


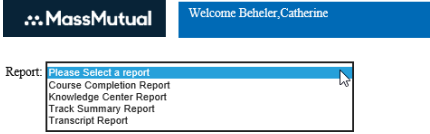
# Running a Completion Report

## MMLIS Distance Learning Reference Sheet

### DESCRIPTION

Use this document to learn how to run a course completion report in MMLIS Distance Learning. This report contains all users who have completed / not completed a course.

### Procedure

GENERATING A REPORT	
STEPS	SCREENSHOT
<p>1. After logging into MMLIS Distance Learning, select the "hamburger" menu bar. Go to the Reporting tab. Note: Only firm admins have access to the Reporting tab. For access issues or questions, please see "Resources" below.</p>	
<p>2. Select Course Completion Report.</p>	

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3. Course Completion Report – choose your filters.
  - A. **Office:** Change Office to your firm number.
  - B. **Courses:** Select Course. (For multiple courses, hold down CTRL button and select the courses).
  - C. **Contains Registration** shows licensing information, which may be helpful when reporting on WMS programs.
  - D. **Course Status** is set to Complete. (You can switch this to Incomplete to see who has not finished training within the firm).
  - E. Select a **Date Range** as needed.
  - F. Select **Generate Report**.

4. View results of the report and adjust as needed.
  - A. **Filters:** Select “Filters” to expand out the section and adjust the criteria for your report.
  - B. **Generate Report:** To update your results when you have adjusted your filters.
  - C. **Export:** Export results to an Excel file.
  - D. **Export to Email:** Send the report to your email address.

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## CHOOSING YOUR COLUMNS

### STEPS

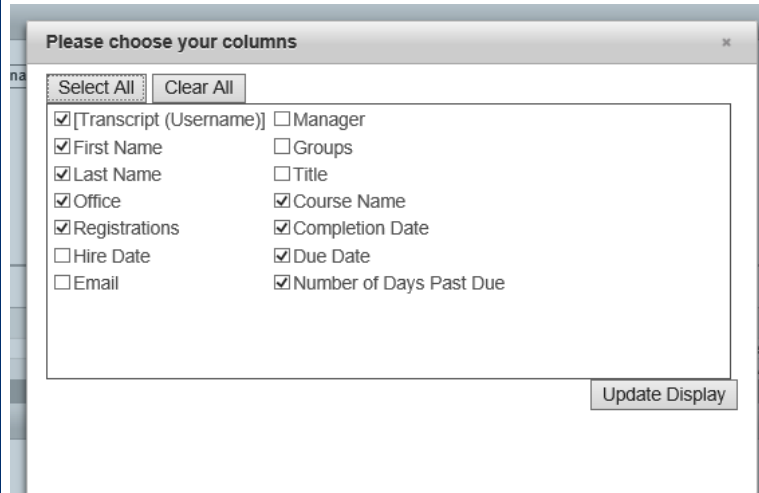
You have two options to select which columns appear in the report two ways.

- 1) After you have selected Generate Report, the "Choose Your Columns" button below the filters menu.
- 2) Clicking on the "Choose Your Columns" button before generating reports.

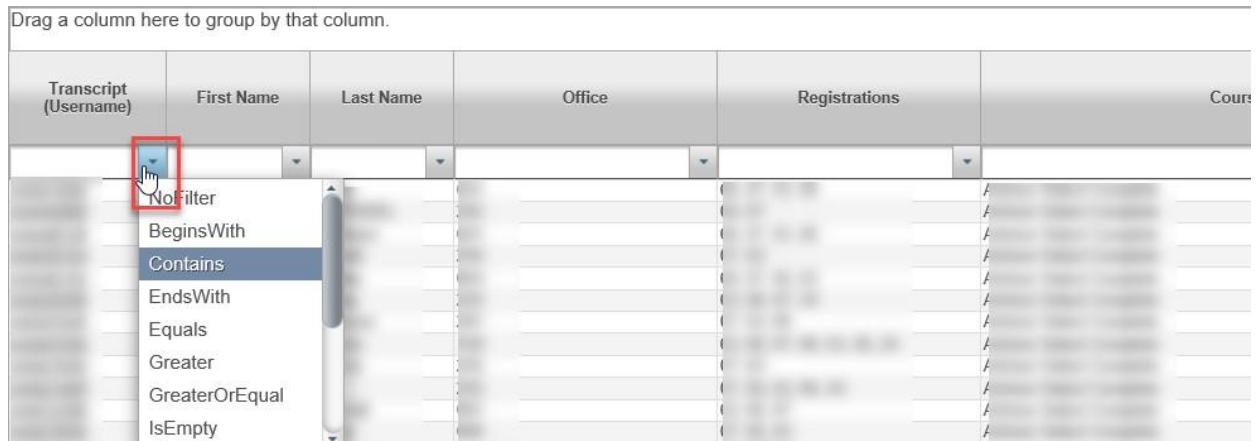
You may remove all selections by clicking "Clear All", add all selections by clicking "Select All", or simply check/uncheck the columns you wish to appear in the report.

Once finished, click "Update Display" to update your report output.

### SCREENSHOT



## ADVANCED FILTERING



### FILTER VALUES

### RESULTS

No filter	Removes any filter applied to the column
BeginsWith	Filters column and associated rows to only show records that begins with the data entered in the column filter (alphanumeric, date)
Contains	Filters column and associated rows to only show records that contains the data entered in the column filter (alphanumeric, date)
EndsWith	Filters column and associated rows to only show records that ends with the data entered in the column filter (alphanumeric)
Equals	Filters columns and associate rows to only show records that equals the data entered in the column filter (alphanumeric, date)

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Greater	Filters columns and associated rows to only show records that are greater than the data entered in the column filter (numeric, date)
Greater or Equal	Filters columns and associated rows to only show records that are greater than or equal to the data entered into the column filter (numeric, date)
IsEmpty	Filters columns and associated rows to only show records that contain blank values
IsNull	Filters columns and associated rows to only show records that contain no values
Less	Filters columns and associated rows to only show records that are less than the data entered in the column filter (numeric, date)
LessorEqual	Filters columns and associated rows to only show records that are less than or equal to the data entered into the column filter (numeric, date)
NotContain	Filters columns and associated rows to only show records that do not contain the value entered (alphanumeric, date)
NotEqual	Filters columns and associate rows to only show records that does not equal the data entered in the column filter (alphanumeric, date)

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