



Instruction for Power Users with access to Reports and Certificates

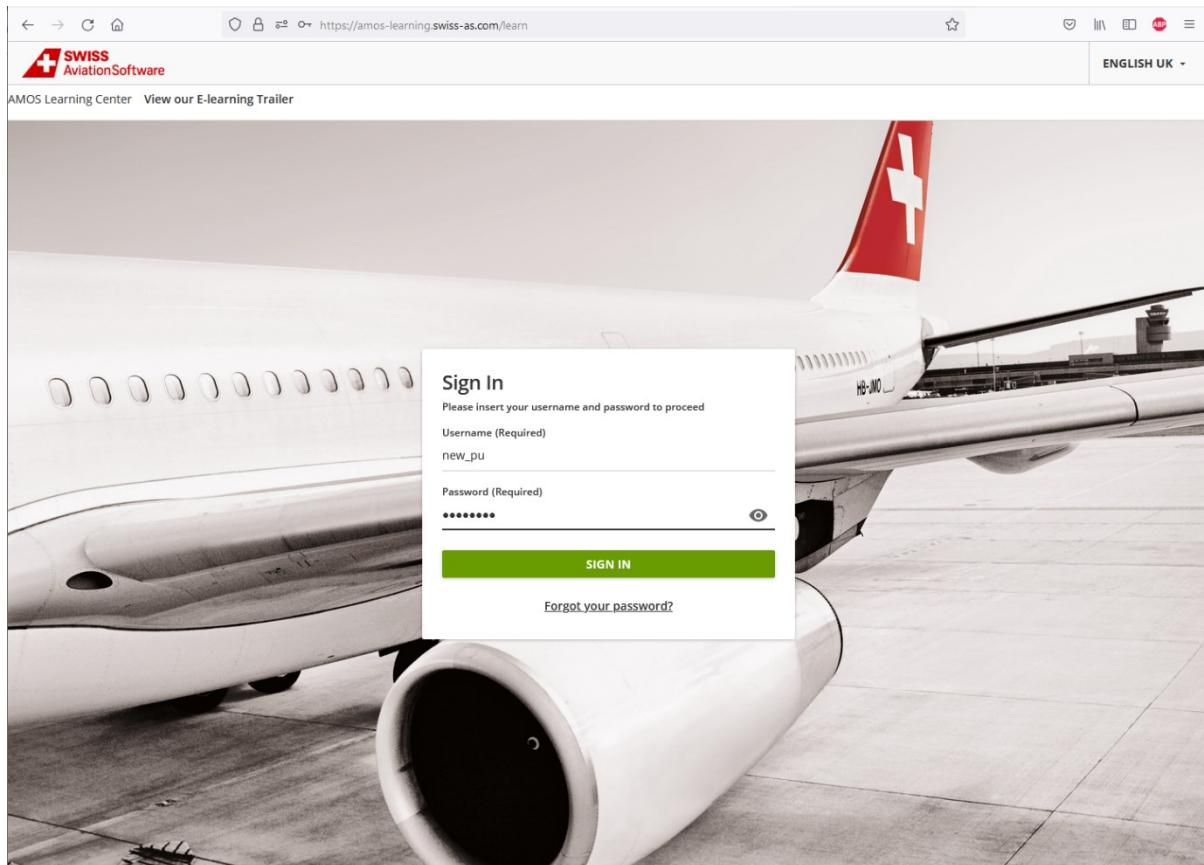
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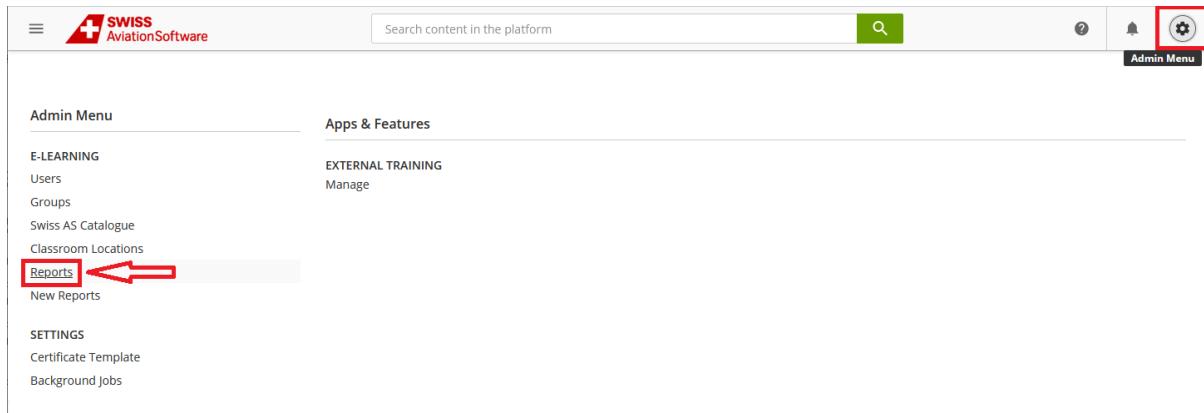
1. Reports

