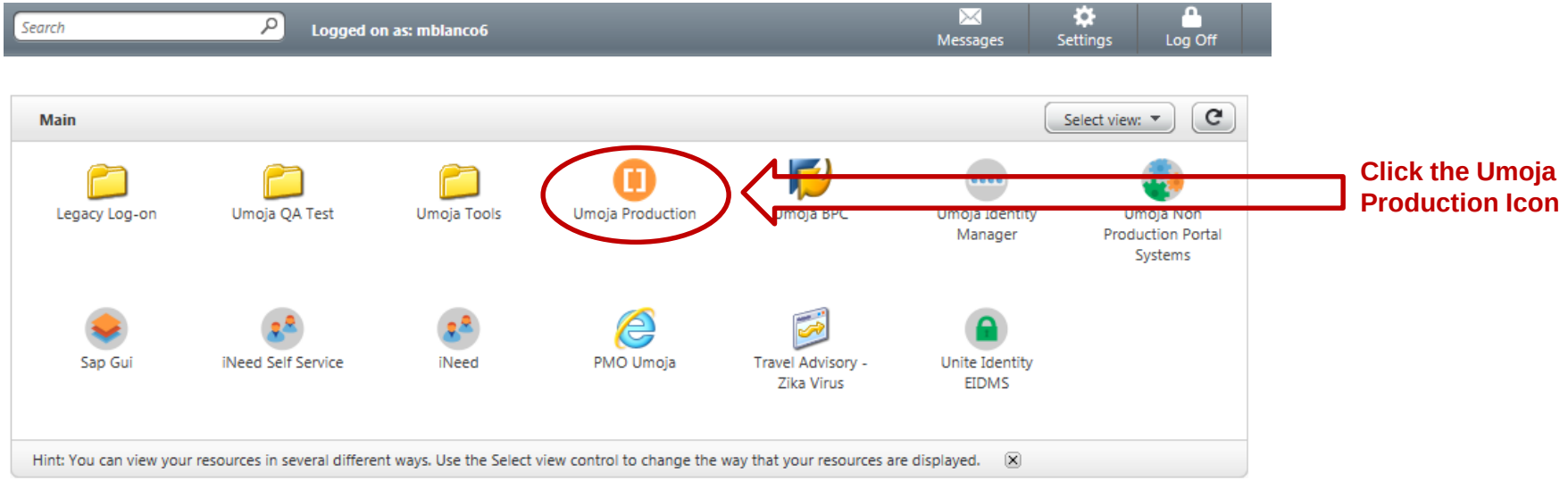
# Quick guide on generating report in UMOJA BI

**1. INSPIRA Admin should log on to the system using the link: https://login.umoja.un.org**

**2. If the CITRIX XenAPP window will show, Click the Skip to Log on button**

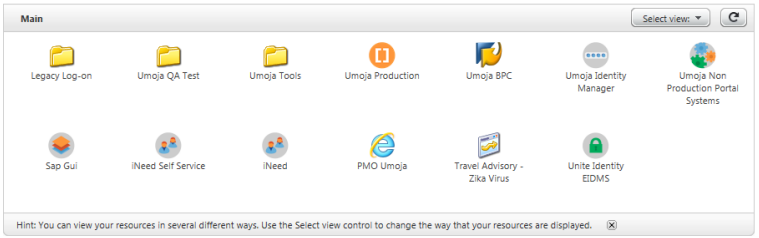
**Click on the Skip to Log on button to move to the next window**

## 3. UMOJA Production Dashboard will be shown.

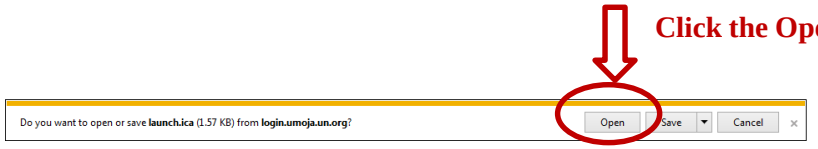



**Click the Umoja Production Icon**

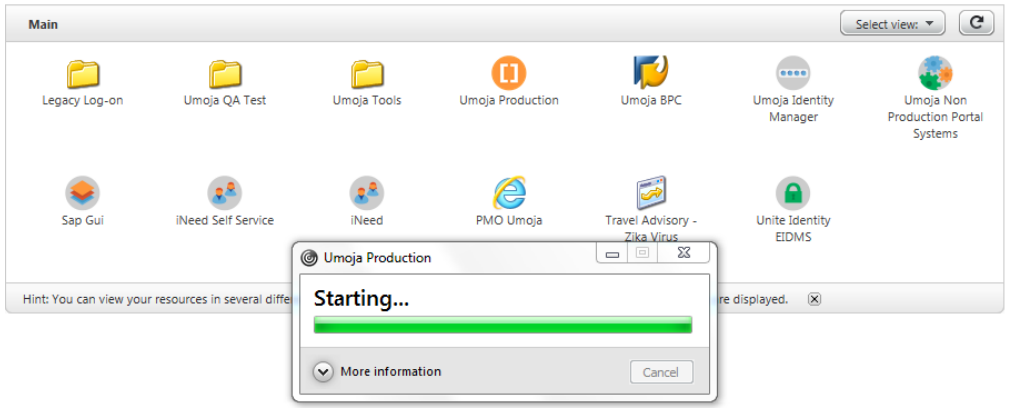
## 4. UMOJA Production Dashboard will be shown.




