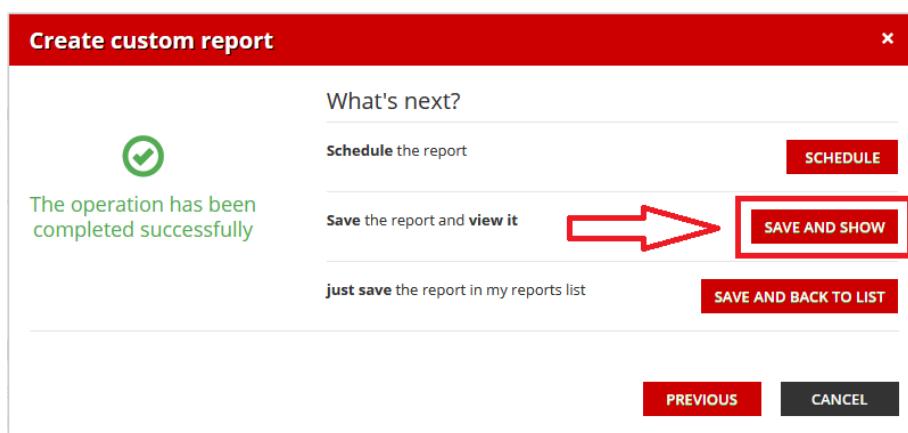
CANCEL

8

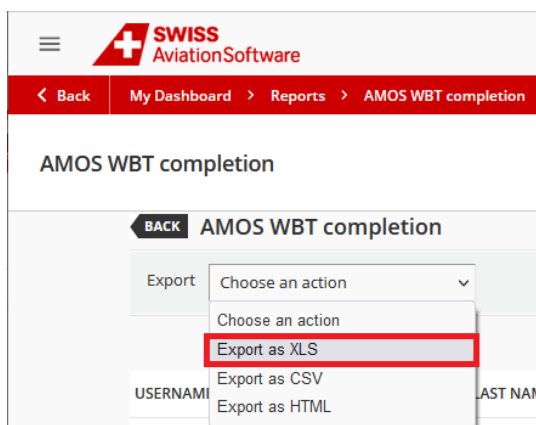
Click next and then you can select the order of the fields.



Save and show your report.



You can also export your report.



There is also the option to schedule for the report to be sent periodically at a specific time, to email addresses of recipients, which can also be external to the LMS

View a user summary report and download it as a PDF.

Type user here

GENERATE

View a course summary report and download it as a PDF.

Type course here

GENERATE

View Course Dashboard and download it as a PDF.

VIEW



Branches Dashboard
View branches dashboard and download it as a pdf


VIEW


Reports


Create custom report

Created by (All) v

Search 

Schedule 

 **AMOS WBT completion**
Creation date: 09/09/2021 15:04:46
Created by: New_PU

Schedule this report

Daily v

Hours

at 00:00 v (GMT - 00:00) UTC v

Send the report to (required):

Email addresses can also be external to the LMS

☐ Send compressed attachment

CONFIRM

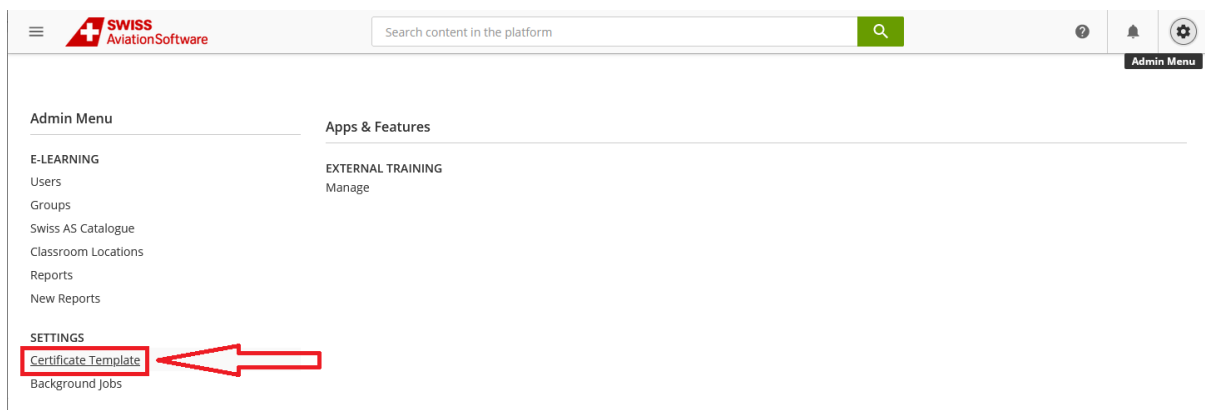
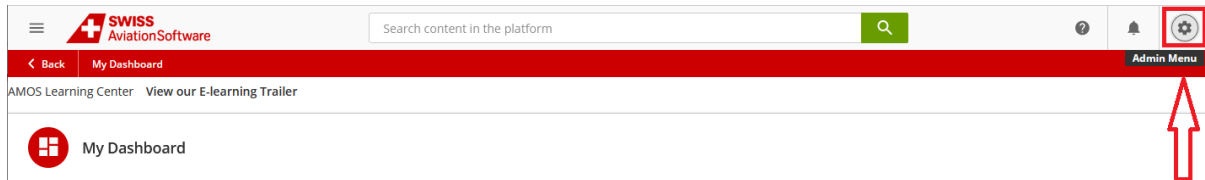
UNSCHEDULE

