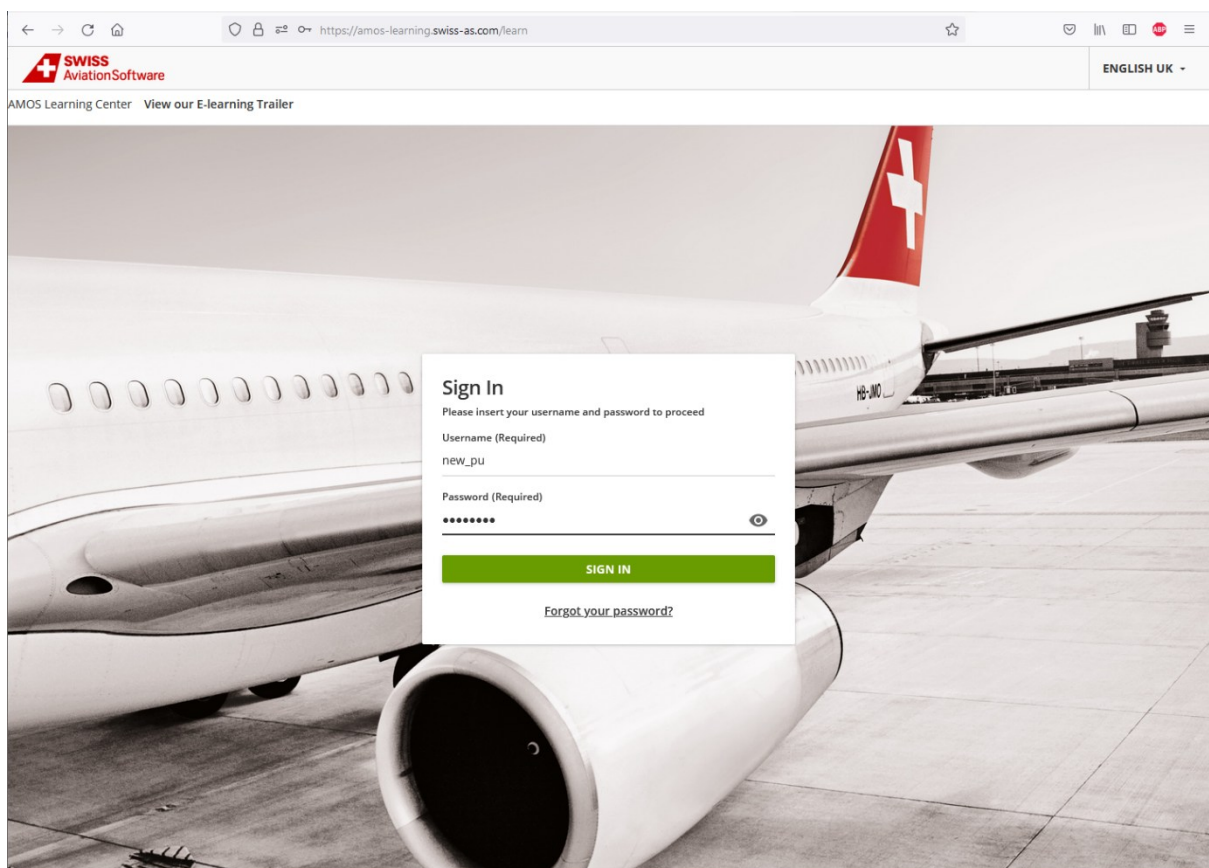



Instruction for Power Users with access to Reports and Learners Certificates

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".

A screenshot of a web browser displaying the login page for the AMOS Learning Center. The browser's address bar shows the URL "https://amos-learning.swiss-as.com/learn". The page header includes the SWISS AviationSoftware logo and a language selector set to "ENGLISH UK". Below the header, there is a navigation link "AMOS Learning Center View our E-learning Trailer". The main content area features a background image of a Swiss Airplane. Overlaid on this image is a "Sign In" form. The form contains the following elements: a title "Sign In", a sub-header "Please insert your username and password to proceed", a "Username (Required)" field with the text "new_pu", a "Password (Required)" field with masked characters "*****" and a toggle icon, a green "SIGN IN" button, and a link "Forgot your password?".