**Click the Open button**



## 5. Wait for a few minutes

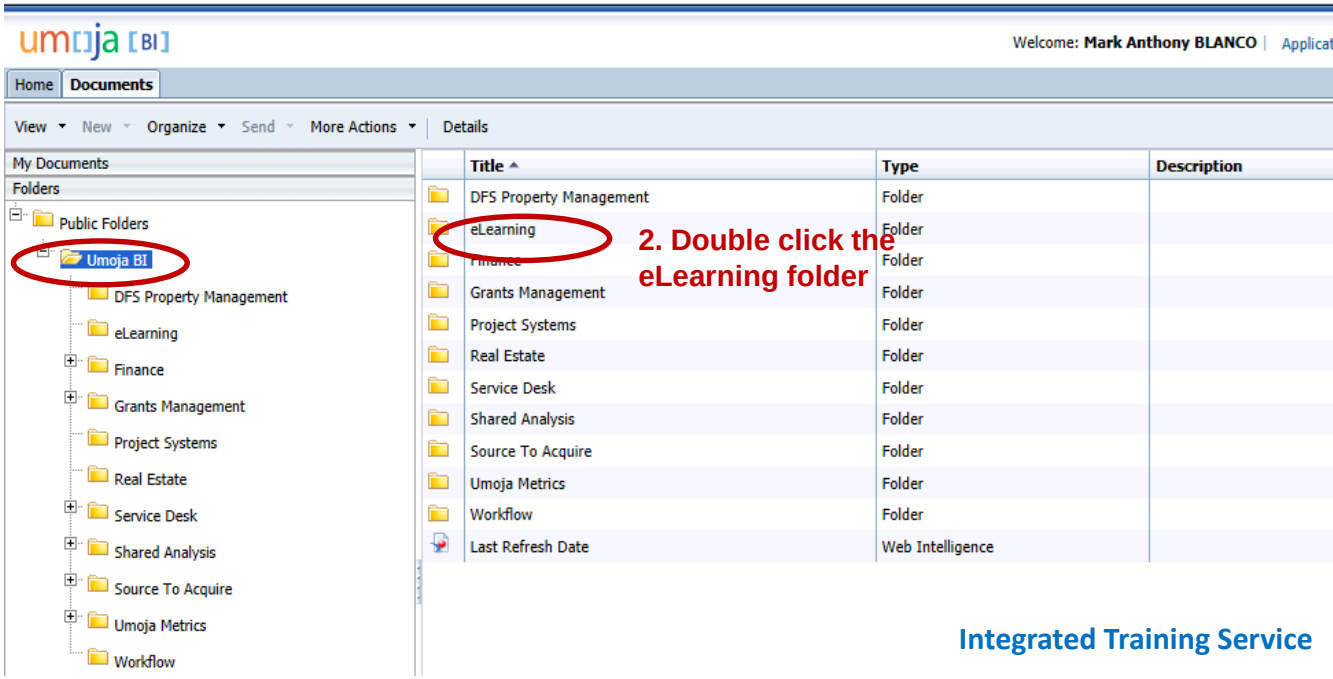



## 6. UMOJA security question will appear.

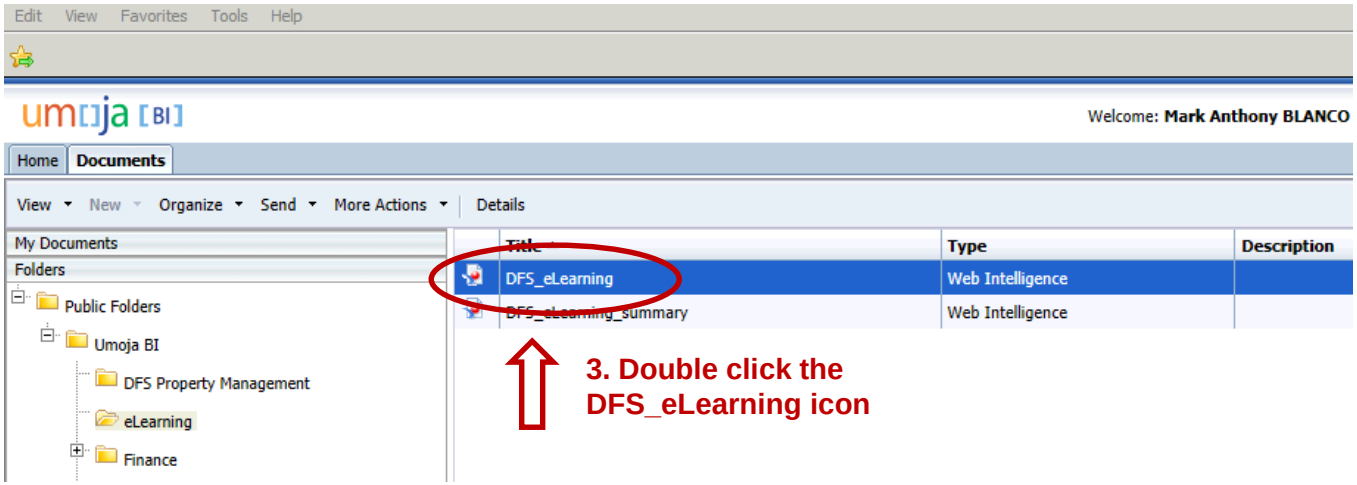
## 7. Umoja Production window

## 8. The UMOJA window will appear. See below

1. Click the UMOJA BI folder



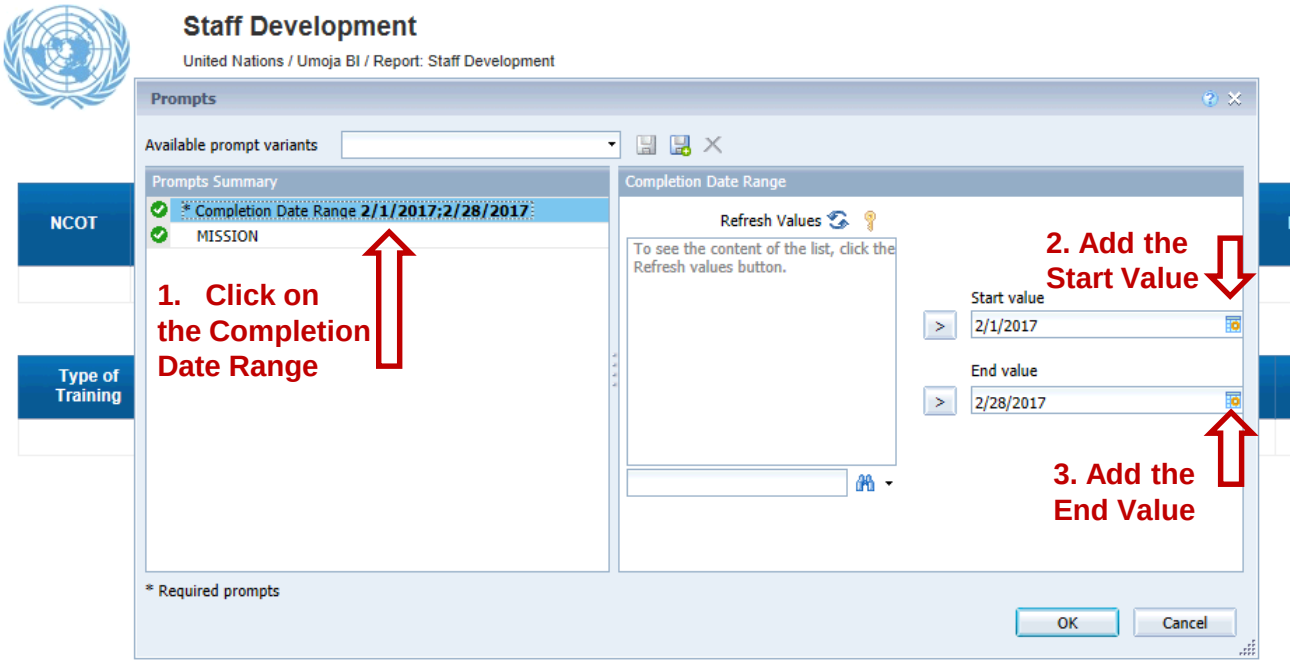
## 9. DFS_eLearning icon

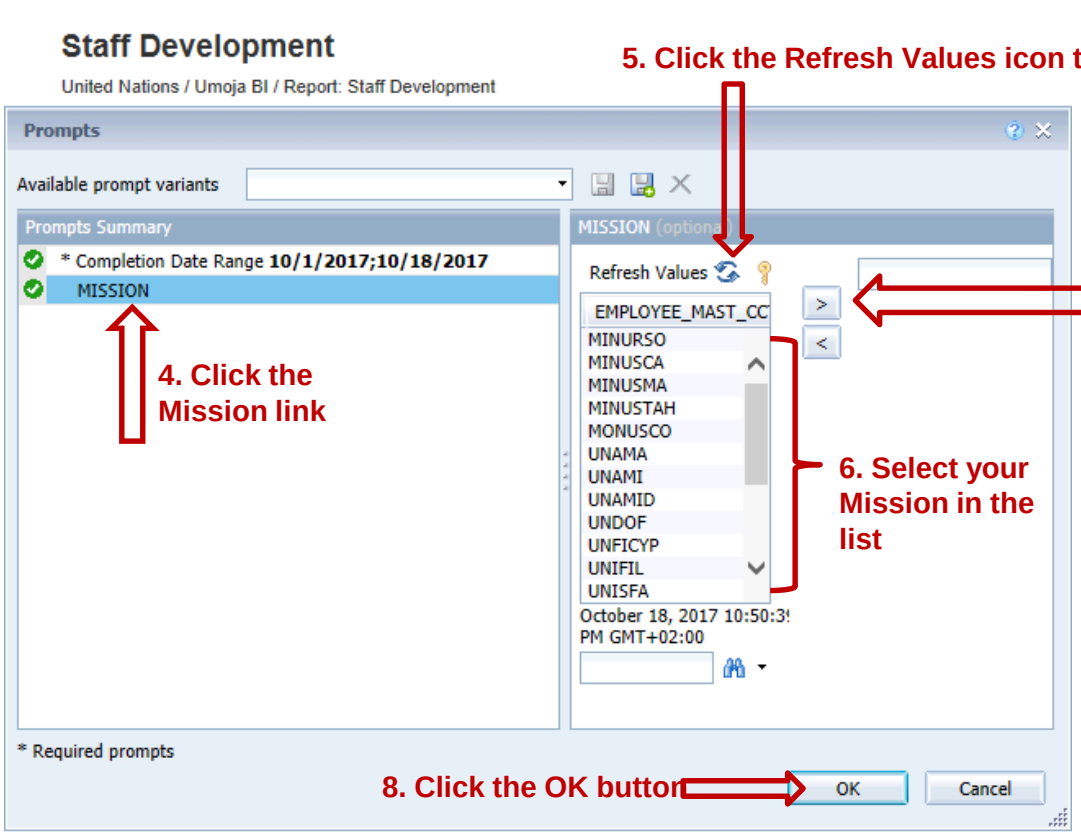



## 10. UMOJA BI Prompt window

**Note:**

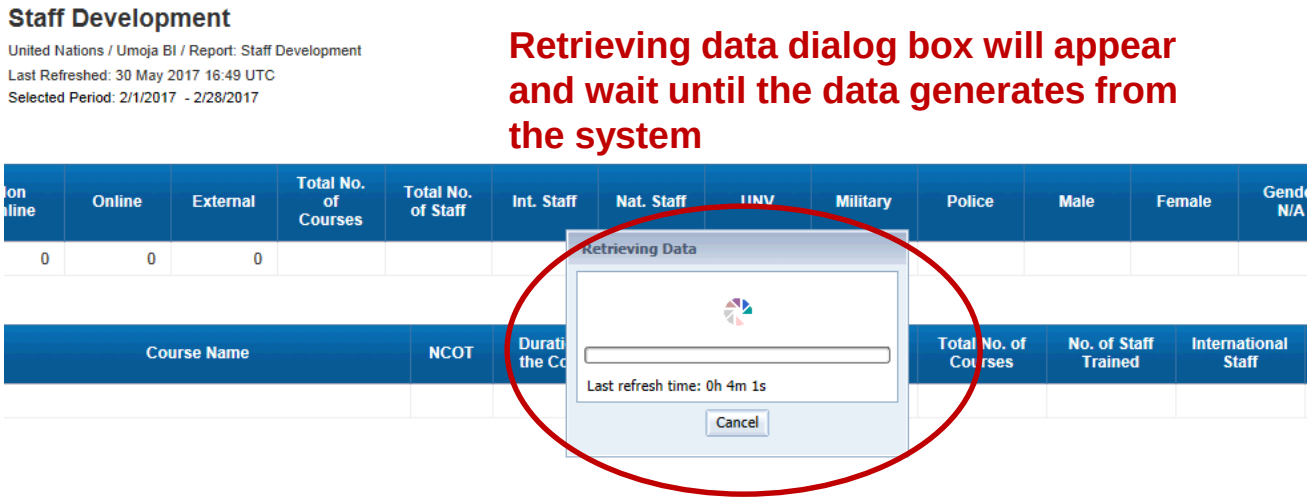
**Don't press the OK button without selecting your mission**



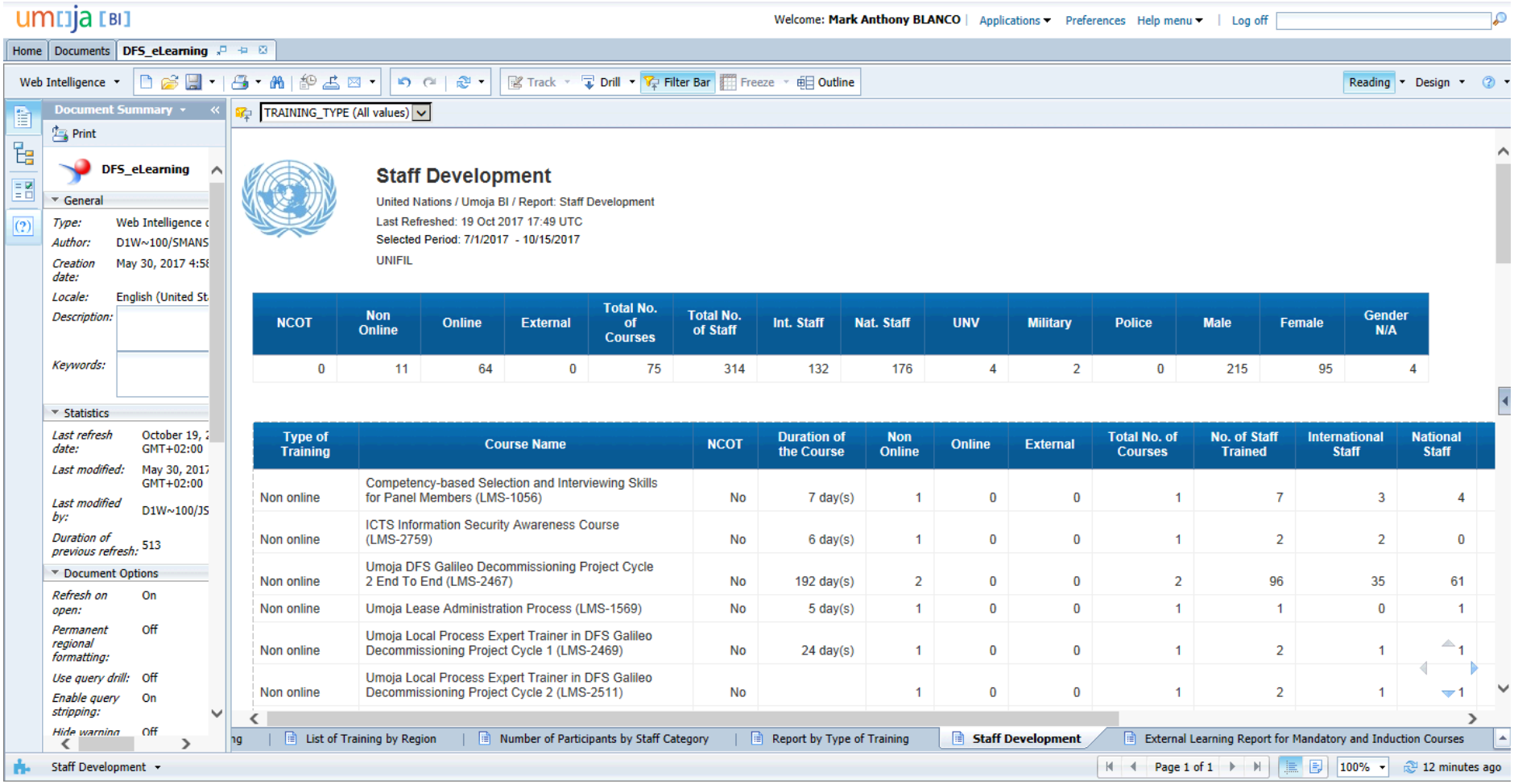



**Note:**

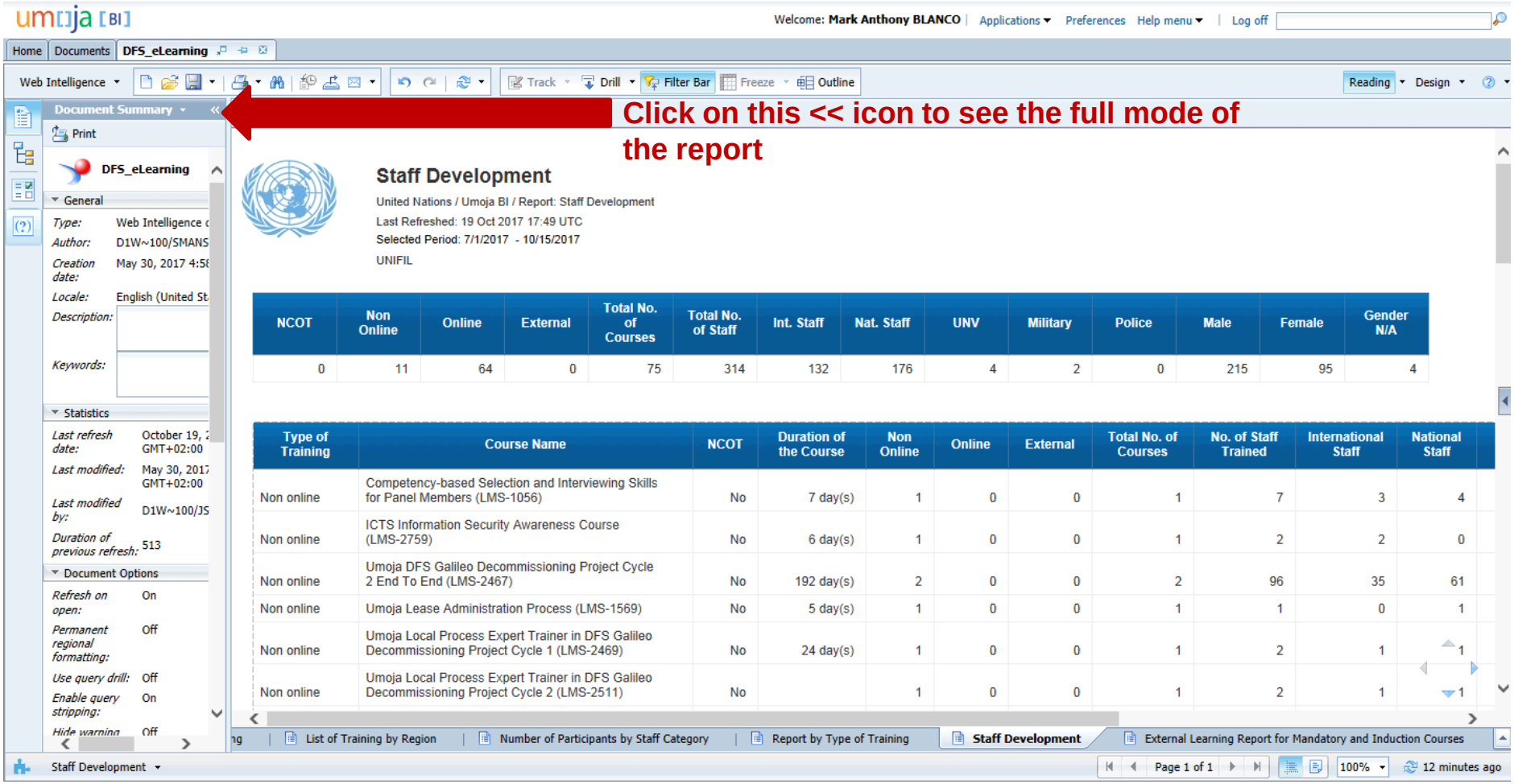
**Make sure that you have provided the date range of the data that you want to generate and the mission before you click the OK icon.**



