

To access the Paulson InSite360 Account Managers section, go to <http://api.ePathLearning.com/servlets/Build?disp=LoginScreen>. Enter your **email address** and your **Password** and hit Login.

ASAP Login


Email Address:

Password

Remember Email Address with Cookies

[Can't Log in?](#) | [Forgot Your Password?](#)

Upon logging in, your report page will appear:

ASAP

Paulson Training Programs University

[Help](#) | [Logout](#)

Reports | My ASAP

[Campus](#) | [Forum](#) | [eActivity](#)

My Reports | High Level | Courses | Learners | Tests | Surveys | Assets | Other

[Organization Code: PAU34496](#)

My Reports >[Help for this page](#)

My Reports

Please click the name of a report. You will be presented with a form that allows you to select what information you would like to see and, in some cases, how to sort it.

Click on **Reports**, then **Courses**, then **Course Roster** tab. This will bring up:

Course Roster Form > [Help for this page](#)

Course Roster Form

You may select a college and/or a curriculum to narrow the list of courses.
Or you may select a learning path to narrow the list of courses.

Select a College *Optional*

Select a Curriculum *Optional*

Select a Learning Path *Optional*

Select Courses

Required
To select a group of entries click and drag.
holding down [ctrl] to add multiple groups.

or check here to select all courses

- Basic Operator Lesson 1
- Basic Operator Lesson 1 - Mandarin
- Basic Operator Lesson 2
- Basic Operator Lesson 2 - Mandarin

You may choose individual courses or click the **Select All Courses box. Only the courses which have been purchased by your company will appear in the generated report.**

Select required values to narrow the list of learners.

Learner Group Name *Optional (loads the following with initial values)*

Show Job Types starting with:

Currently Selected Job Types:

Show CostCenters starting with:

Currently Selected CostCenters:

Click on Filter Learners. The groups for which you can generate reports will be shown in the CostCenter listing. Click on the group you want and then click Add.

Select the type of Learners for the report by clicking the appropriate button for Currently Registered.

Filter Learners

Select type of learner to display from population

Required

- Currently Registered
 Registered (now or in the past)
 Never Registered

Optional: Restrict to learners with Registration Start Date (MM/DD/YY) between and

Learner Population

Approx. Report Size

- Show surveys instead of tests
 Show only the highest test scores for each learner

If you want all test scores, unclick "Show only the highest test scores for each learner".

Display	Field Name	Sort Order	Sort As
Course Information			
<input type="checkbox"/>	Course	<input type="button" value="v"/>	<input type="text"/>
<input type="checkbox"/>	Contact Hours	<input type="button" value="v"/>	<input type="text"/>
<input type="checkbox"/>	CEUs	<input type="button" value="v"/>	<input type="text"/>
<input type="checkbox"/>	Class	<input type="button" value="v"/>	<input type="text"/>
Learner Information			
<input type="checkbox"/>	Learner ID	<input type="button" value="v"/>	<input type="text"/>
<input checked="" type="checkbox"/>	Learner Name	<input type="button" value="v"/>	<input type="text"/>
<input type="checkbox"/>	Learner Title	<input type="button" value="v"/>	<input type="text"/>
<input type="checkbox"/>	Cost Center	<input type="button" value="v"/>	<input type="text"/>
<input type="checkbox"/>	Job Types	<input type="button" value="v"/>	<input type="text"/>
<input type="checkbox"/>	noLogin	<input type="button" value="v"/>	<input type="text"/>
Registration Information			
<input type="checkbox"/>	Registration Creation Date	<input type="button" value="v"/>	<input type="text"/>
<input type="checkbox"/>	Registration Start Date	<input type="button" value="v"/>	<input type="text"/>
	restrict to: <input type="text"/>	<input type="button" value="v"/>	<input type="text"/>
<input type="checkbox"/>	Registration End Date	<input type="button" value="v"/>	<input type="text"/>
<input type="checkbox"/>	Course Start Date	<input type="button" value="v"/>	<input type="text"/>
	restrict to: <input type="text"/>	<input type="button" value="v"/>	<input type="text"/>
<input type="checkbox"/>	Course Completion Date	<input type="button" value="v"/>	<input type="text"/>
	restrict to: <input type="text"/>	<input type="button" value="v"/>	<input type="text"/>
<input type="checkbox"/>	Percent Viewed	<input type="button" value="v"/>	<input type="text"/>
<input type="checkbox"/>	Time in Course	<input type="button" value="v"/>	<input type="text"/>
Test Information			
<input type="checkbox"/>	Test Name	<input type="button" value="v"/>	<input type="text"/>
<input type="checkbox"/>	Date Test Began	<input type="button" value="v"/>	<input type="text"/>
<input type="checkbox"/>	Date Test Completed	<input type="button" value="v"/>	<input type="text"/>
	restrict to: <input type="text"/>	<input type="button" value="v"/>	<input type="text"/>
<input type="checkbox"/>	Elapsed Test Time	<input type="button" value="v"/>	<input type="text"/>
<input type="checkbox"/>	Test Score	<input type="button" value="v"/>	<input type="text"/>
<input type="checkbox"/>	Minimum Passing Score	<input type="button" value="v"/>	<input type="text"/>
<input type="checkbox"/>	Test Pass/Fail	<input type="button" value="v"/>	<input type="text"/>

Report Format: HTML Excel

View Report or Email Report to

Choose the information you want by clicking on the box next to the item.