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".

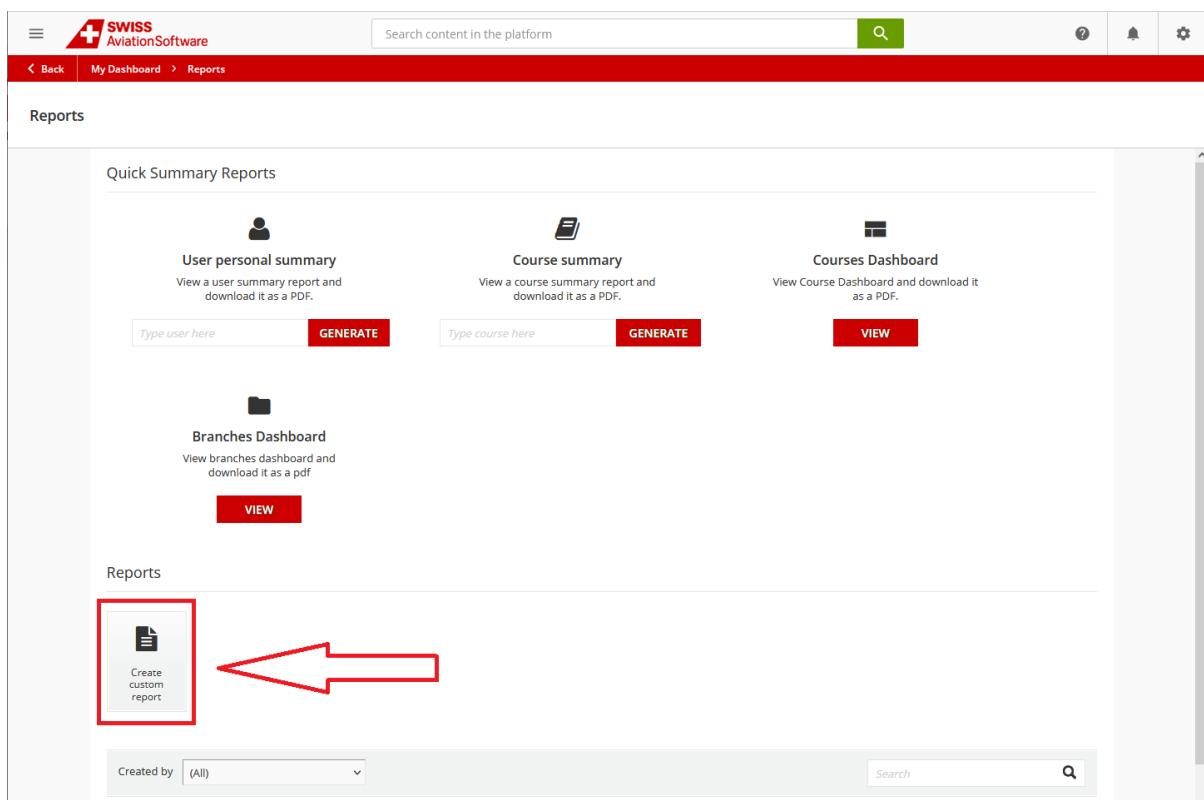


Once you are logged in, select the gears icon from the top right side and then select "Reports".