# 11. Congratulations! You have successfully generated your first report.



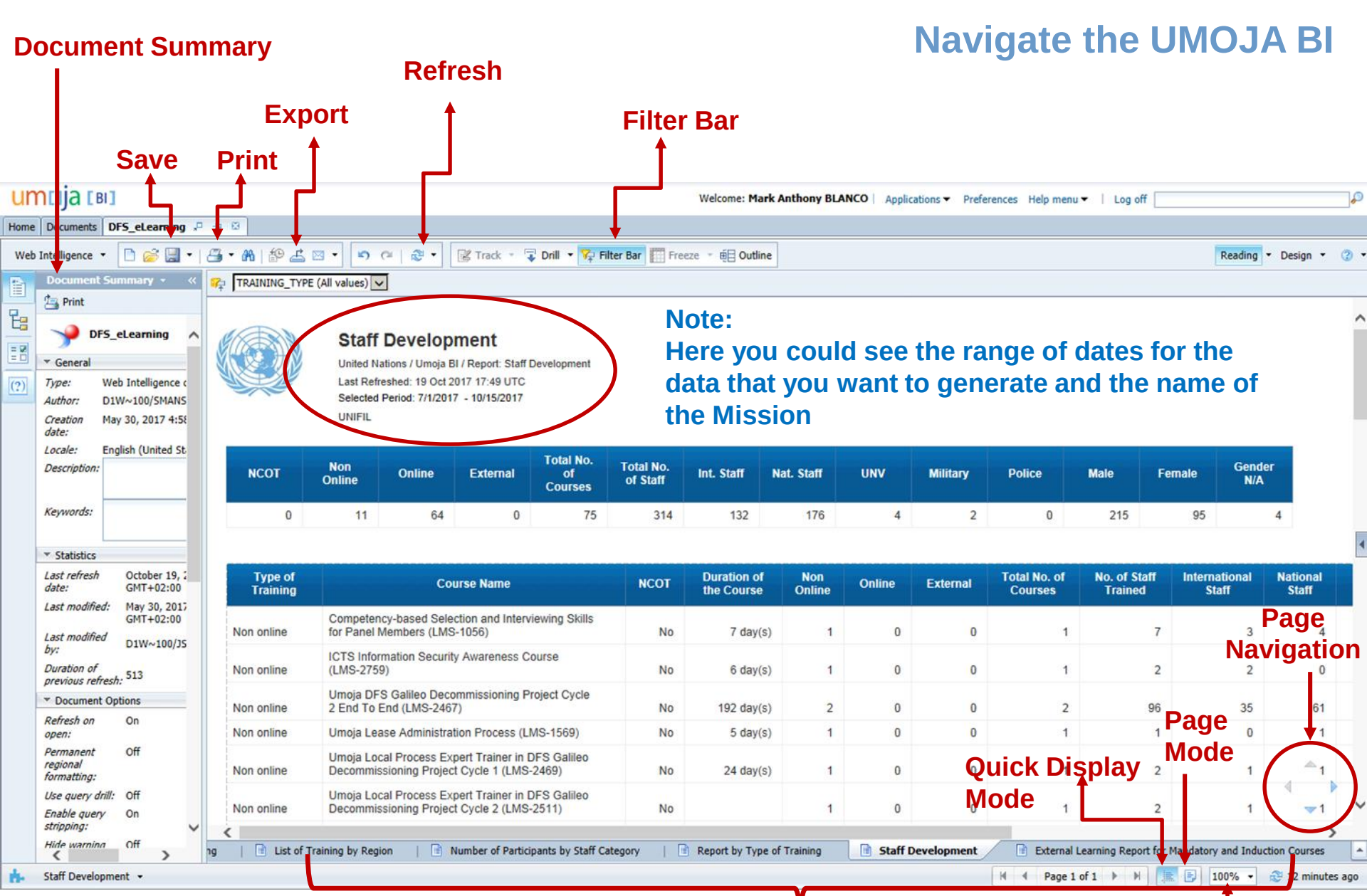
# 11. Congratulations! You have successfully generated your first report.




| NCOT | Non Online | Online | External | Total No. of Courses | Total No. of Staff | Int. Staff | Nat. Staff | UNV | Military | Police | Male | Female | Gender N/A |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 0 | 11 | 64 | 0 | 75 | 314 | 132 | 176 | 4 | 2 | 0 | 215 | 95 | 4 |

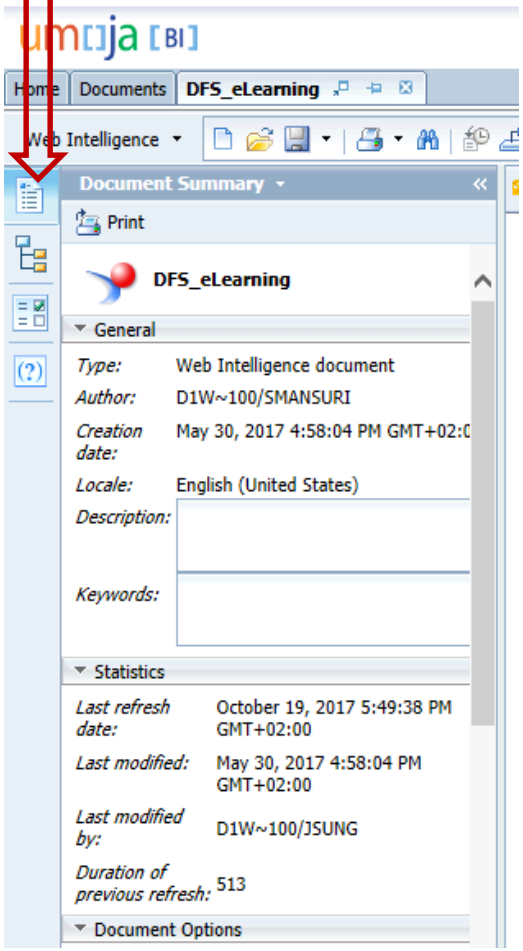
| Type of Training | Course Name | NCOT | Duration of the Course | Non Online | Online | External | Total No. of Courses | No. of Staff Trained | International Staff | National Staff |
|---|---|---|---|---|---|---|---|---|---|---|
| Non online | Competency-based Selection and Interviewing Skills for Panel Members (LMS-1056) | No | 7 day(s) | 1 | 0 | 0 | 1 | 7 | 3 | 4 |
| Non online | ICTS Information Security Awareness Course (LMS-2759) | No | 6 day(s) | 1 | 0 | 0 | 1 | 2 | 2 | 0 |
| Non online | Umoja DFS Galileo Decommissioning Project Cycle 2 End To End (LMS-2467) | No | 192 day(s) | 2 | 0 | 0 | 2 | 96 | 35 | 61 |
| Non online | Umoja Lease Administration Process (LMS-1569) | No | 5 day(s) | 1 | 0 | 0 | 1 | 1 | 0 | 1 |
| Non online | Umoja Local Process Expert Trainer in DFS Galileo Decommissioning Project Cycle 1 (LMS-2469) | No | 24 day(s) | 1 | 0 | 0 | 1 | 2 | 1 | 1 |
| Non online | Umoja Local Process Expert Trainer in DFS Galileo Decommissioning Project Cycle 2 (LMS-2511) | No | | 1 | 0 | 0 | 1 | 2 | 1 | 1 |

