

GE Healthcare Education Services

Customer Support

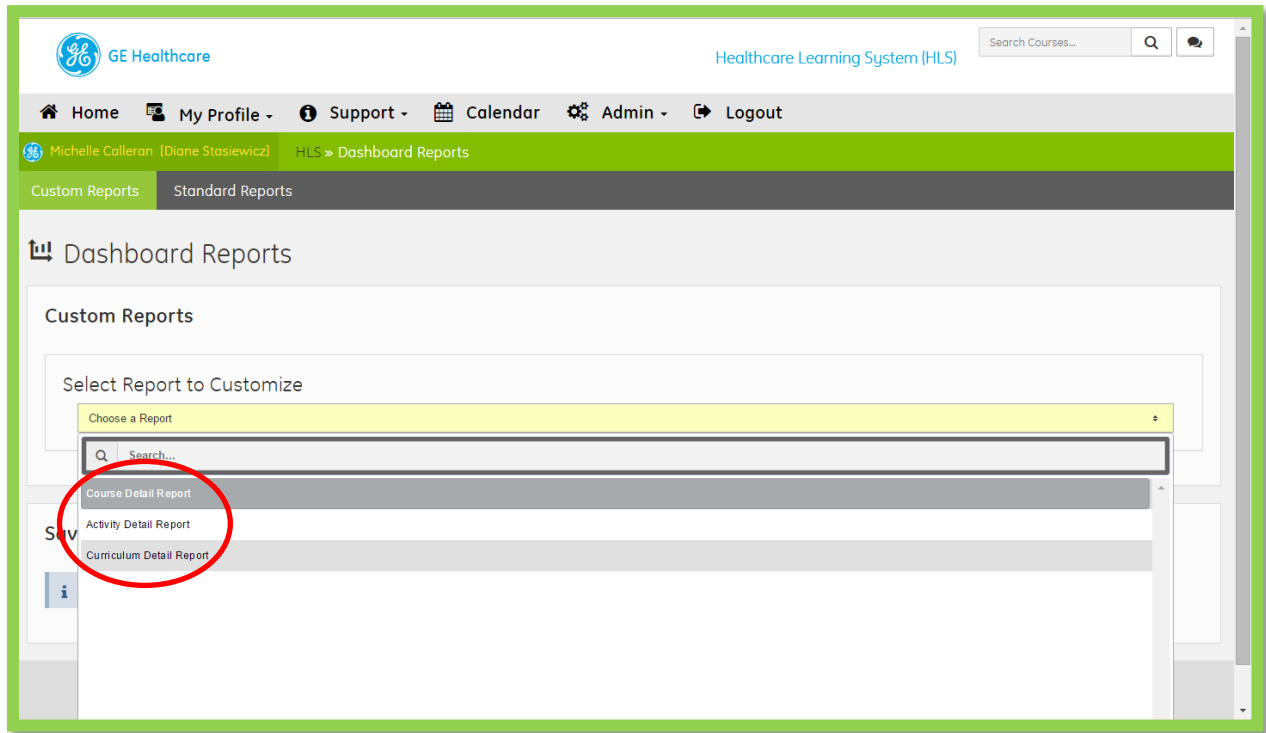


Please follow the directions below to run reports for your facility:

1. Go to <http://hls.gehealthcare.com> and log in to your account.
2. Click on the following: **Admin**, then **Dashboard Reports**.

The screenshot shows the GE Healthcare Learning System (HLS) dashboard. The top navigation bar includes 'Home', 'My Profile', 'Support', 'Calendar', 'Admin', and 'Logout'. The 'Admin' menu is circled in red, and its dropdown menu is open, showing 'Dashboard Reports' and 'Site Administration'. The main content area displays 'My Courses' with a list of enrolled courses: 'Centricity Business: Ambulatory Visit Management (AVM) Overview', 'Centricity Business: Electronic Data Interchange (EDI) BAR 835 ARTS', and 'Centricity Business: Enterprise Wide Scheduling (EWS) Overview'. The right sidebar contains 'Redeem Code', 'Learning Progress' (0% Complete), 'Learning History', and 'Calendar' (March 2015).

