

July 21, 2004

EHS Training Reports Help Page

The EHS Training Reports are based on the self reported EHS Training Needs Assessment data and training records that are stored in the data warehouse. All of the data in the data warehouse is view-only and cannot be changed by running an EHS Training report.

Below are the instructions to run the Training Reports after the program (EHS Training 07-21-2004.bqy) has been launched:

1. Log-in to the data warehouse

- a. Enter your username into the <username> field.
- b. Use the “Tab” key on your keyboard to go to the <password> field and enter your password (case sensitive)
- c. Use the “Tab” key on your keyboard to log-in to the data warehouse

2. Select search criteria

- a. There are four search criteria that can be selected (by School/DLC, by PI, by Trainee, and by Course). One or more search criteria can be selected.
- b. Searching only one criterion
 - i. Select the checkbox to the left of the search criterion
 - ii. Make selection (in step 3)
- c. Searching more than one criteria
 - i. All of the criteria except ‘by Course’ have a drill down capability (the data in the second selection is based on the first selection – e.g. If you select Biology as a DLC than you will only see the Biology PIs in the PI selection)
 - ii. Select your first criterion (select the checkbox to the left of the search criterion) and then make your selection (in step 3)
 - iii. Select your second criterion and then make your selection (in step 3)
 - iv. Repeat steps ii & iii if you are selecting more than two criteria
- d. If you made a mistake in your search criteria or you want to search again, you **MUST** press the ‘New Search’ button

3. Make selection

- a. One selection
 - i. by School/DLC
 1. Select the School(s) that you want to search from the School/Area name listbox (use the ‘Ctrl’ or ‘Shift’ keys to select more than one school)
 2. Select the DLC(s) that you want to search from the DLC listbox (leave blank to search the entire School(s) or use the ‘Ctrl’ or ‘Shift’ keys to select more than one DLC)

3. Process the query to retrieve the data (in step 4)
- ii. by PI
 1. Enter the first few characters of the PI's last name in the <PI> field in ALL UPPERCASE to populate the PI listbox (leaving this field blank will populate the PI listbox with all PIs)
 2. Use the "Tab" key on your keyboard to populate the PI listbox
 3. Select the PI(s) that you want to search from the PI listbox (use the 'Ctrl' or 'Shift' keys to select more than one PI)
 4. Process the query to retrieve the data (in step 4)
- iii. by Trainee
 1. Enter the first few characters of the Trainee's last name in the <Trainee> field in ALL UPPERCASE to populate the Trainee listbox (DO NOT leave this field blank because it will populate the Trainee listbox with all Trainees which is VERY SLOW)
 2. Use the "Tab" key on your keyboard to populate the Trainee listbox
 3. Select the Trainee(s) that you want to search from the Trainee listbox (use the 'Ctrl' or 'Shift' keys to select more than one Trainee)
 4. Process the query to retrieve the data (in step 4)
- iv. by Course
 1. Enter the first few characters of the Course name in the <Course> field in MIXED CASE (e.g. Chem) to populate the Course listbox (leaving this field blank will populate the Course listbox with all Courses)
 2. Use the "Tab" key on your keyboard to populate the Course listbox
 3. Select the Course(s) that you want to search from the Course listbox (use the 'Ctrl' or 'Shift' keys to select more than one Course)
 4. Process the query to retrieve the data (in step 4)
- b. Multiple selections
 - i. All selections use the drill down capability except 'by Course'
 - ii. Make your first selection (see step 3a)
 - iii. Select a second search criterion (in step 2)
 - iv. Make your second selection
 1. If the second selection is not 'by Course' then the data in the listbox will be based on your first selection (e.g. If you select Biology as a DLC then you will only see the Biology PIs in the PI Selection)
 2. If the second selection is 'by Course' then make your selection as in step 3a
 - v. Repeat steps ii, iii & iv for additional selections

- vi. Process the query to retrieve the data (in step 4)
- c. Drill down capability DOES NOT automatically refresh
 - i. Refresh the data by first de-selecting and then re-selecting the checkbox in the search criteria section for the data that needs to be refreshed
 - ii. For example, if you originally selected Biology as a DLC then all Biology PIs will display in the PI listbox. If you change the DLC from Biology to Chemistry, the list of PIs will not change in the PI listbox until you first de-select and then re-select the 'by PI' selection criteria checkbox (in step 2)
- d. New search
 - i. If you want a new search selection, you MUST press the 'New Search' button (in step 2)

4. Process Query

- a. Select the 'Process' button to run the query and retrieve the data
- b. An hour glass will appear (replacing your cursor) when the query is running
- c. When the hour glass disappears, the reports are ready to be run (in step 5)

5. Run report

- a. Select the button of the report that you would like to run
- b. The reports are divided into 4 sections: Aging reports, Recent activity (including uncompleted courses), History reports, and Trainee roster. The "Aging Reports" is structured similarly to the trainee email notification system, sorted by 30 days prior to training expiration, 7 days prior to training expiration, and upon training expiration, as well information on any courses that are currently not complete. The "Recent activity" reports provide the ability to look at the current status of training, for both training requirements that have been completed and those that have never been completed or are expired. The "History report" includes a view of all training records, including past iterations of courses that require periodic retraining. And the "Trainee roster" lists all the trainees who have affiliated with a particular PI during the Training Needs Assessment.
- c. After running a report, select the back arrow or home icon from the report to return to the Training Reports dashboard

If you are having any trouble running the reports, please contact the EHS Office [by](mailto:environment@mit.edu) sending an email to environment@mit.edu or call EHS at 617.452.3477 (2-EHSS). If you are having any trouble with the installation of BrioQuery, please contact the Computing Help Desk via their website at <http://web.mit.edu/ist/helpdesk/> or call them at 617.253.1101. You can access the BrioQuery 6.6 installation instructions on the EHSNet web site, in the EHS Coordinators Meeting materials from June 23, 2004 (go to <https://ehsnet.mit.edu> then to the EHS Management System section).