# Navigate the UMOJA BI

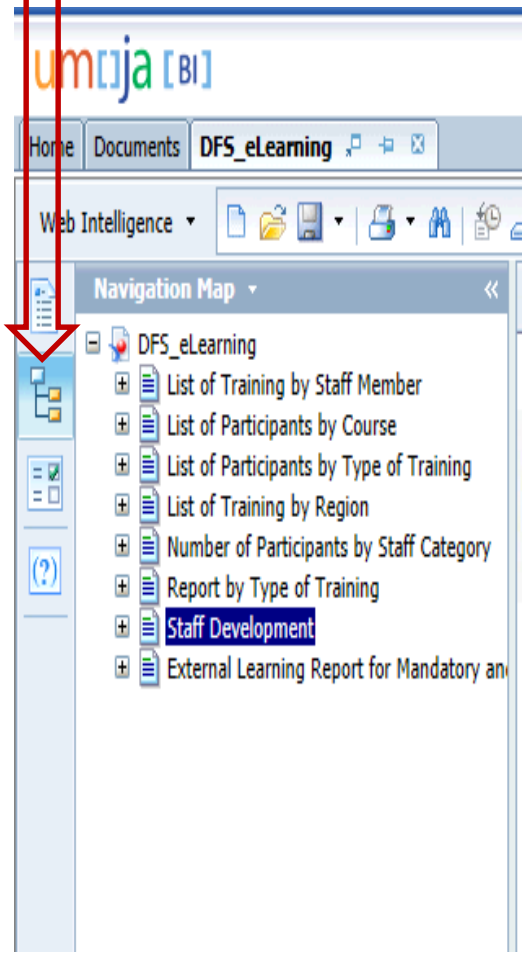


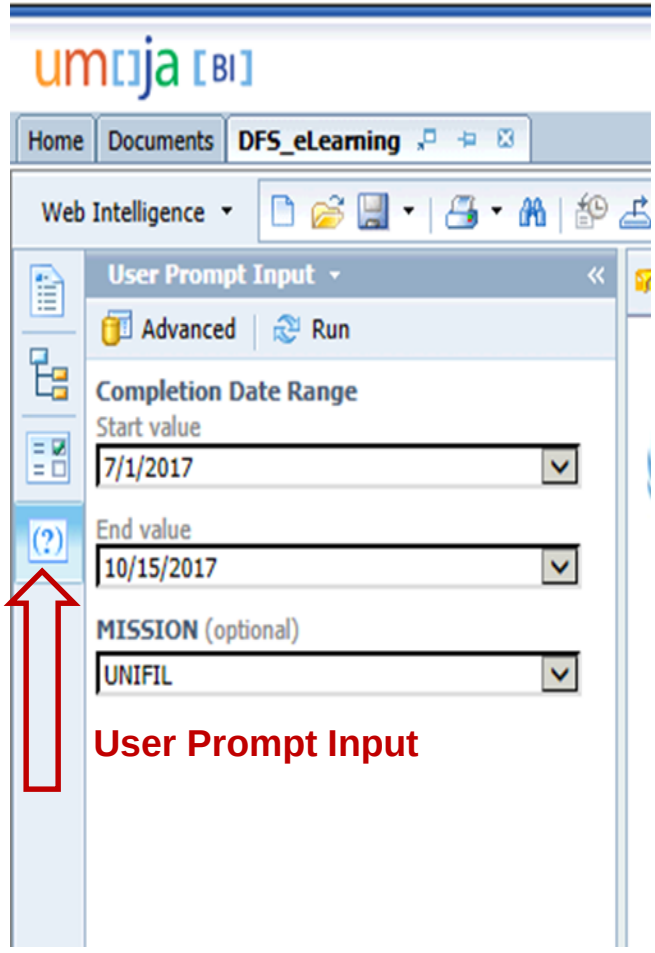
# Navigate the UMOJA BI

**Document Summary**



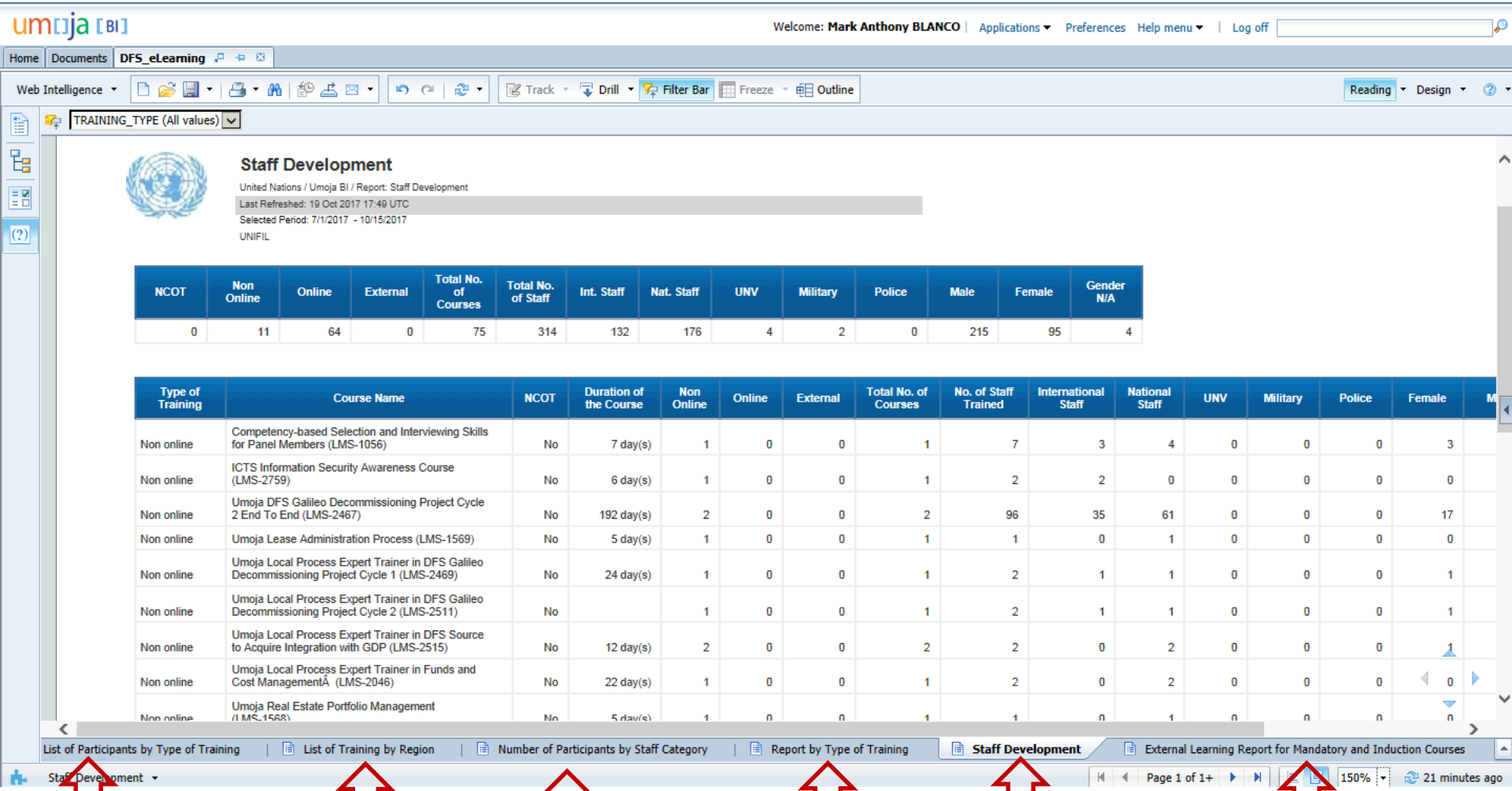

**Document Navigation Map**




**User Prompt Input**

# Types of Reports




| NCOT | Non Online | Online | External | Total No. of Courses | Total No. of Staff | Int. Staff | Nat. Staff | UNV | Military | Police | Male | Female | Gender N/A |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 0 | 11 | 64 | 0 | 75 | 314 | 132 | 176 | 4 | 2 | 0 | 215 | 95 | 4 |

| Type of Training | Course Name | NCOT | Duration of the Course | Non Online | Online | External | Total No. of Courses | No. of Staff Trained | International Staff | National Staff | UNV | Military | Police | Female |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Non online | Competency-based Selection and Interviewing Skills for Panel Members (LMS-1056) | No | 7 day(s) | 1 | 0 | 0 | 1 | 7 | 3 | 4 | 0 | 0 | 0 | 3 |
| Non online | ICTS Information Security Awareness Course (LMS-2759) | No | 6 day(s) | 1 | 0 | 0 | 1 | 2 | 2 | 0 | 0 | 0 | 0 | 0 |
| Non online | Umoja DFS Galileo Decommissioning Project Cycle 2 End To End (LMS-2467) | No | 192 day(s) | 2 | 0 | 0 | 2 | 96 | 35 | 61 | 0 | 0 | 0 | 17 |
| Non online | Umoja Lease Administration Process (LMS-1569) | No | 5 day(s) | 1 | 0 | 0 | 1 | 1 | 0 | 1 | 0 | 0 | 0 | 0 |
| Non online | Umoja Local Process Expert Trainer in DFS Galileo Decommissioning Project Cycle 1 (LMS-2469) | No | 24 day(s) | 1 | 0 | 0 | 1 | 2 | 1 | 1 | 0 | 0 | 0 | 1 |
| Non online | Umoja Local Process Expert Trainer in DFS Galileo Decommissioning Project Cycle 2 (LMS-2511) | No | | 1 | 0 | 0 | 1 | 2 | 1 | 1 | 0 | 0 | 0 | 1 |
| Non online | Umoja Local Process Expert Trainer in DFS Source to Acquire Integration with GDP (LMS-2515) | No | 12 day(s) | 2 | 0 | 0 | 2 | 2 | 0 | 2 | 0 | 0 | 0 | 1 |
| Non online | Umoja Local Process Expert Trainer in Funds and Cost ManagementÂ (LMS-2046) | No | 22 day(s) | 1 | 0 | 0 | 1 | 2 | 0 | 2 | 0 | 0 | 0 | 0 |
| Non online | Umoja Real Estate Portfolio Management (LMS-1568) | No | 5 day(s) | 1 | 0 | 0 | 1 | 1 | 0 | 1 | 0 | 0 | 0 | 0 |