CANCEL

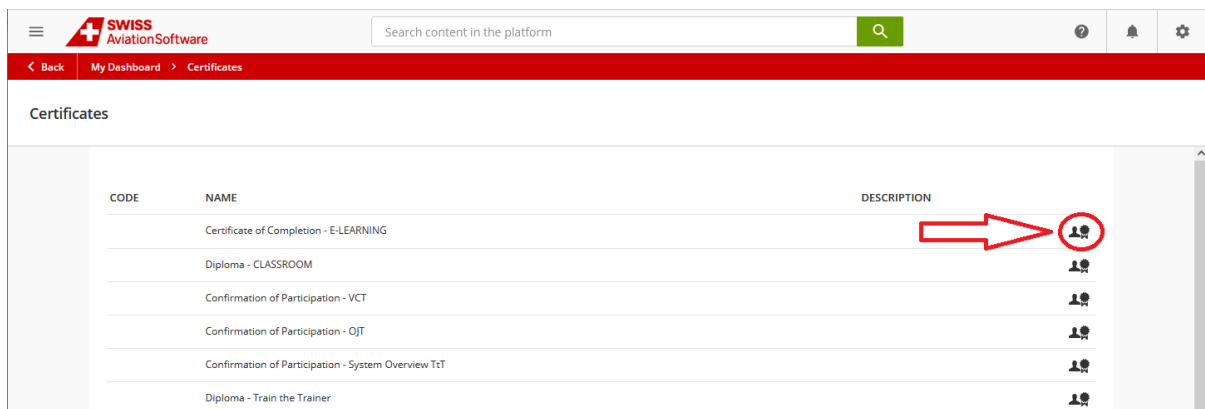
2. Certificates

2.1 Search by course

Once you are logged in, select the gears icon from the top right side and then select “Settings” “Certificate Template”.



Select the type of certificate depending on which course your learner attended:



After clicking on the certificate icon, select the course for which you want to download the certificate(s)

Issued Certificates

Issued certificates for: ☒ Course ☐ Learning plan

Course: AMOS Basics - Version 21.6

Search


The list of participants appears, you are able to download and print the certificates highlighted. In the search function you can type the name of the participant you are looking for.