The screenshot shows the Admin Menu interface. The 'Reports' link under the 'E-LEARNING' section is highlighted with a red box and a red arrow pointing to it. The interface includes a search bar, a gear icon for Admin Menu, and sections for E-LEARNING, APPS & FEATURES, and EXTERNAL TRAINING.

Select "Create Custom Report"



The screenshot shows the Reports interface. The 'Create custom report' button in the 'Reports' section is highlighted with a red box and a red arrow pointing to it. The interface includes a search bar, a gear icon for Admin Menu, and sections for Quick Summary Reports and Reports.

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

Create custom report

Name 1

User reports

Users - Courses	<input checked="" type="radio"/>
Users - Course Enrolment Time	<input type="radio"/>
Users - Training Material	<input type="radio"/>
Courses - Users	<input type="radio"/>
Groups - Courses	<input type="radio"/>
Users - Learning Plans	<input type="radio"/>
User - Session	<input type="radio"/>
Users - External Training	<input type="radio"/>

App reports

NEXT **CANCEL**

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

The screenshot shows the Swiss Aviation Software interface. At the top, there is a navigation bar with a logo, a search bar, and user icons. Below the navigation bar, the main menu includes 'Reports' and 'My Dashboard'. A 'Reports' section is visible on the left sidebar. A central modal dialog box is open, titled 'Create custom report'. The dialog lists selected items: 'Users' (1 item selected), 'Groups' (0 items selected), 'Branch' (1 item selected, highlighted with a red border), and 'Companies' (1 item selected, highlighted with a red border). Below these are buttons for 'Yes', 'No', and 'Descendants'. A 'Search' input field is also present. At the bottom of the dialog are 'PREVIOUS', 'NEXT', and 'CANCEL' buttons. The main content area below the dialog shows a table with columns: NAME, CREATED BY, CREATION DATE, FILTERS, and SCHEDULED. The first row of the table is partially visible, showing 'Grafik-Hilfsmittel - Basis-WiRT - Grundlagen' in the NAME column and '14/12/2020 10:17:19' in the CREATION DATE column.

NAME	CREATED BY	CREATION DATE	FILTERS	SCHEDULED
Grafik-Hilfsmittel - Basis-WiRT - Grundlagen	...	14/12/2020 10:17:19

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 Select Courses
This option will include present and future courses.

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

21.6

<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"/>	AMOS Pickslip logic	E-Learning
<input type="checkbox"/>	AMOS Stores - Version 21.6	E-Learning
<input type="checkbox"/>	AMOS Component Maintenance - Version 21.6	E-Learning
<input type="checkbox"/>	AMOS Picking list logic	E-Learning
<input type="checkbox"/>	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"/>	AMOS Ref. Tree	E-Learning
<input type="checkbox"/>	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 < >

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 type="radio"/> > <input type="text"/> days ago <input type="radio"/> Date range	<input checked="" type="radio"/> Any <input type="radio"/> > <input type="text"/> days ago <input type="radio"/> Date range
<input checked="" type="radio"/> All the above conditions must be satisfied <input type="radio"/> At least one of the above conditions must be satisfied	

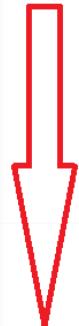
Enrolment Status

All Not Started In Progress Completed

Course(s) expiring in day(s)