**List of Participants by Type of Training**

**List of Training by Region or Location**

**Number of Participants by Staff Categories**

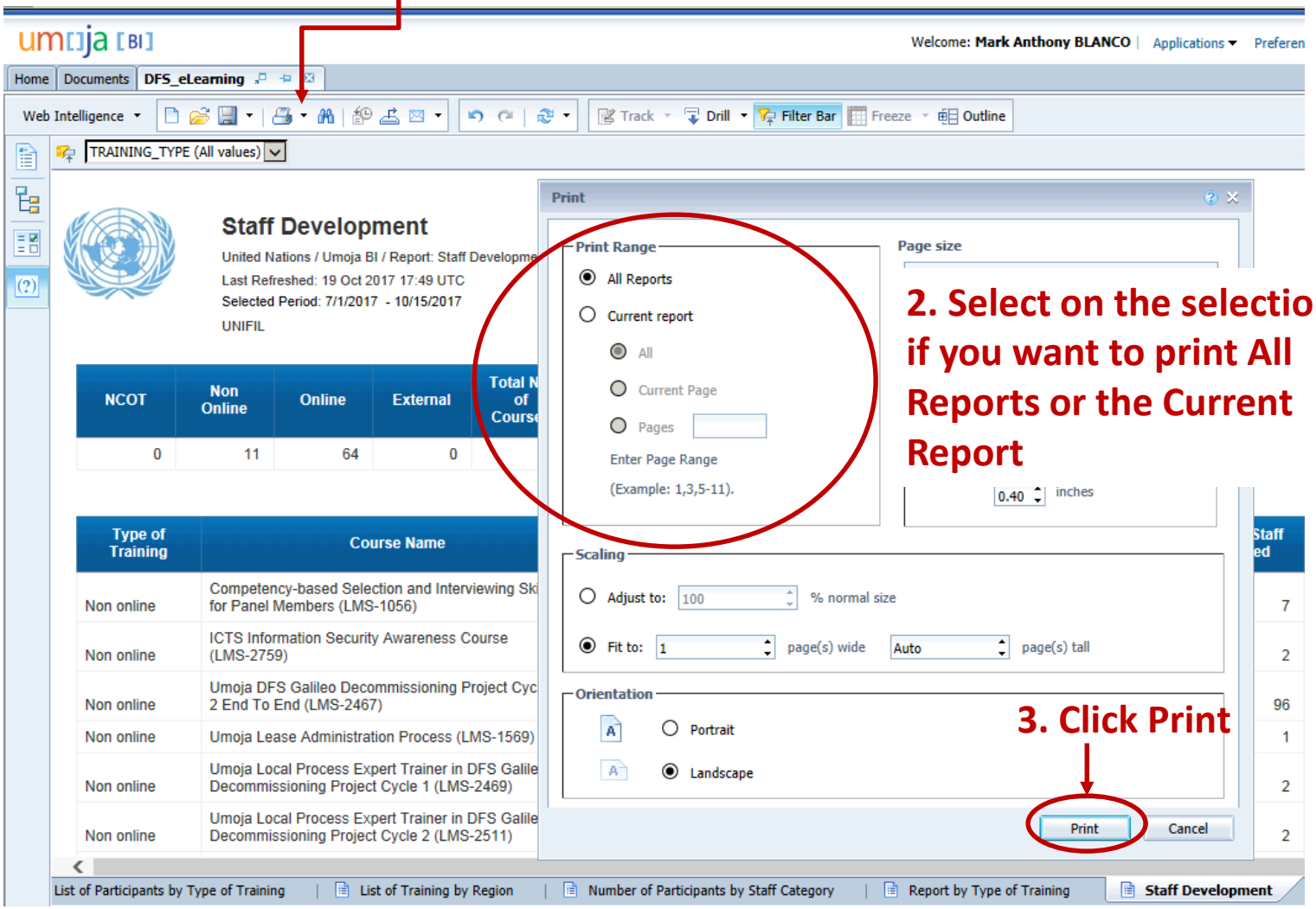
**Report by Type of Training**

**Staff Development**

**External Learning for Mandatory and Induction Courses**

# Printing the Report

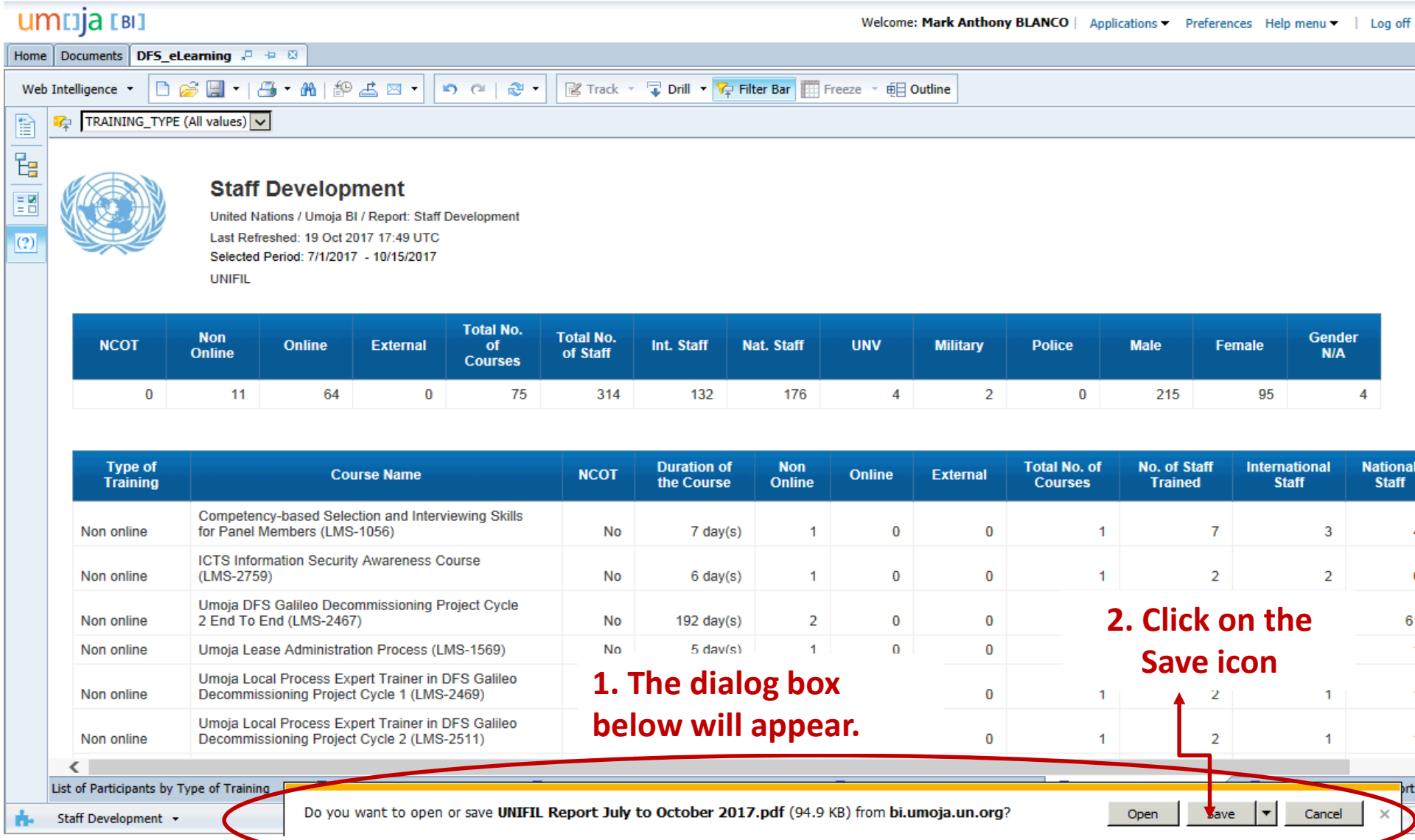
**1. Click on the Print icon**



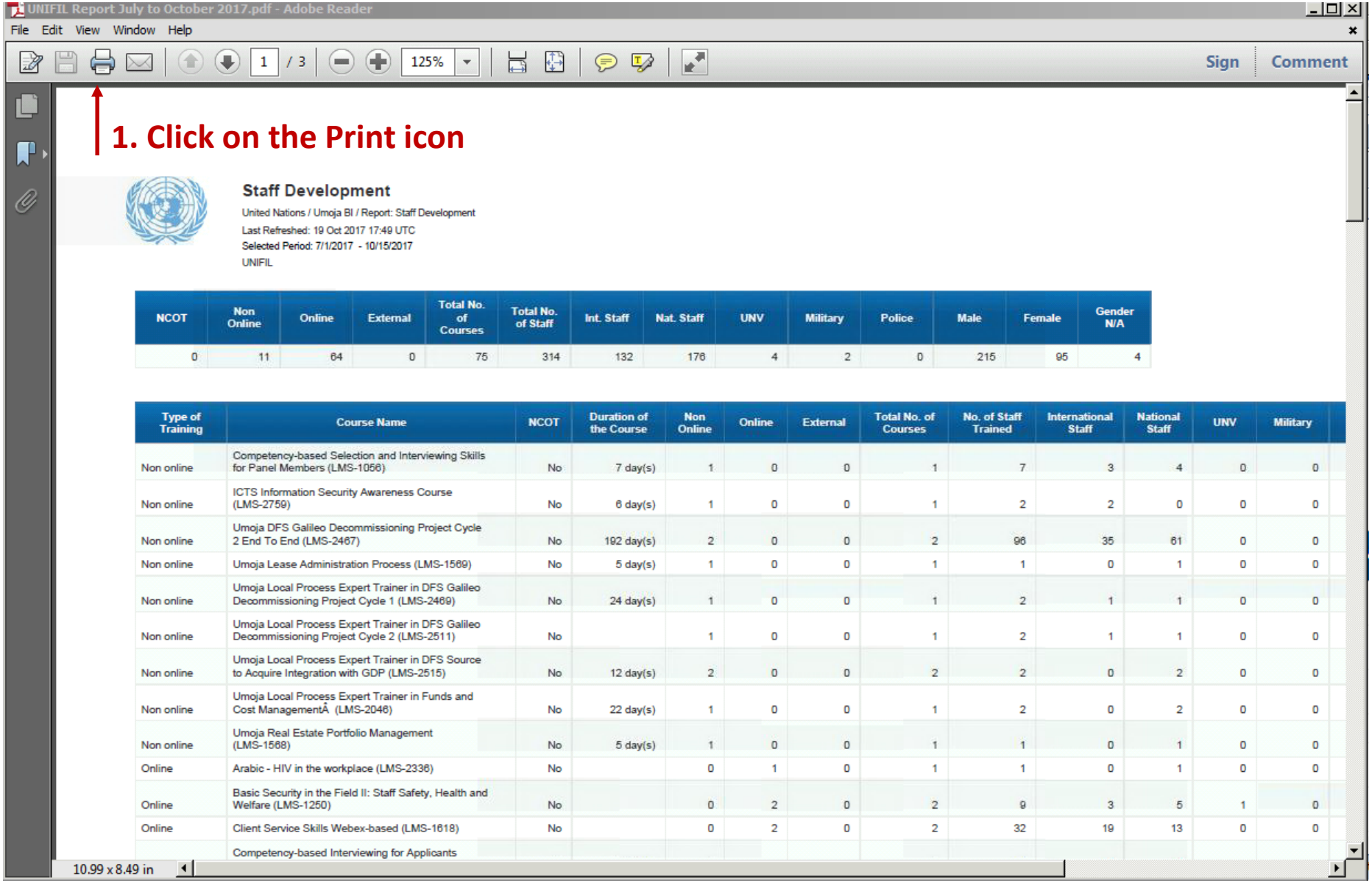

**2. Select on the selection if you want to print All Reports or the Current Report**

**3. Click Print**

# Printing the Report



# Printing the Report

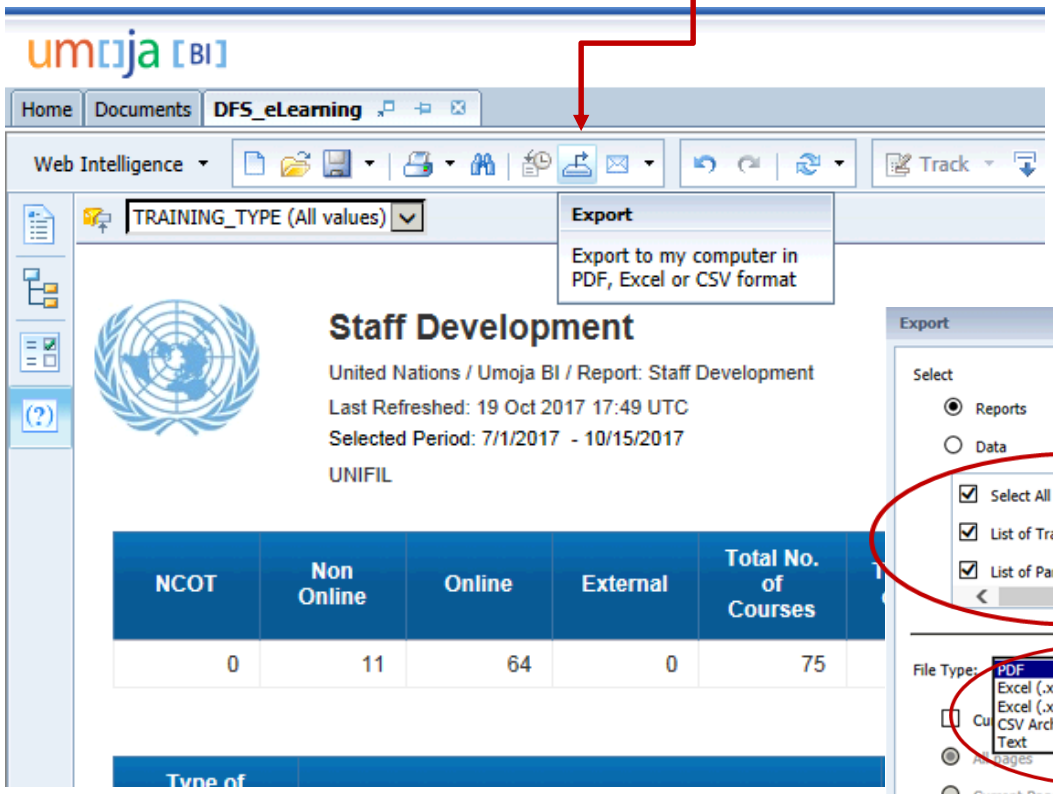


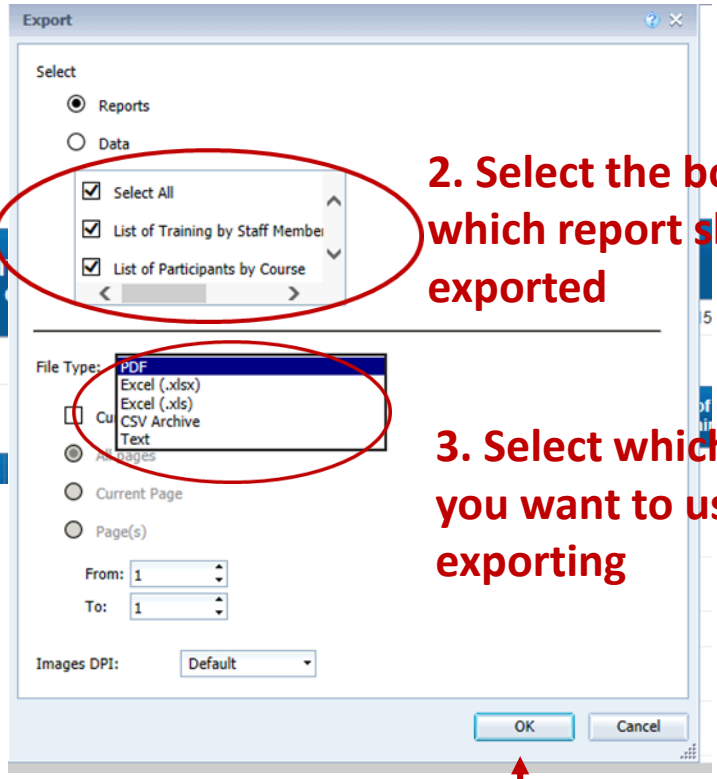

| NCOT | Non Online | Online | External | Total No. of Courses | Total No. of Staff | Int. Staff | Nat. Staff | UNV | Military | Police | Male | Female | Gender N/A |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 0 | 11 | 64 | 0 | 75 | 314 | 132 | 176 | 4 | 2 | 0 | 215 | 95 | 4 |

| Type of Training | Course Name | NCOT | Duration of the Course | Non Online | Online | External | Total No. of Courses | No. of Staff Trained | International Staff | National Staff | UNV | Military |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Non online | Competency-based Selection and Interviewing Skills for Panel Members (LMS-1056) | No | 7 day(s) | 1 | 0 | 0 | 1 | 7 | 3 | 4 | 0 | 0 |
| Non online | ICTS Information Security Awareness Course (LMS-2759) | No | 6 day(s) | 1 | 0 | 0 | 1 | 2 | 2 | 0 | 0 | 0 |
| Non online | Umoja DFS Galileo Decommissioning Project Cycle 2 End To End (LMS-2467) | No | 192 day(s) | 2 | 0 | 0 | 2 | 96 | 35 | 61 | 0 | 0 |
| Non online | Umoja Lease Administration Process (LMS-1569) | No | 5 day(s) | 1 | 0 | 0 | 1 | 1 | 0 | 1 | 0 | 0 |
| Non online | Umoja Local Process Expert Trainer in DFS Galileo Decommissioning Project Cycle 1 (LMS-2469) | No | 24 day(s) | 1 | 0 | 0 | 1 | 2 | 1 | 1 | 0 | 0 |
| Non online | Umoja Local Process Expert Trainer in DFS Galileo Decommissioning Project Cycle 2 (LMS-2511) | No | | 1 | 0 | 0 | 1 | 2 | 1 | 1 | 0 | 0 |
| Non online | Umoja Local Process Expert Trainer in DFS Source to Acquire Integration with GDP (LMS-2515) | No | 12 day(s) | 2 | 0 | 0 | 2 | 2 | 0 | 2 | 0 | 0 |
| Non online | Umoja Local Process Expert Trainer in Funds and Cost ManagementÂ (LMS-2046) | No | 22 day(s) | 1 | 0 | 0 | 1 | 2 | 0 | 2 | 0 | 0 |
| Non online | Umoja Real Estate Portfolio Management (LMS-1568) | No | 5 day(s) | 1 | 0 | 0 | 1 | 1 | 0 | 1 | 0 | 0 |
| Online | Arabic - HIV in the workplace (LMS-2336) | No | | 0 | 1 | 0 | 1 | 1 | 0 | 1 | 0 | 0 |
| Online | Basic Security in the Field II: Staff Safety, Health and Welfare (LMS-1250) | No | | 0 | 2 | 0 | 2 | 9 | 3 | 5 | 1 | 0 |
| Online | Client Service Skills Webex-based (LMS-1618) | No | | 0 | 2 | 0 | 2 | 32 | 19 | 13 | 0 | 0 |
| | Competency-based Interviewing for Applicants | | | | | | | | | | | |