If you want an Excel spreadsheet to be generated, click on the Excel button.

You can choose to View Report or Email Report. Your email address will appear but you can change that if you wish.


If you want a quick, printable (not exportable) report on one particular Learner, from the My Report screen choose Learners, Learners History. Select the Learner from the window at the bottom of the screen and click on Submit.

The screenshot shows the 'ASAP' interface for 'Paulson Training Programs University'. The navigation bar includes 'Reports' and 'My ASAP'. The main menu has 'My Reports | High Level | Courses | Learners | Tests | Surveys | Assets | Other'. The sub-menu shows 'Learner Listing | Learning Paths | Learner History | Learner History Download'. A 'Do Not Filter Learners' button is at the top. Below it, a text prompt says 'Select required values to narrow the list of learners.' The form includes several fields: 'Learner Group Name' (Optional, dropdown), 'Show Job Types' (starting with: dropdown), 'Currently Selected Job Types' (list with 'ADD' and 'REMOVE' buttons), 'Select CostCenters' (Optional, list with 'ABC Company'), 'Select noLogin' (Optional, list with 'login allowed' and 'login not allowed'), and 'Select Learner' (Required, dropdown). A 'Submit' button is at the bottom.

Only your Company will be listed in the CostCenter field. You can select the Learner from the dropdown box on the right. Hit submit and the Learners History Report will be generated.

IMPORTANT: When an employee finishes a lesson and receives a passing grade of 80% or above, the lesson will show as completed in the history. If a completion doesn't appear, then something in the computer set-up or the method of exiting from the website has prevented communication between the computer and the website. Tell your employees to alert you about the problem.

The lesson pre-tests are for assessment purposes only and do not need to show completion in order for the course to be considered complete.


Paulson Training Programs University
Help | Login

Reports | My ASAP | Organization Code: PAU3445

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[Learner Listing](#) | [Learning Paths](#) | [Learner History](#) | [Learner History Download](#)

[Learner History Forms](#) > [Learner History Report](#) > [Help for this page](#)

Learner History Report

Report Run Date 06/09/11 02:27 PM EDT
 Learner Name : Doe, John
 Learner Email : johndoe

[Get Print View](#)

Restrict History to in

Current Learning Paths: 0

Current Course Registrations:

Course Name	Registration		Course	
	Start Date	End Date	Start Date	Completion Date
Basic Operator Lesson 1	06/02/11 08:00 AM EDT	--	06/02/11 02:32 PM EDT	06/02/11 03:18 PM EDT (by learner)
Basic Operator Lesson 2	06/02/11 08:00 AM EDT	--	--	--
Basic Operator Pre-Test	06/02/11 08:00 AM EDT	--	--	--


Tests:

Test Name	Course Name	Test Start Date	Correct Answers	Incorrect Answers	Not Answered	Test Score	Minimum Passing Score
AICC Course Result	Basic Operator Lesson 1	06/02/11 02:33 PM EDT	0	0	0	100 (by learner)	70

Surveys:

There are no Surveys to Display

If you want to create a Remembered Report and have it automatically run and emailed to you on a daily, weekly, or monthly basis, first run the Course Roster Report with the choices for the report. Then return to your report page, click on Other on the right, then Remembered Report Settings which will appear below and on the left.


Paulson Training Programs University

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[Remembered Report Settings](#) | [Ad-Hoc Reports](#) | [By Special Request](#)

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Remembered Report Settings

Report Name (Click name to run report)	Report Attributes (Click "Record Changes" to save changes)
last report	Rename as: <input type="text"/> <input type="button" value="Record Changes"/>

Under Report Attributes, type in the name you want for the report and click on Record Changes. The next window that appears will list the renamed report. You can now enter the email to send it to and a subject and message for the email. Check Auto-Execute and choose the frequency. Then click Record Changes.

Remembered Report Settings

For report: **Weekly Report**



renamed report
updated universityWide

Report Name <small>(Click name to run report)</small>	Report Attributes <small>(Click "Record Changes" to save changes)</small>
Weekly Report	<p>Rename as: <input type="text"/></p> <p>Email to: <input type="text"/></p> <p>Email Subject: <input type="text"/></p> <p>Email Message: <input type="text"/></p> <p><input type="radio"/> on the first of every month</p> <p><input type="checkbox"/> Auto-Execute: <input type="radio"/> every Monday <input type="radio"/> every day</p> <p><input type="button" value="Record Changes"/> <input type="button" value="Delete"/></p>

If your employees need assistance with InSite360, there is a button on their Home Page "Account Help".