Course expiring before 

PREVIOUS **NEXT** **CANCEL**



Create custom report

Select

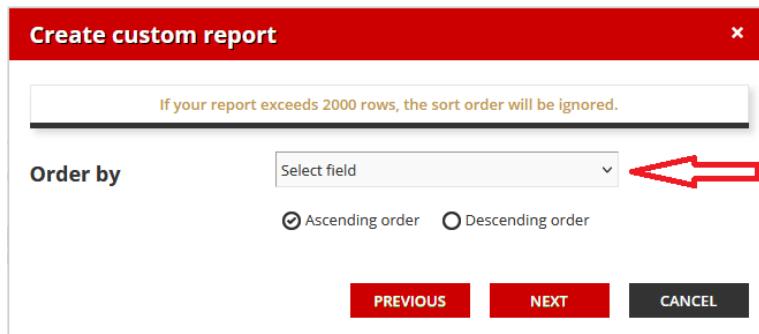
User fields	Course fields	Enrolment fields
<input type="checkbox"/> User unique ID <input checked="" type="checkbox"/> First Name <input checked="" type="checkbox"/> Last Name <input type="checkbox"/> Full Name <input checked="" type="checkbox"/> Email <input type="checkbox"/> Creation date <input type="checkbox"/>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

Statistics

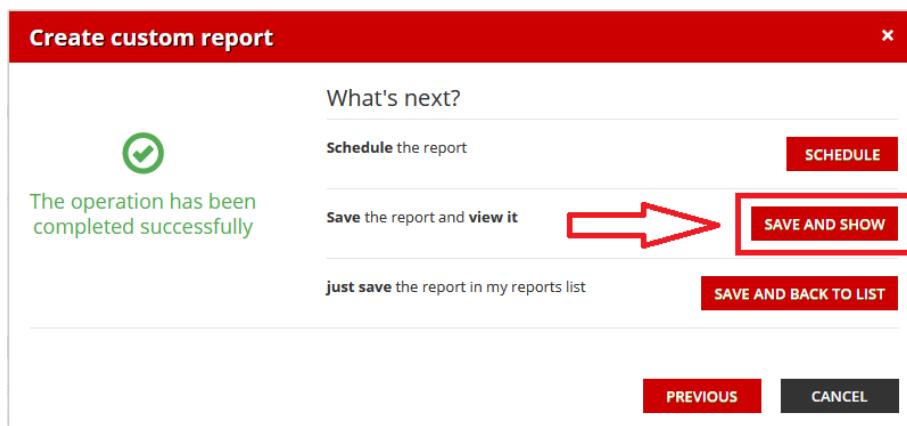
Number of sessions
 Course Progression
 Session time
 Time in Webinar Sessions

PREVIOUS **NEXT** **CANCEL**

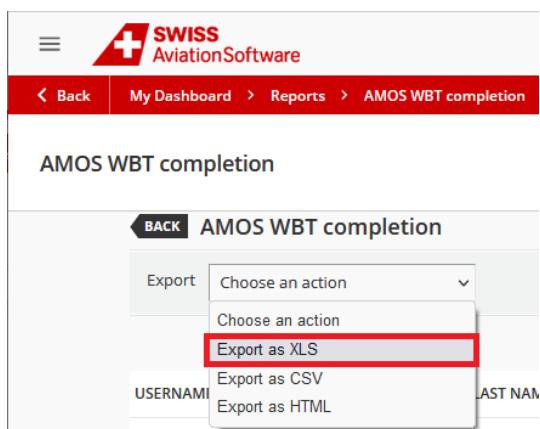
Click next and then you can select the order of the fields.



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

The screenshot shows a user interface for generating and scheduling reports. At the top, there are three buttons: 'GENERATE' (grey) for user reports, 'GENERATE' (red) for course reports, and 'VIEW' (red) for course dashboards. Below these are sections for 'Type user here' and 'Type course here'. A 'VIEW' button is also present in the 'Branches Dashboard' section. The 'Reports' section includes a 'Create custom report' button and a table listing a single report: 'AMOS WBT completion' created by 'New_PU' on '09/09/2021 15:04:46' with 'Private' filters. A red arrow points from the 'Schedule' button in the report's context menu to the 'Schedule' dialog box.