# Exporting Report to other Format

**1. Click on the Export icon**



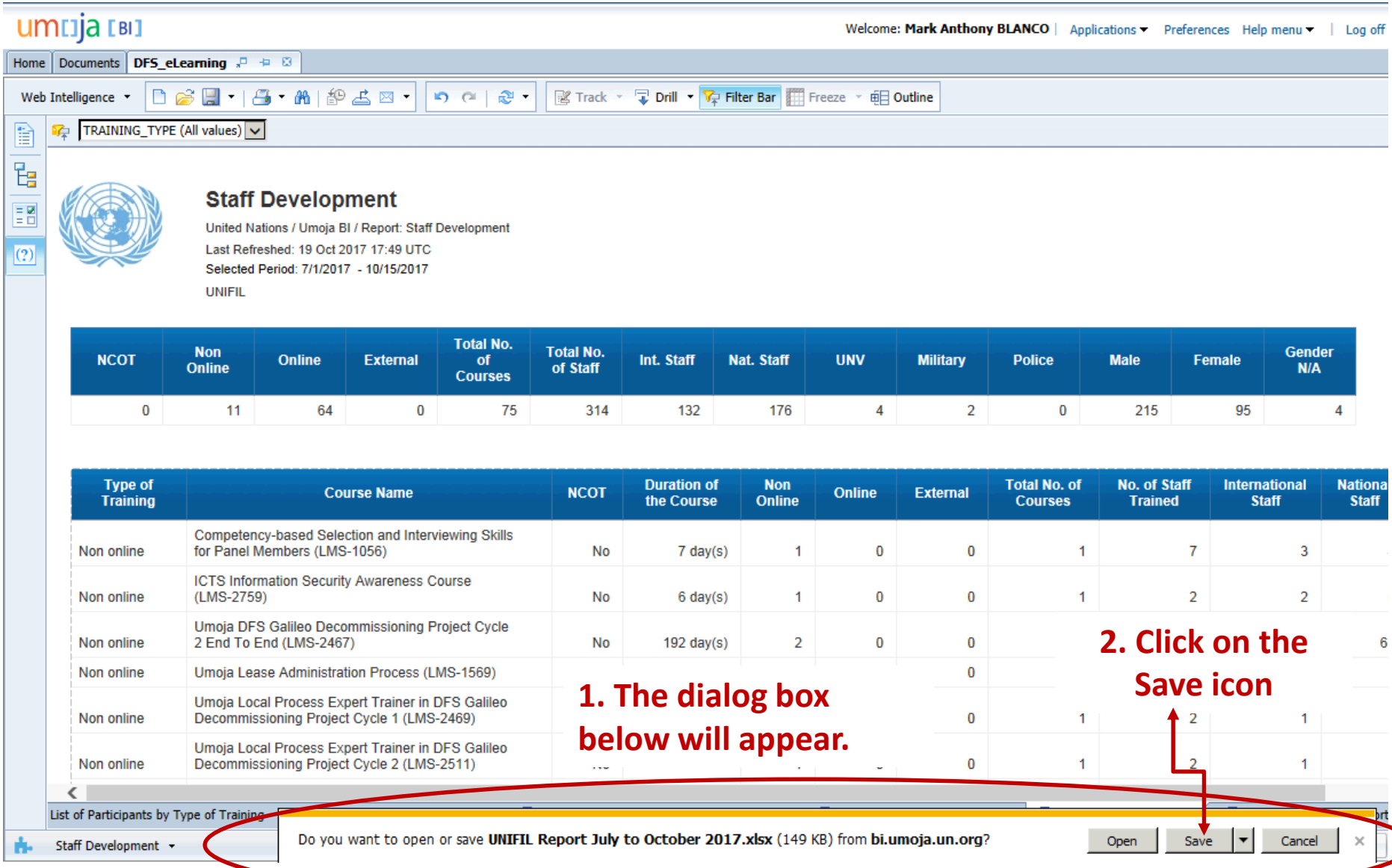




**2. Select the box on which report should be exported**

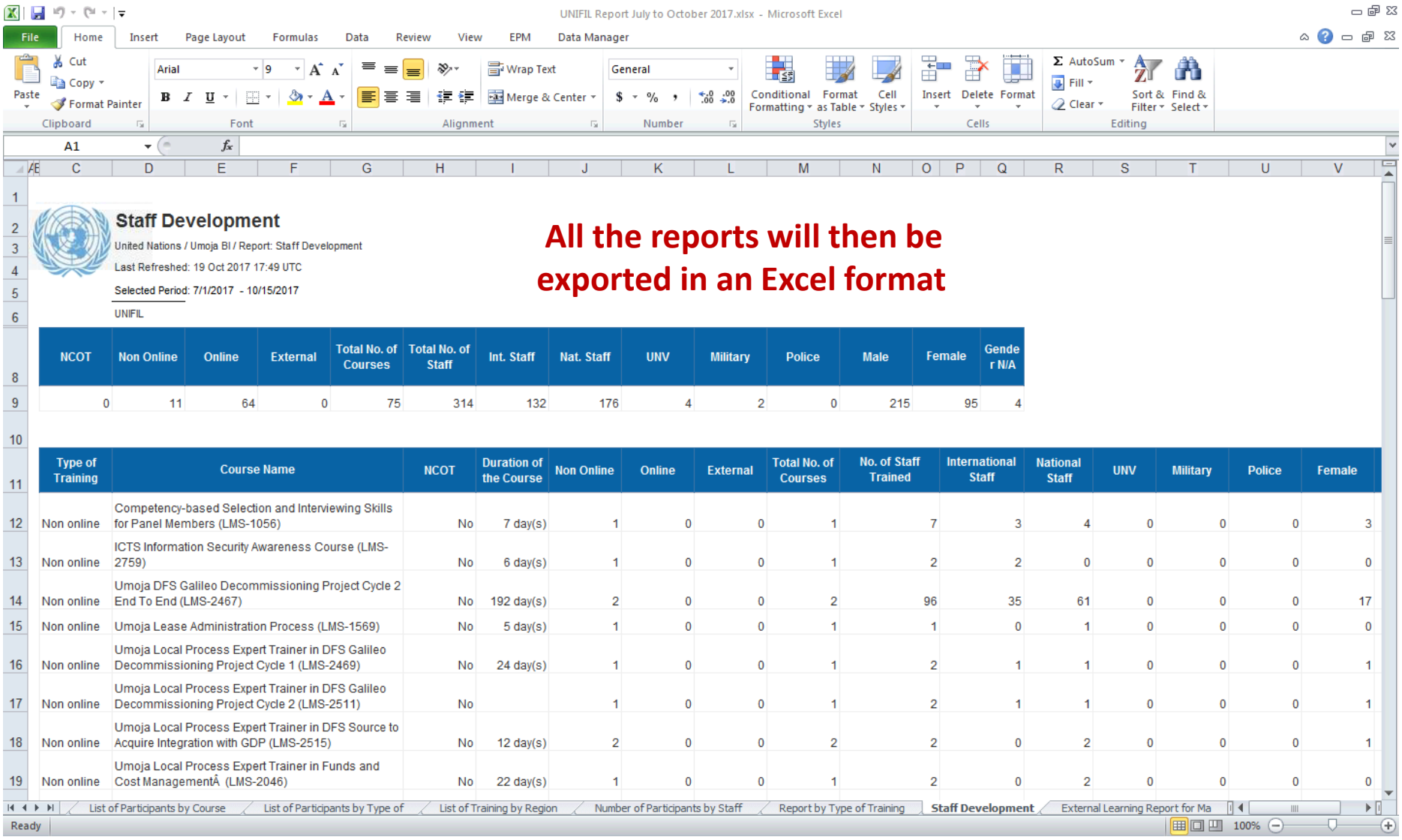
**3. Select which format you want to use in exporting**

**4. Click OK**

# Exporting Report to other format



# Exporting Report to other format



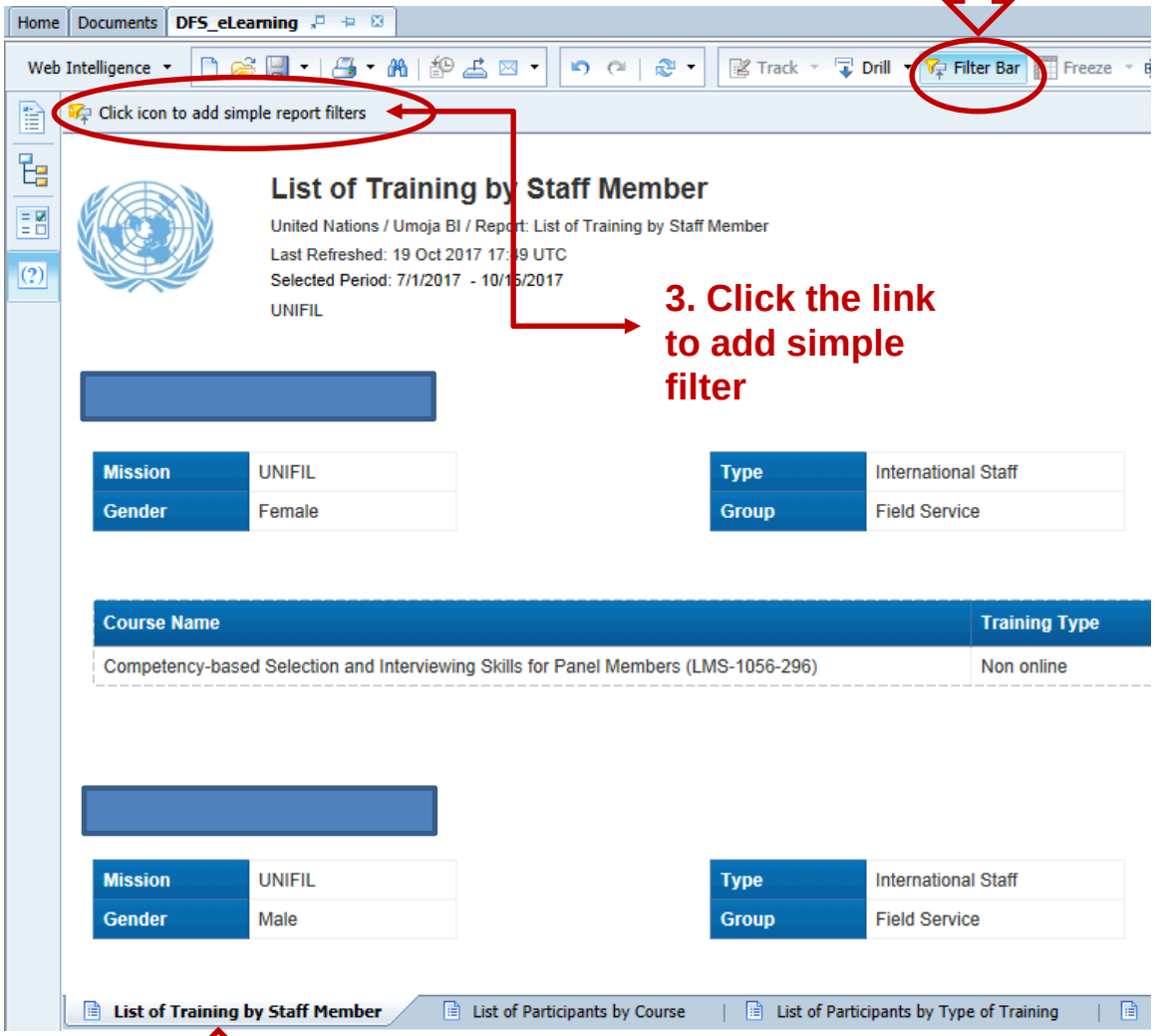

| NCOT | Non Online | Online | External | Total No. of Courses | Total No. of Staff | Int. Staff | Nat. Staff | UNV | Military | Police | Male | Female | Gender N/A |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 0 | 11 | 64 | 0 | 75 | 314 | 132 | 176 | 4 | 2 | 0 | 215 | 95 | 4 |

| Type of Training | Course Name | NCOT | Duration of the Course | Non Online | Online | External | Total No. of Courses | No. of Staff Trained | International Staff | National Staff | UNV | Military | Police | Female |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Non online | Competency-based Selection and Interviewing Skills for Panel Members (LMS-1056) | No | 7 day(s) | 1 | 0 | 0 | 1 | 7 | 3 | 4 | 0 | 0 | 0 | 3 |
| Non online | ICTS Information Security Awareness Course (LMS-2759) | No | 6 day(s) | 1 | 0 | 0 | 1 | 2 | 2 | 0 | 0 | 0 | 0 | 0 |
| Non online | Umoja DFS Galileo Decommissioning Project Cycle 2 End To End (LMS-2467) | No | 192 day(s) | 2 | 0 | 0 | 2 | 96 | 35 | 61 | 0 | 0 | 0 | 17 |
| Non online | Umoja Lease Administration Process (LMS-1569) | No | 5 day(s) | 1 | 0 | 0 | 1 | 1 | 0 | 1 | 0 | 0 | 0 | 0 |
| Non online | Umoja Local Process Expert Trainer in DFS Galileo Decommissioning Project Cycle 1 (LMS-2469) | No | 24 day(s) | 1 | 0 | 0 | 1 | 2 | 1 | 1 | 0 | 0 | 0 | 1 |
| Non online | Umoja Local Process Expert Trainer in DFS Galileo Decommissioning Project Cycle 2 (LMS-2511) | No | | 1 | 0 | 0 | 1 | 2 | 1 | 1 | 0 | 0 | 0 | 1 |
| Non online | Umoja Local Process Expert Trainer in DFS Source to Acquire Integration with GDP (LMS-2515) | No | 12 day(s) | 2 | 0 | 0 | 2 | 2 | 0 | 2 | 0 | 0 | 0 | 1 |
| Non online | Umoja Local Process Expert Trainer in Funds and Cost ManagementÂ (LMS-2046) | No | 22 day(s) | 1 | 0 | 0 | 1 | 2 | 0 | 2 | 0 | 0 | 0 | 0 |