Paulson Training Programs, Inc.

My Home

My History

Account Help

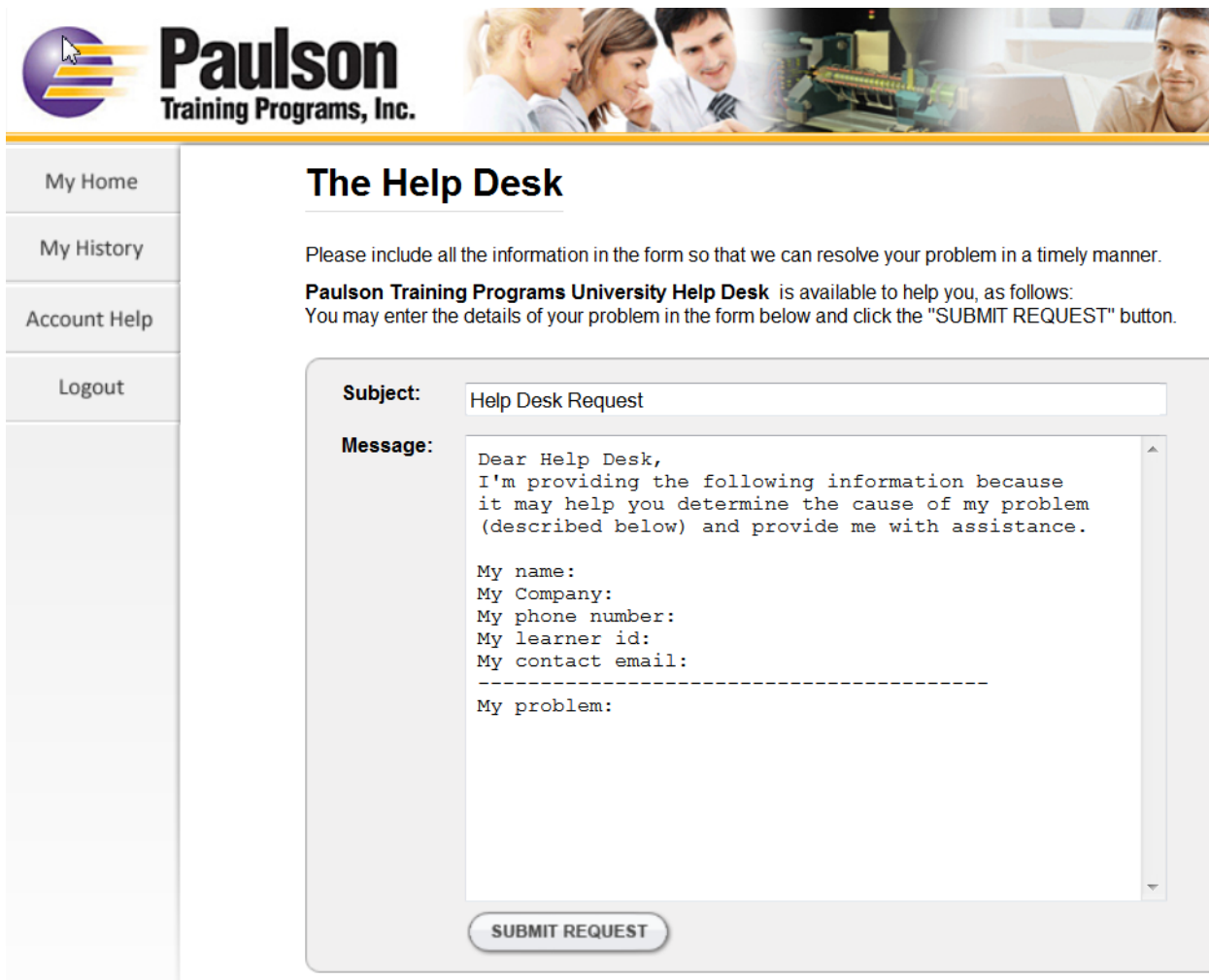
Logout

My Home: Paulson Training Programs University

Current Courses

Paulson Courseware

Click on **Account Help** and fill in all fields in the form and then click on **Submit Request**



Paulson Training Programs, Inc.

My Home

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The Help Desk

Please include all the information in the form so that we can resolve your problem in a timely manner.

Paulson Training Programs University Help Desk is available to help you, as follows:
You may enter the details of your problem in the form below and click the "SUBMIT REQUEST" button.

Subject: Help Desk Request

Message:

Dear Help Desk,
I'm providing the following information because it may help you determine the cause of my problem (described below) and provide me with assistance.

My name:
My Company:
My phone number:
My learner id:
My contact email:

My problem:

SUBMIT REQUEST

They will receive an email from the Help Desk addressing their problem.