Issued Certificates

Issued certificates for: ☒ Course ☐ Learning plan

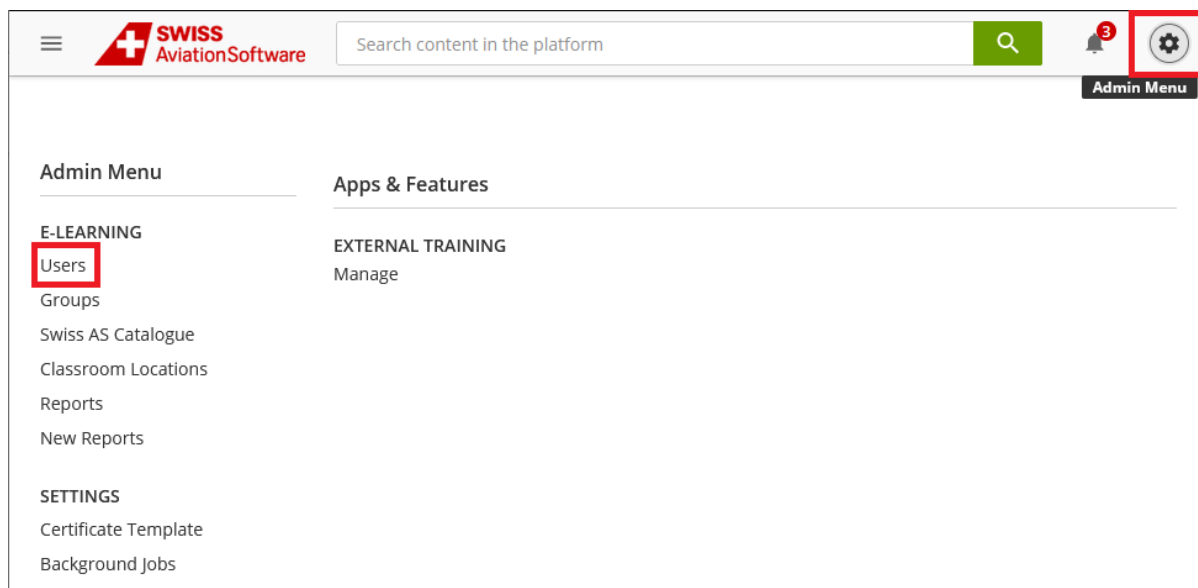
Course: AMOS Basics - Version 21.6

Search

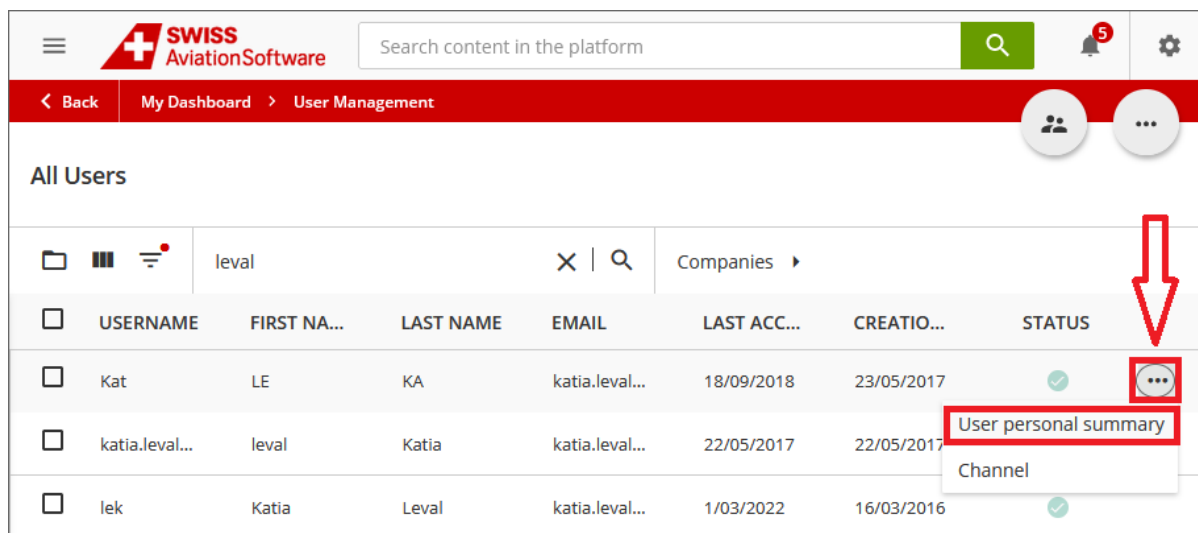
USERNAME	FULL NAME	CERTIFICATES
lek	Leval Katia	

2.2 Search by user

From the Admin Menu, go to Users



Select the user's personal summary



Select the Courses tab, and here you have an overview of all courses where the user is subscribed, their completion status and expiry date, as well as the possibility to download their certificates

[< Back](#)
[My Dashboard](#)
[> Reports](#)
[> User personal summary: lek](#)

[AMOS Learning Center](#)
[View our E-learning Trailer](#)

User personal summary: lek

select user

GENERATE

Print

Download as PDF

Statistics
 Additional Info
 Courses

ILT (Instructor-Led Training)
 Learning plans
 External training
 Social
 Virtual Classroom

Courses

COURSE CODE	COURSE NAME	USER STATUS	ENROLLED	EXPIRY DATE	COURSE COMPLETION	CREDITS (CEUS)	TOTAL TIME	SCORE
	AMOS Engineering Basics - Version 10.70	IN PROGRESS	26/02/2018				1h 9m	100.00
	AMOS Workorder - Version 10.90	COMPLETED	19/01/2017		20/01/2017		4h 53m	100.00
	AMOS Workorder - Version 10.70	COMPLETED	20/12/2016		20/12/2016		0h 14m	100.00
	AMOS Counters & Time Requirements - Version 11.20	IN PROGRESS	21/03/2017				5h 15m	0.00