# Using the Filter Function for the Types of Training

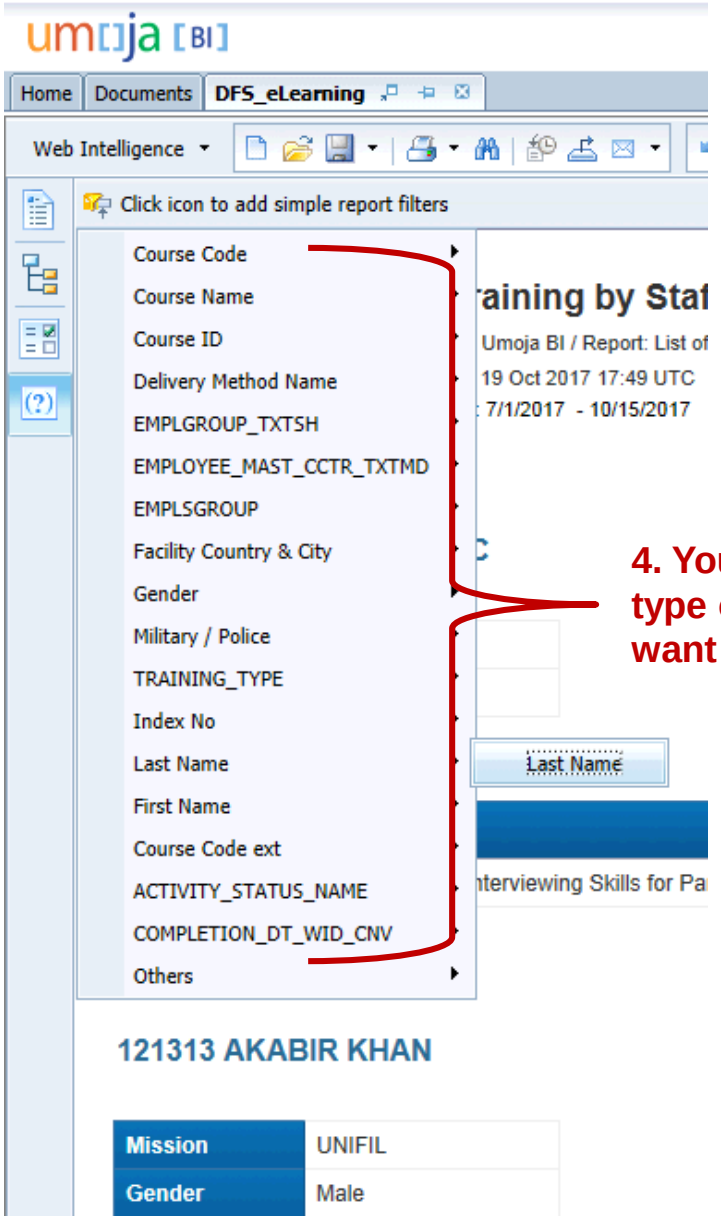
# List of Training by Staff Member

2. Click on the Filter Bar icon

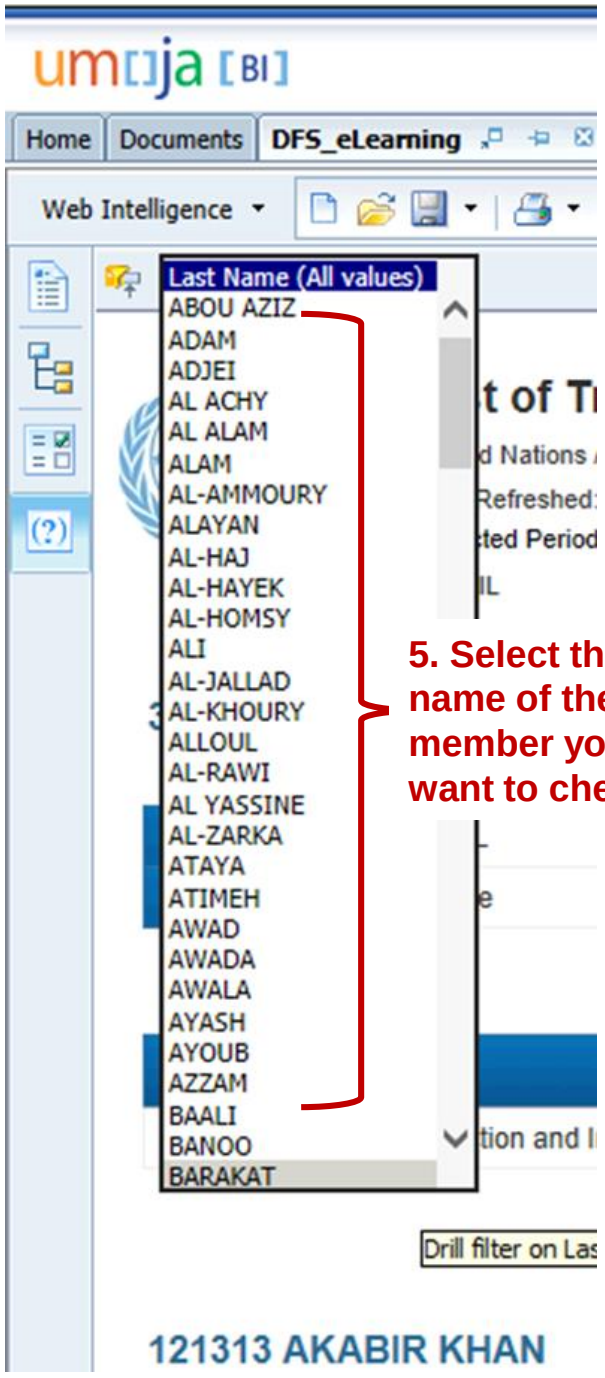



3. Click the link to add simple filter

1. Select the tab for List of Training by Staff Member

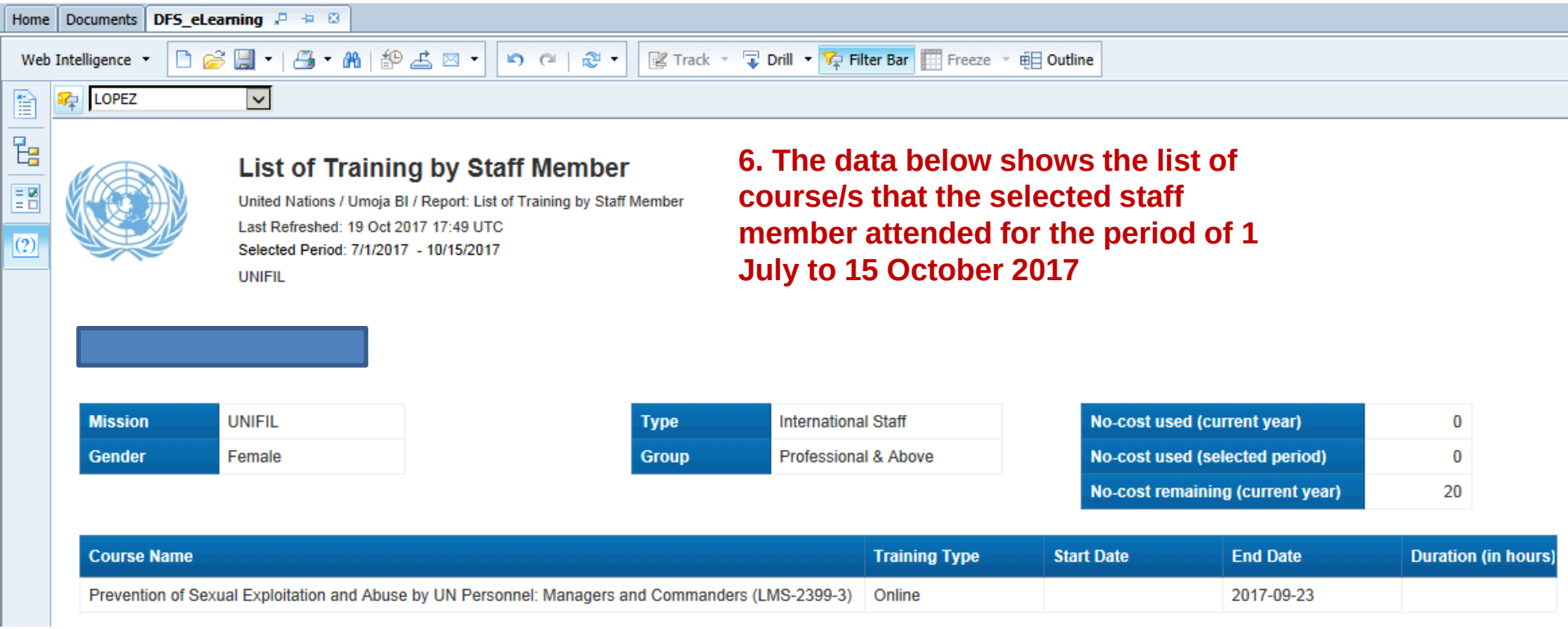



**4. You can select which type of parameter you want to filter.**



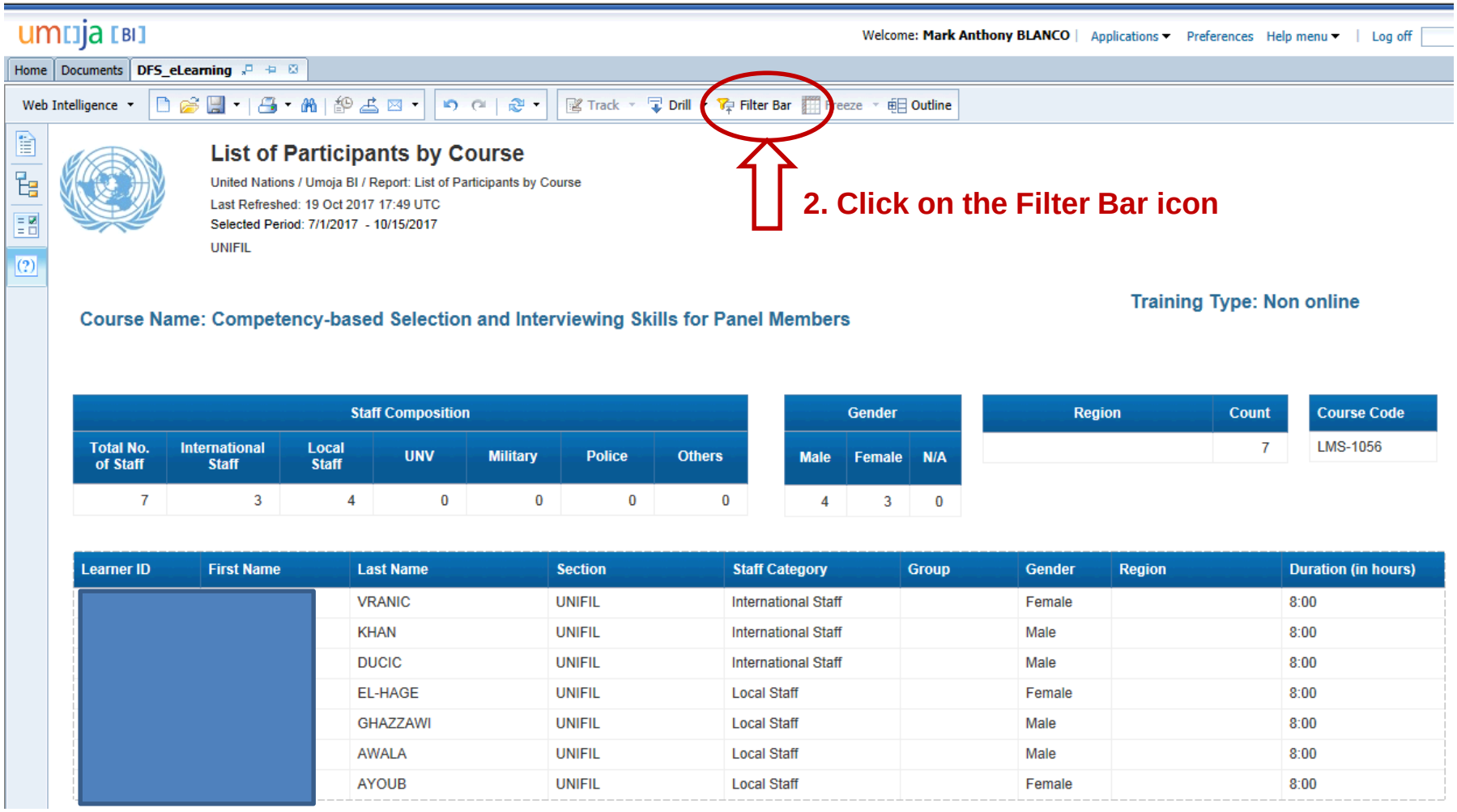

**5. Select the last name of the staff member you want to check**

# List of Training by Staff Member



# List of Participants by Course

## 1. Select the tab of List of Participants by Course



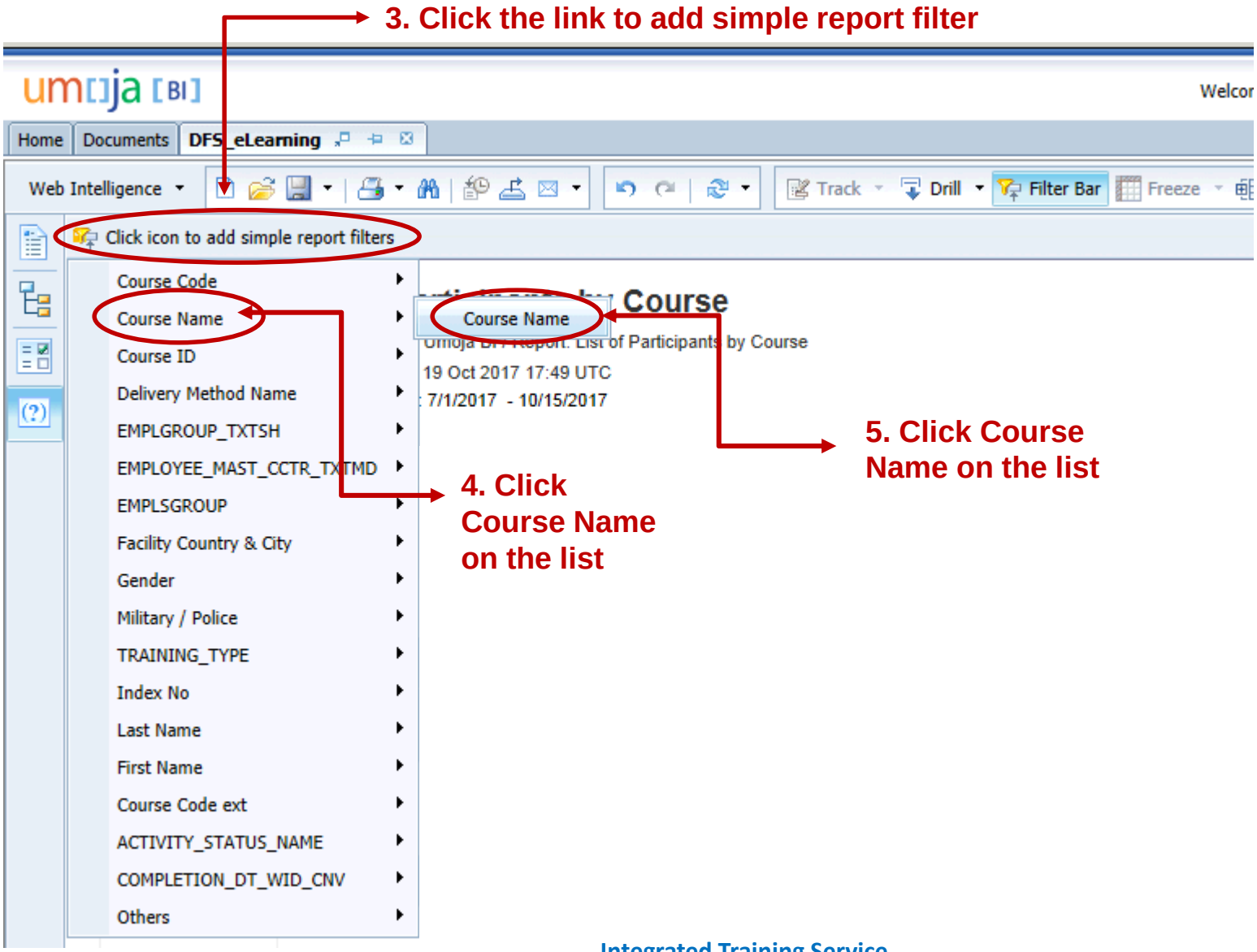

| Staff Composition | | | | | | |
|---|---|---|---|---|---|---|
| Total No. of Staff | International Staff | Local Staff | UNV | Military | Police | Others |