Schedule

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

Schedule this report

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

Send the report to (required):

Email addresses can also be external to the LMS

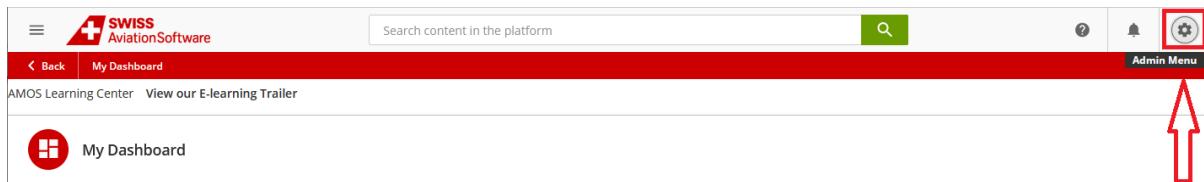
Send compressed attachment

CONFIRM **UNSCHEDULE** **CANCEL**

2. Certificates

2.1 Search by course

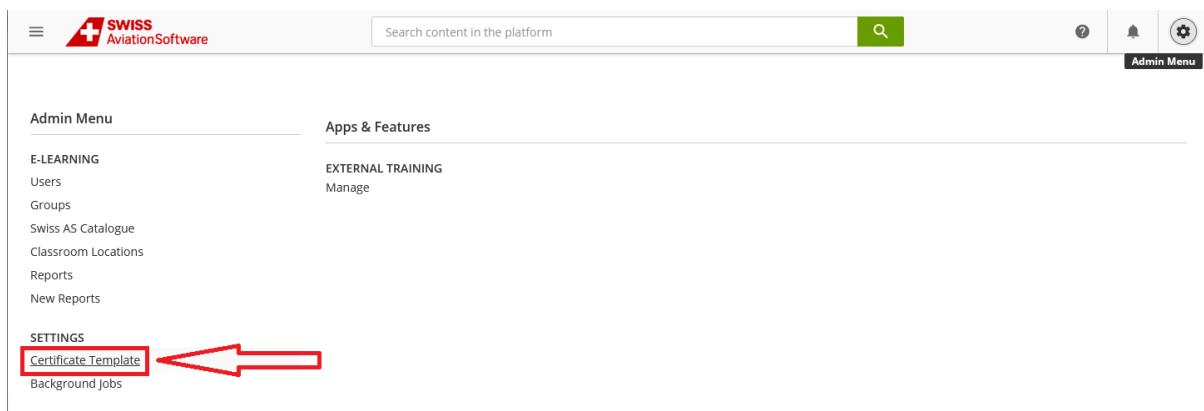
Once you are logged in, select the gears icon from the top right side and then select “Settings” “Certificate Template”.



AMOS Learning Center View our E-learning Trailer

My Dashboard

Admin Menu



Admin Menu

E-LEARNING

- Users
- Groups
- Swiss AS Catalogue
- Classroom Locations
- Reports
- New Reports