3. Choose the report you require. Click in the **Choose a Report** box for the drop down list to appear.



4. Add parameters.
 - a. Click in the **Add a Filter** box for the options to display
 - b. add as many filters as you desire
 - c. make sure **Filter the report** using **All** is selected

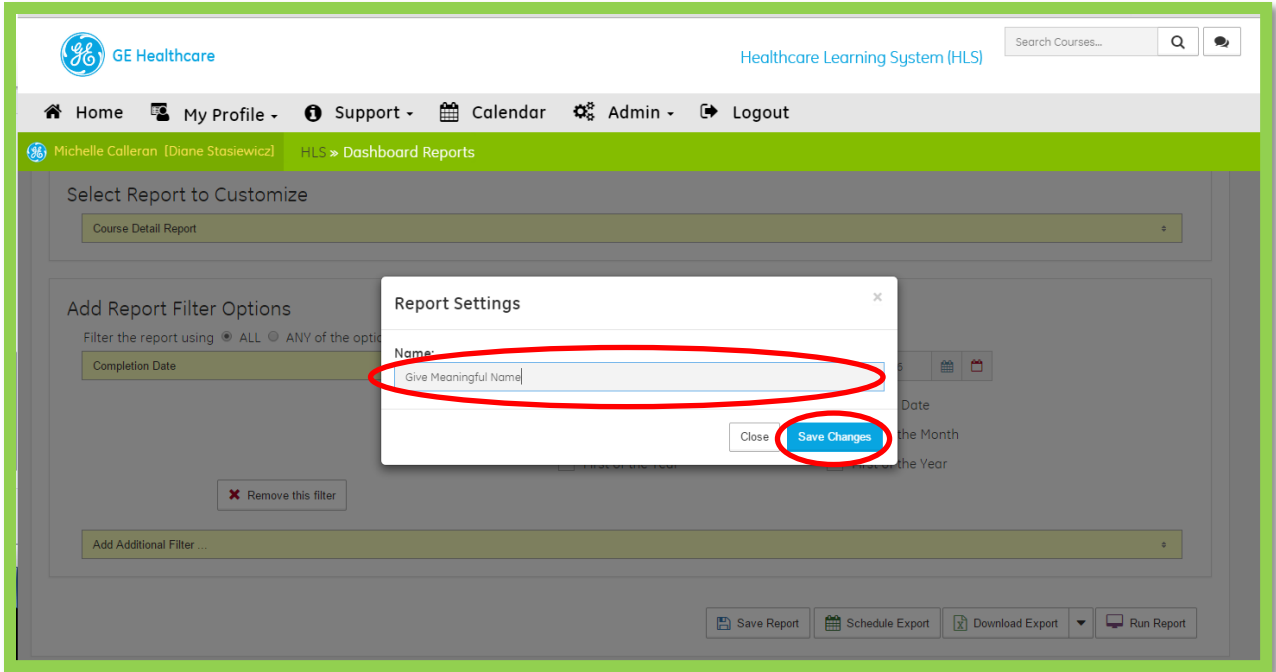
Note: you can type in the search box date, course, etc. to bring up what is associated with those words

The screenshot displays the GE Healthcare Learning System (HLS) interface. At the top, the GE Healthcare logo and 'Healthcare Learning System (HLS)' are visible. A navigation bar includes links for Home, My Profile, Support, Calendar, Admin, and Logout. The user's name, Michelle Calleran, and the current page, Dashboard Reports, are shown in a green header. The main content area is titled 'Select Report to Customize' and features a dropdown menu with 'Course Detail Report' selected. Below this is the 'Add Report Filter Options' section, which includes a radio button for 'ALL' and a radio button for 'ANY of the options below'. A search bar is present, and a list of filter options is displayed, including Course, Business, Category, Classroom, Course Creation Date, Course End Date, Course Enrollment Duration, Course Full Name, and Course ID Number. The search bar is highlighted with a red circle.

5. To add a date filter either type in the date as below or choose from calendar.
6. To remove a filter just click **Remove this filter**.
7. Once you have chosen all your criteria click **Run**.

The screenshot displays the 'Dashboard Reports' section of the GE Healthcare Learning System. The user is logged in as Michelle Calleran. The interface includes a navigation bar with 'Home', 'My Profile', 'Support', 'Calendar', 'Admin', and 'Logout'. Below this, the user's name and the current page are shown. The main content area is titled 'Select Report to Customize' and features a dropdown menu set to 'Course Detail Report'. Underneath, the 'Add Report Filter Options' section allows filtering by 'Completion Date'. A date range is set from '2015-02-06' to '2015-03-06'. A calendar pop-up is visible, showing February 2015 with the 6th selected. A 'Remove this filter' button is circled in red. At the bottom right, a 'Run Report' button is also circled in red. Other buttons include 'Save Report', 'Schedule Export', and 'Download Export'.

8. You will get an Excel spreadsheet to download.
9. If you would like to save the report click **Save Report**.
 - a. a pop up box will come up
 - b. give saved report a meaningful name
 - c. click **Save Changes**



Please contact the Healthcare Learning System Customer Support Team if you are having questions or trouble:
E-mail: geeducation@ge.com
Phone: 877.438.4788