← → ↻ 🏠 🔒 📄 🔍 ⚙️ https://amos-learning.swiss-as.com/learn ☆ 📄 📄 📄 📄 📄

 SWISS AviationSoftware ENGLISH UK ▾

AMOS Learning Center View our E-learning Trailer

Sign In
Please insert your username and password to proceed

Username (Required)
new_pu

Password (Required)

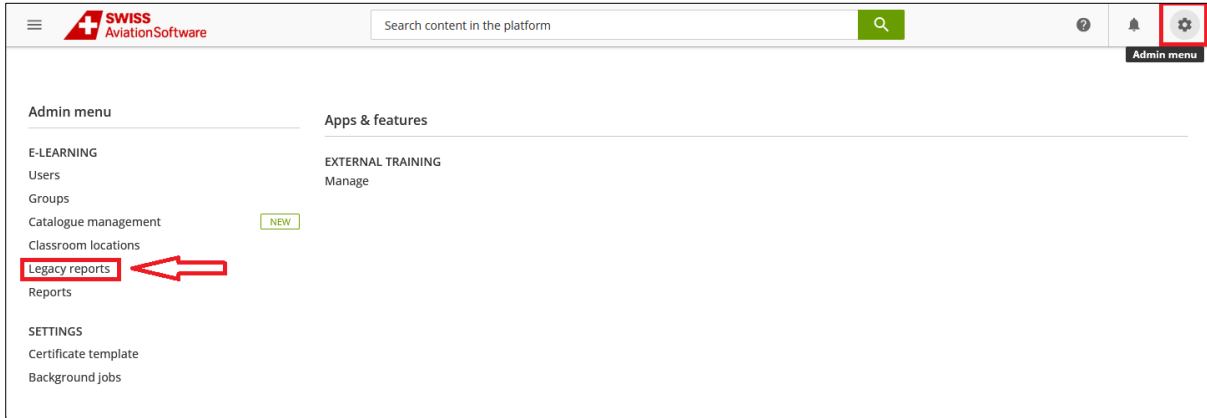
SIGN IN

[Forgot your password?](#)