SETTINGS

Certificate Template

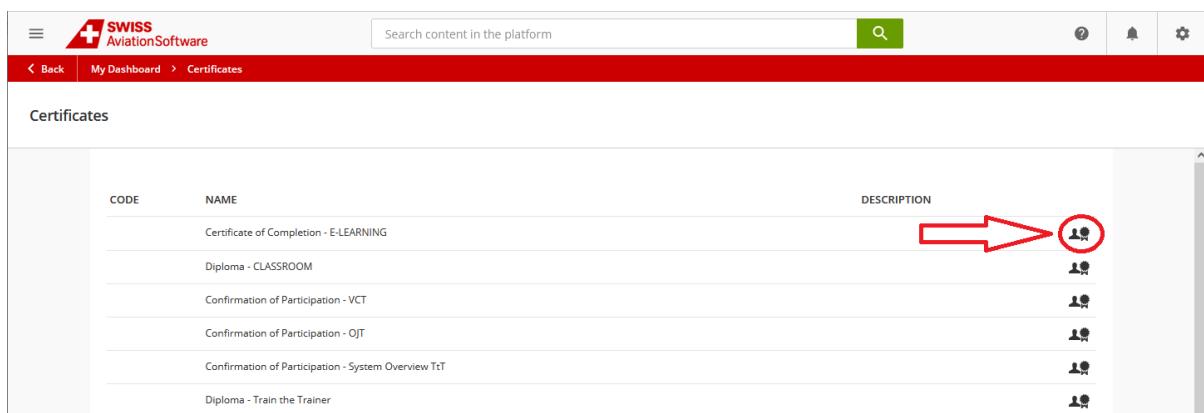
Background Jobs

EXTERNAL TRAINING

Manage

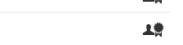
Apps & Features

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

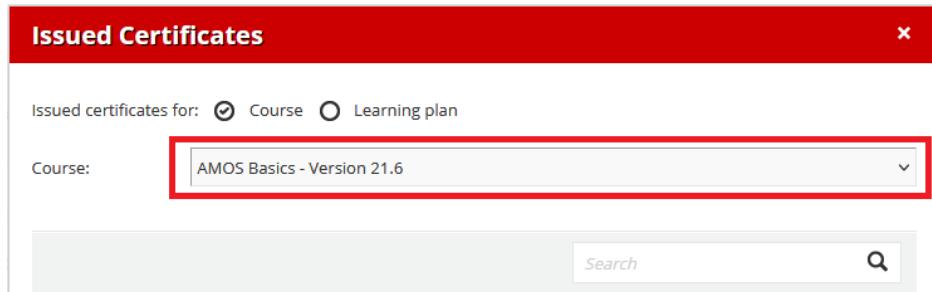


My Dashboard > Certificates

Certificates

CODE	NAME	DESCRIPTION
	Certificate of Completion - E-LEARNING	
	Diploma - CLASSROOM	
	Confirmation of Participation - VCT	
	Confirmation of Participation - OJT	
	Confirmation of Participation - System Overview TtT	
	Diploma - Train the Trainer	

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



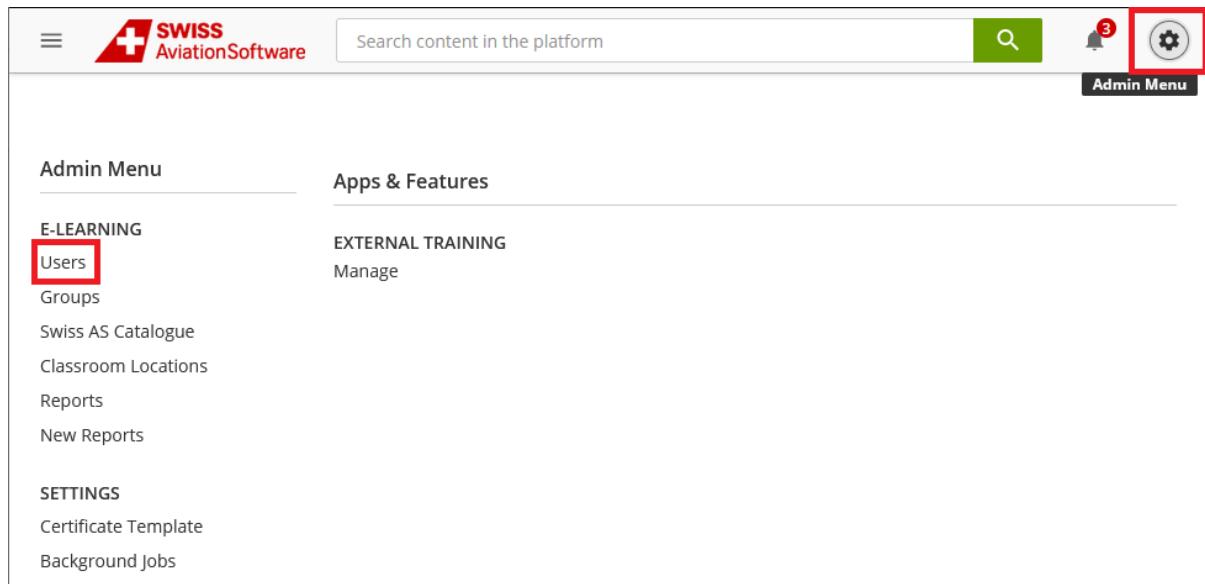
The list of participants appears, you are able to download and print the certificates highlighted. In the search function you can type the name of the participant you are looking for.

