

Lead Ohio: Foundations of Supervision

How to Run the Lead Ohio by Agency Report



In order to provide timely access to the progress of your agency's managers and supervisors in the Lead Ohio: Foundations of Supervision (LO: FoS) program, a query has been posted in ELM. This job aid provides the steps for ELM Administrators to access and run the "Lead Ohio by Agency Report."

Step 1: Once you've logged in to MyOhio.gov, launch the "Enterprise Learning Management" (ELM) application from the right side of the homepage.



Step 2: Click on the "Reporting Tools" link from the menu listed along the left side of the screen, then click "Query."



Step 3: Click on "Query Viewer."

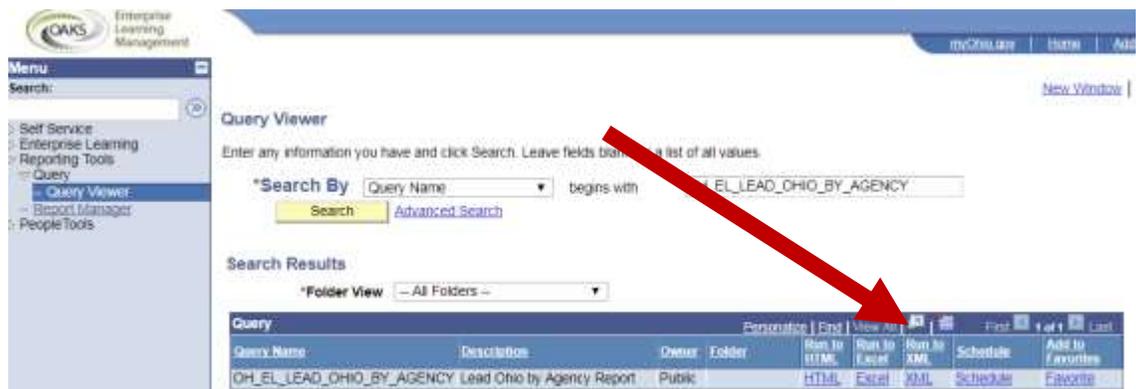


Step 4: From the Query Viewer screen, copy the query name listed below then paste it into the “Search by” field, then click “Search.”

OH_EL_LEAD_OHIO_BY_AGENCY



Step 5: The following result is returned. Select your desired method to access the query.



Note: ELM provides four (4) options to access the query:

1. Run to HTML – ELM opens a new browser window to gather your agency information and posts the results.
2. Run to Excel – ELM opens a new browser window to gather your agency information and posts the results in an Excel file. This is often the preferred view. This option allows you to manipulate the data once it has been exported.
3. Run to XML – ELM opens a new browser window to gather your agency information and posts the results in the generic Extensible Markup Language (XML) format for easy sorting.
4. Schedule – ELM walks you through the process of scheduling the report run. This option is useful when pulling large amounts of data.

Add to Favorites – saves the query to the “My Favorite Queries” list at the bottom of your Query Viewer page. This allows you to easily access reports you run on a routine basis without searching for the report by name.

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Step 6: After selecting the method to access the query, the following result is returned. Enter your three (3) digit agency abbreviation to view your results.

OH_EL_LEAD_OHIO_BY_AGENCY - Lead Ohio by Agency Report

Agency:

[View Results](#)

OAKS ID	Employee Name	Agency	HR Department	Job Title	Course Status	Training Completion Date
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