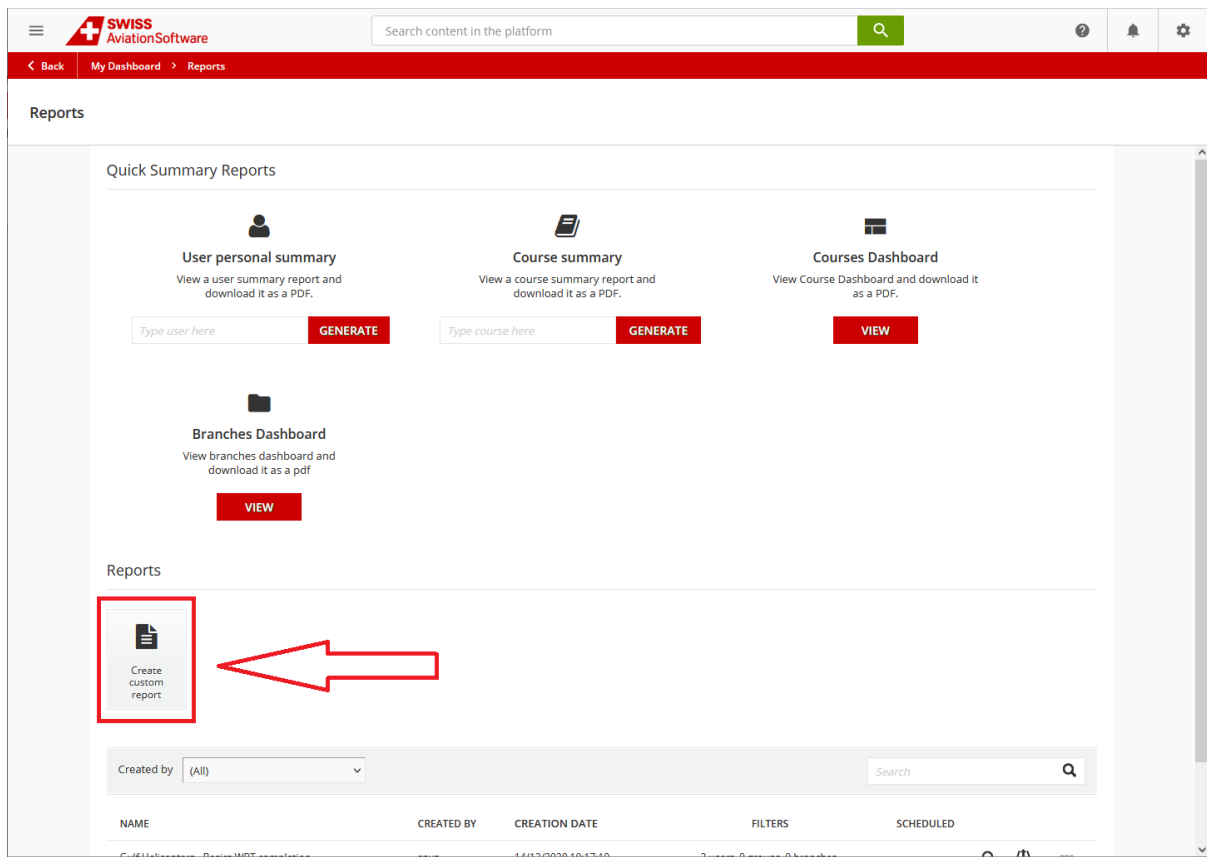
Reports

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

Note: For real-time data, it is recommended to use “Legacy reports” instead of “Reports”, as data in the latter refresh every 1-2 hours.



Select “Create Custom Report”



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

Create custom report [X]

Name
AMOS WBT completion

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.

SWISS AviationSoftware Search content in the platform

< Back My Dashboard > Reports

Reports

Quick Summary

Create custom report [X]

Users You have selected 1 items
Select all | Deselect all [Yes] [No] [Descendants] Search [X]

Groups

Branch

Companies

- Swiss Aviation Software

PREVIOUS **NEXT** **CANCEL**

Created by (All) Search


NAME	CREATED BY	CREATION DATE	FILTERS	SCHEDULED
AMOS WBT completion		14/11/2020 10:17:16		

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 

PREVIOUS **NEXT** **CANCEL**

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) ✕ Q
[Select all](#) [Deselect all](#)

First 1 2 Last < >


<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 Ilst 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

First 1 2 Last < >

PREVIOUS **NEXT** **CANCEL**



①



②

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	Completion date
<input checked="" type="radio"/> Any	<input checked="" type="radio"/> Any
<input type="radio"/> > <input type="text"/> days ago	<input type="radio"/> > <input type="text"/> days ago
<input type="radio"/> Date range	<input type="radio"/> 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

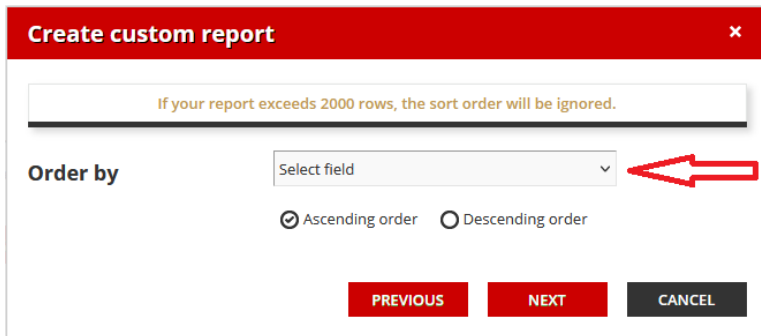
User fields	Course fields	Enrolment fields
<input type="checkbox"/> User unique ID	<input type="checkbox"/> Course Unique ID	<input type="checkbox"/> Level
<input checked="" type="checkbox"/> First Name	<input type="checkbox"/> Course Category	<input checked="" type="checkbox"/> Subscription date
<input checked="" type="checkbox"/> Last Name	<input type="checkbox"/> Category Code	<input checked="" type="checkbox"/> First access date
<input type="checkbox"/> Full Name	<input type="checkbox"/> Code	<input checked="" type="checkbox"/> Last access date
<input checked="" type="checkbox"/> Email	<input type="checkbox"/> Status	<input checked="" type="checkbox"/> Completion Date
<input type="checkbox"/> Creation date	<input type="checkbox"/> Credits (CEUs)	<input checked="" type="checkbox"/> Status
<input type="checkbox"/> User last access date	<input type="checkbox"/> Start Date	<input type="checkbox"/> Active from
<input type="checkbox"/> Deactivated	<input type="checkbox"/> Date End	<input type="checkbox"/> Active until
<input type="checkbox"/> Suspend Date	<input type="checkbox"/> Course type	<input type="checkbox"/> Final score
<input type="checkbox"/> Expiry	<input type="checkbox"/> Course ID	<input type="checkbox"/> Initial score
<input type="checkbox"/> Email Validation Status	<input type="checkbox"/> Course duration	<input type="checkbox"/> Subscription code
<input type="checkbox"/> Branches	<input type="checkbox"/> Expired	<input type="checkbox"/> Subscription code set
<input type="checkbox"/> Project	<input type="checkbox"/> Duration	