The screenshot shows the same 'Issued Certificates' interface as the previous one, but now it displays a list of participants. The columns are labeled 'USERNAME', 'FULL NAME', and 'CERTIFICATES'. The first participant listed is 'leka' (username) and 'Leval Katia' (full name). The 'CERTIFICATES' column for this row contains a small circular icon with a person's face, which is highlighted with a red arrow and a red circle.

USERNAME	FULL NAME	CERTIFICATES
leka	Leval Katia	

2.2 Search by user

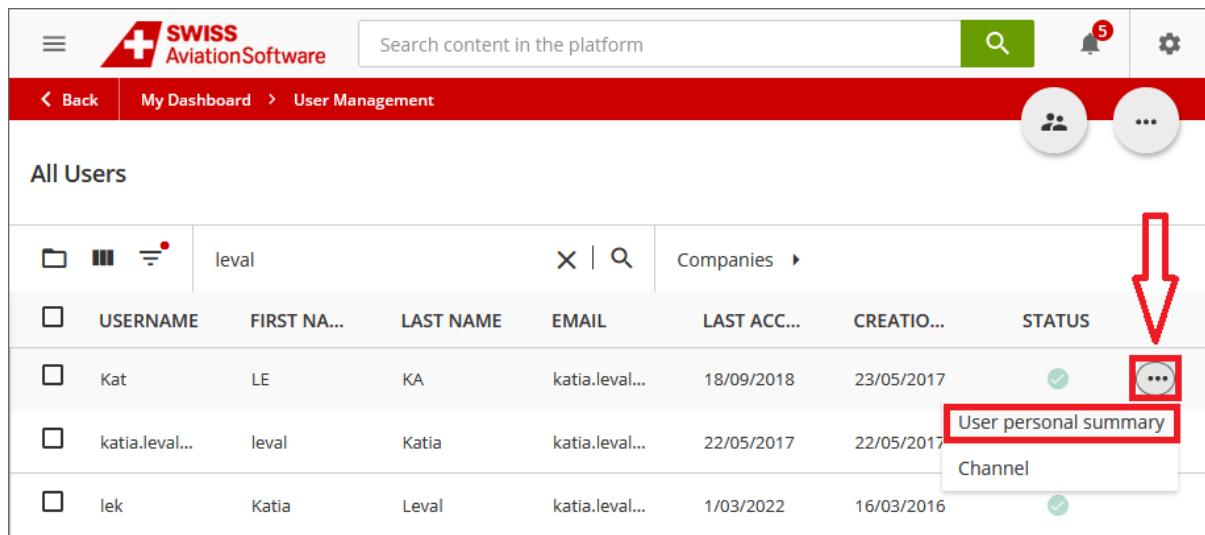
From the Admin Menu, go to Users



The screenshot shows the Admin Menu interface. The left sidebar has a red box around the 'Users' link under the 'E-LEARNING' section. The top right corner has a gear icon with a red box around it, and a notification bell icon with a red '3' badge. The search bar at the top right contains the placeholder 'Search content in the platform'.