Statistics

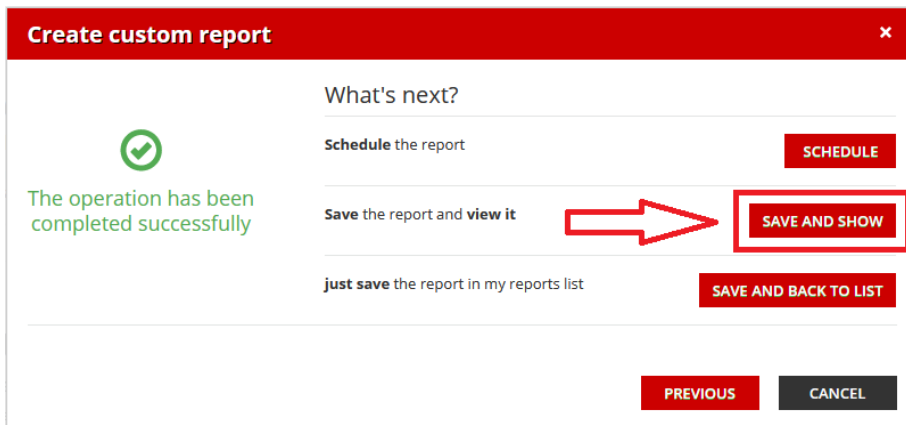
Number of sessions
 Course Progression
 Session time
 Time in Webinar Sessions

PREVIOUS **NEXT** **CANCEL**

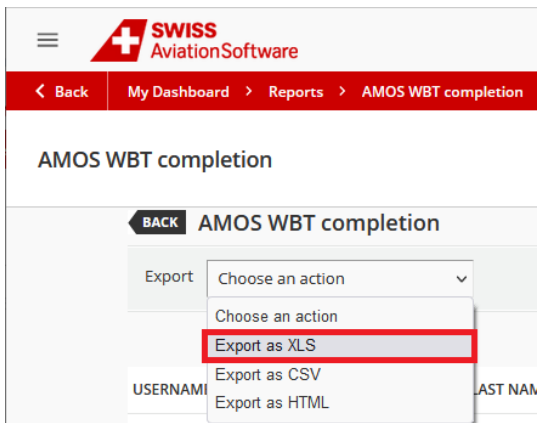
Click next and then you can select the order of the fields.



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. **GENERATE**

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

VIEW

Branches Dashboard
View branches dashboard and download it as a pdf
VIEW

Reports

Create custom report

Created by: (All) **Q**

NAME	CREATED BY	CREATION DATE	FILTERS	SCHEDULED
AMOS WBT completion	New_PU	09/09/2021 15:04:46	Private	Q

Schedule
Edit
Delete

Schedule ✕

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

Schedule this report
Daily

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

Send the report to (required):

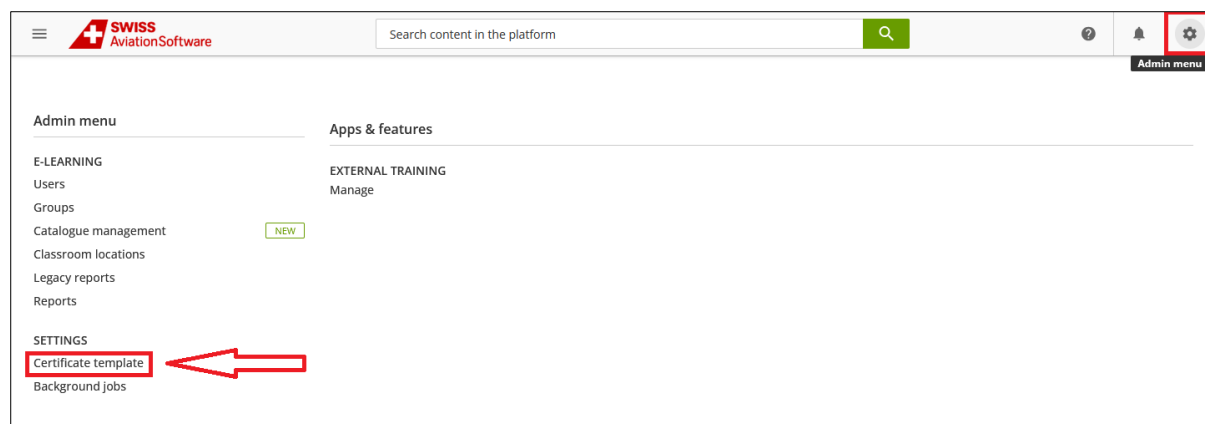
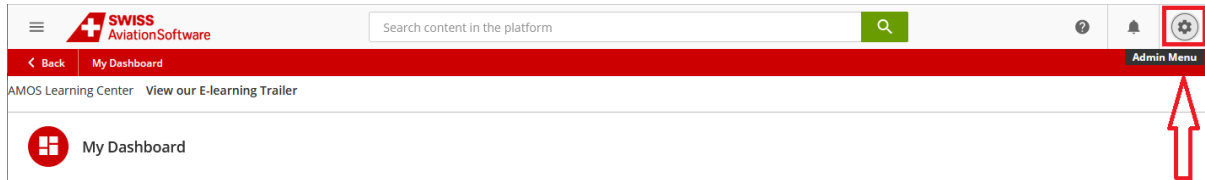
Email addresses can also be external to the LMS

Send compressed attachment

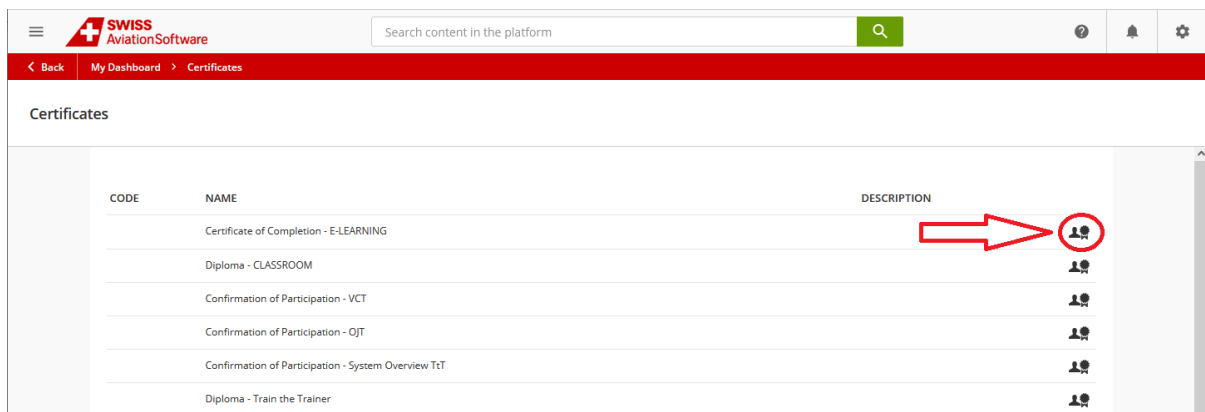
CONFIRM **UNSCHEDULE** **CANCEL**

Certificates

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



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



After clicking on the Diploma 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 ▼

🔍

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 ▼

🔍

USERNAME	FULL NAME	CERTIFICATES
lek	Leval Katia	