Admin Menu		Apps & Features	
E-LEARNING		EXTERNAL TRAINING	
Users	Groups	Manage	
Swiss AS Catalogue			
Classroom Locations			
Reports			
New Reports			
SETTINGS			
Certificate Template			
Background Jobs			

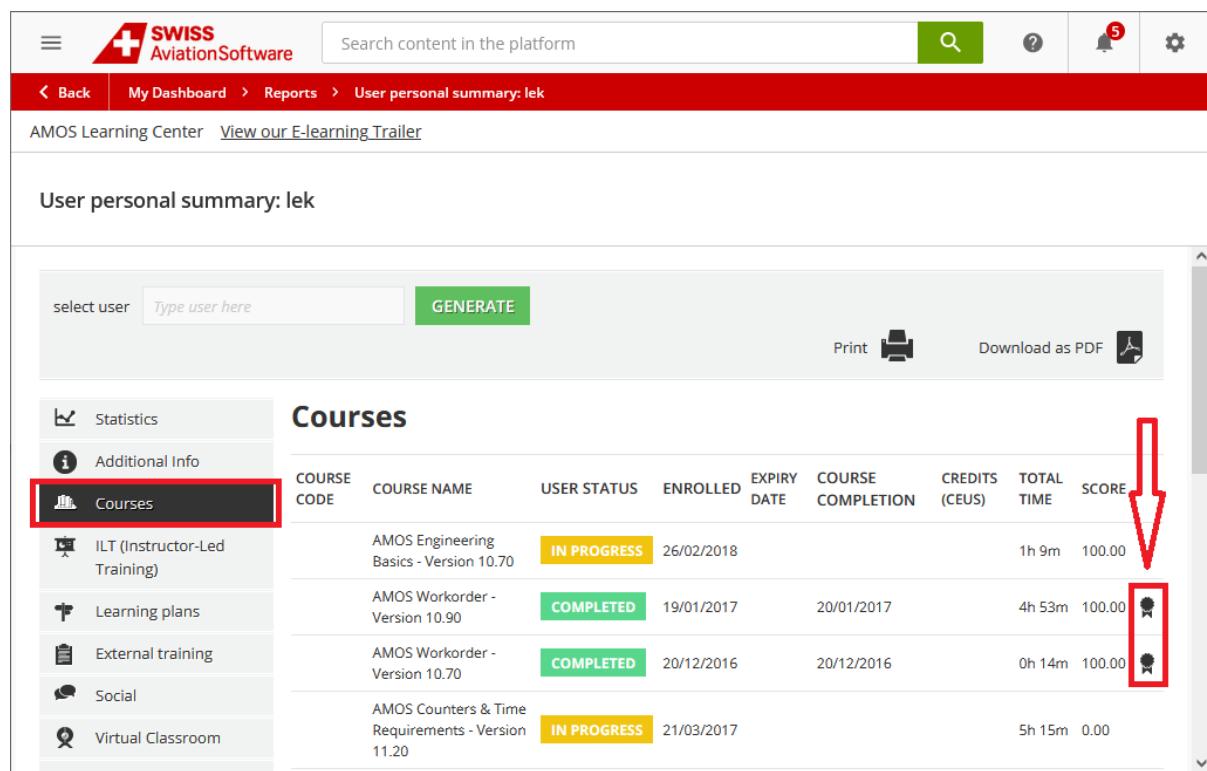
Select the user's personal summary



The screenshot shows the User Management interface. The top navigation bar includes 'Back', 'My Dashboard', and 'User Management'. The main area is titled 'All Users' and shows a table of users. A red box highlights the 'STATUS' column. A red arrow points to the 'More' (three dots) icon for the user 'Kat'. A red box highlights the 'User personal summary' link in the dropdown menu. The table data is as follows:

ICON	USERNAME	FIRST NAME	LAST NAME	EMAIL	LAST ACC...	CREATIO...	STATUS
<input type="checkbox"/>	Kat	LE	KA	katia.leval...	18/09/2018	23/05/2017	<input checked="" type="checkbox"/>
<input type="checkbox"/>	katia.leval...	leval	Katia	katia.leval...	22/05/2017	22/05/2017	<input checked="" type="checkbox"/>
<input type="checkbox"/>	lek	Katia	Leval	katia.leval...	1/03/2022	16/03/2016	<input checked="" type="checkbox"/>

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



select user GENERATE

Print Download as PDF

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