| 7 | 3 | 4 | 0 | 0 | 0 | 0 |

| Gender | | |
|---|---|---|
| Male | Female | N/A |
| 4 | 3 | 0 |

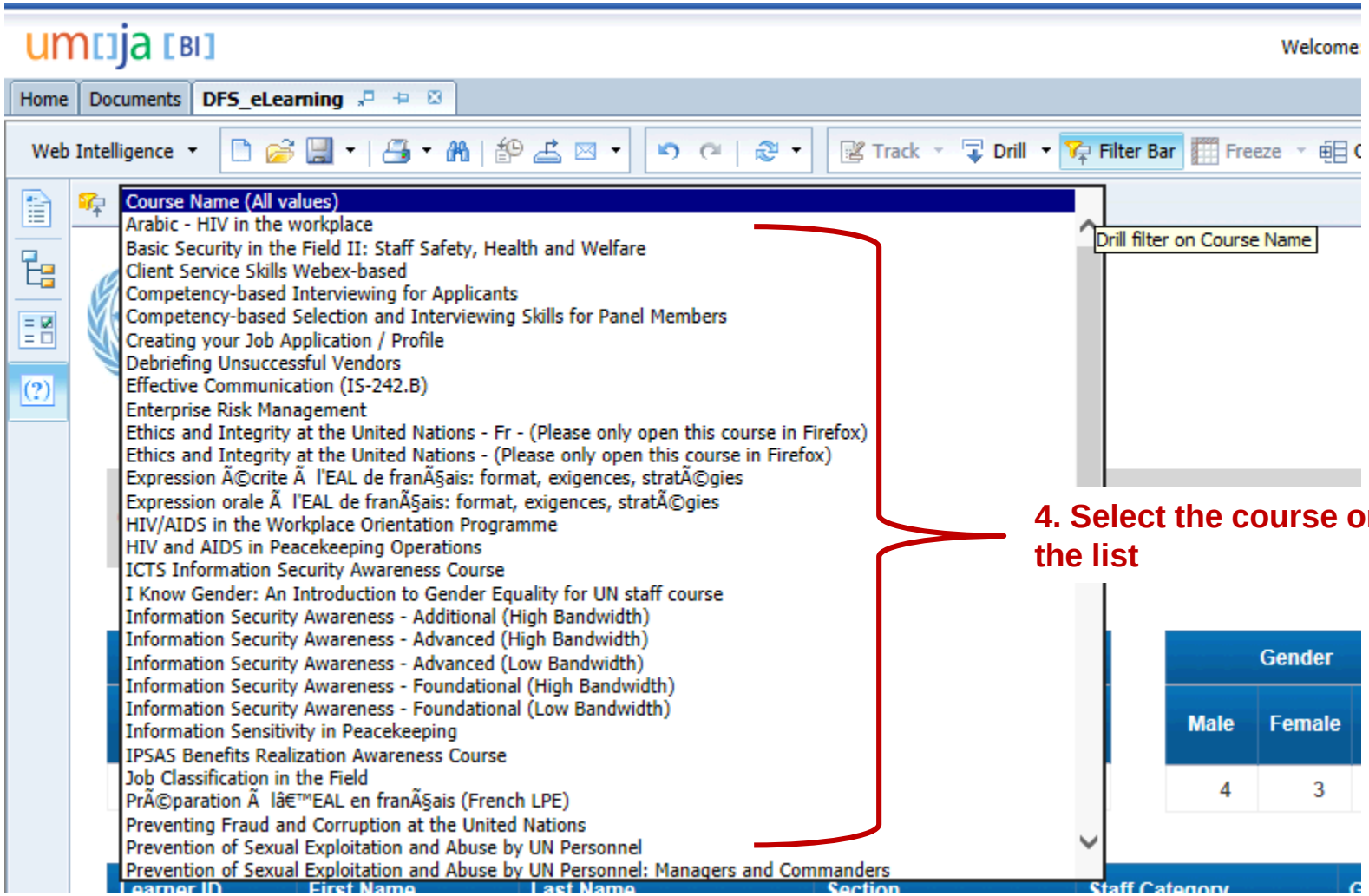
| Region | Count | Course Code |
|---|---|---|
| | 7 | LMS-1056 |

| Learner ID | First Name | Last Name | Section | Staff Category | Group | Gender | Region | Duration (in hours) |
|---|---|---|---|---|---|---|---|---|
| [redacted] | | VRANIC | UNIFIL | International Staff | | Female | | 8:00 |
| | | KHAN | UNIFIL | International Staff | | Male | | 8:00 |
| | | DUCIC | UNIFIL | International Staff | | Male | | 8:00 |
| | | EL-HAGE | UNIFIL | Local Staff | | Female | | 8:00 |
| | | GHAZZAWI | UNIFIL | Local Staff | | Male | | 8:00 |
| | | AWALA | UNIFIL | Local Staff | | Male | | 8:00 |
| | | AYOUB | UNIFIL | Local Staff | | Female | | 8:00 |

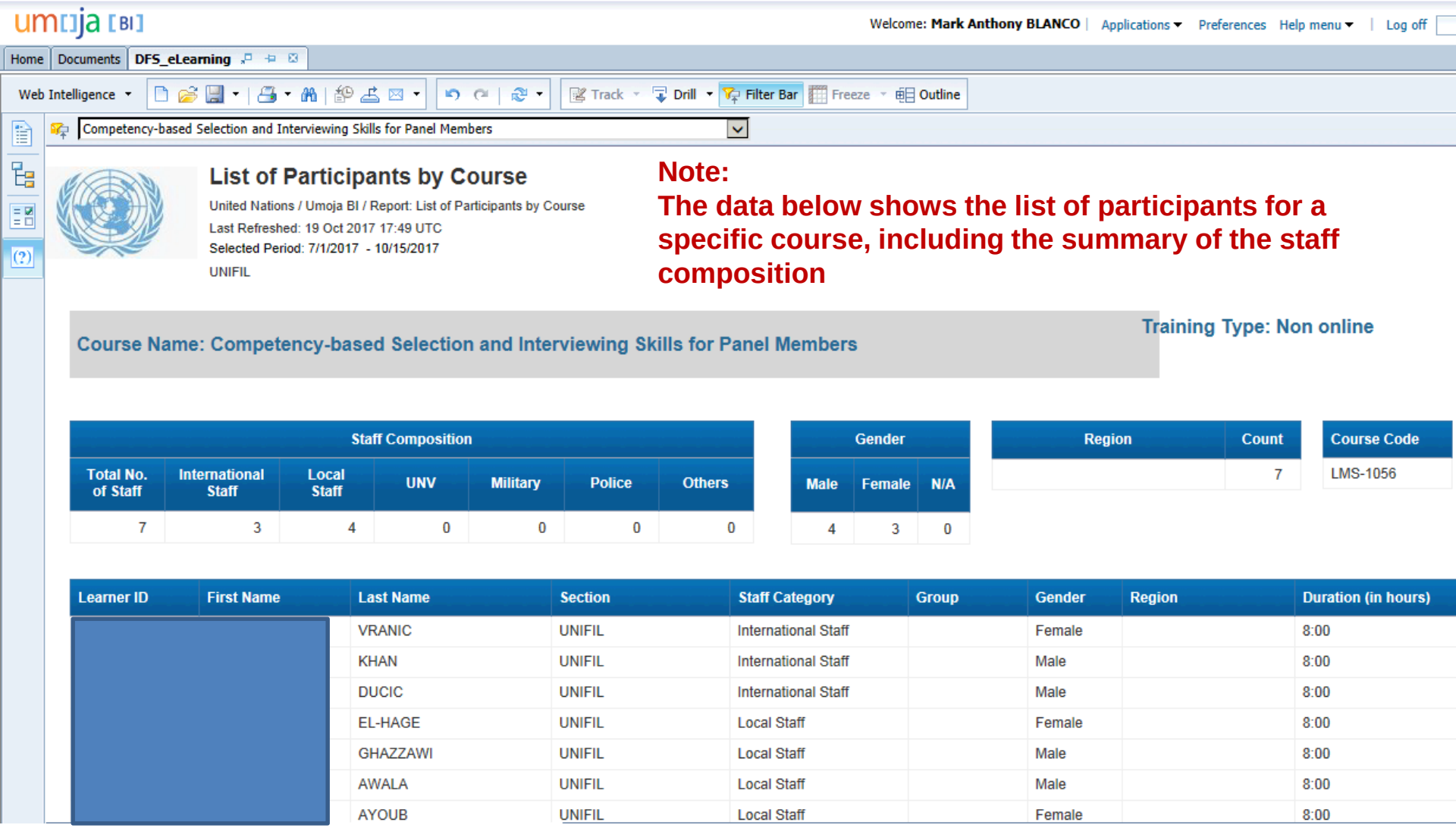
# List of Participants by Course



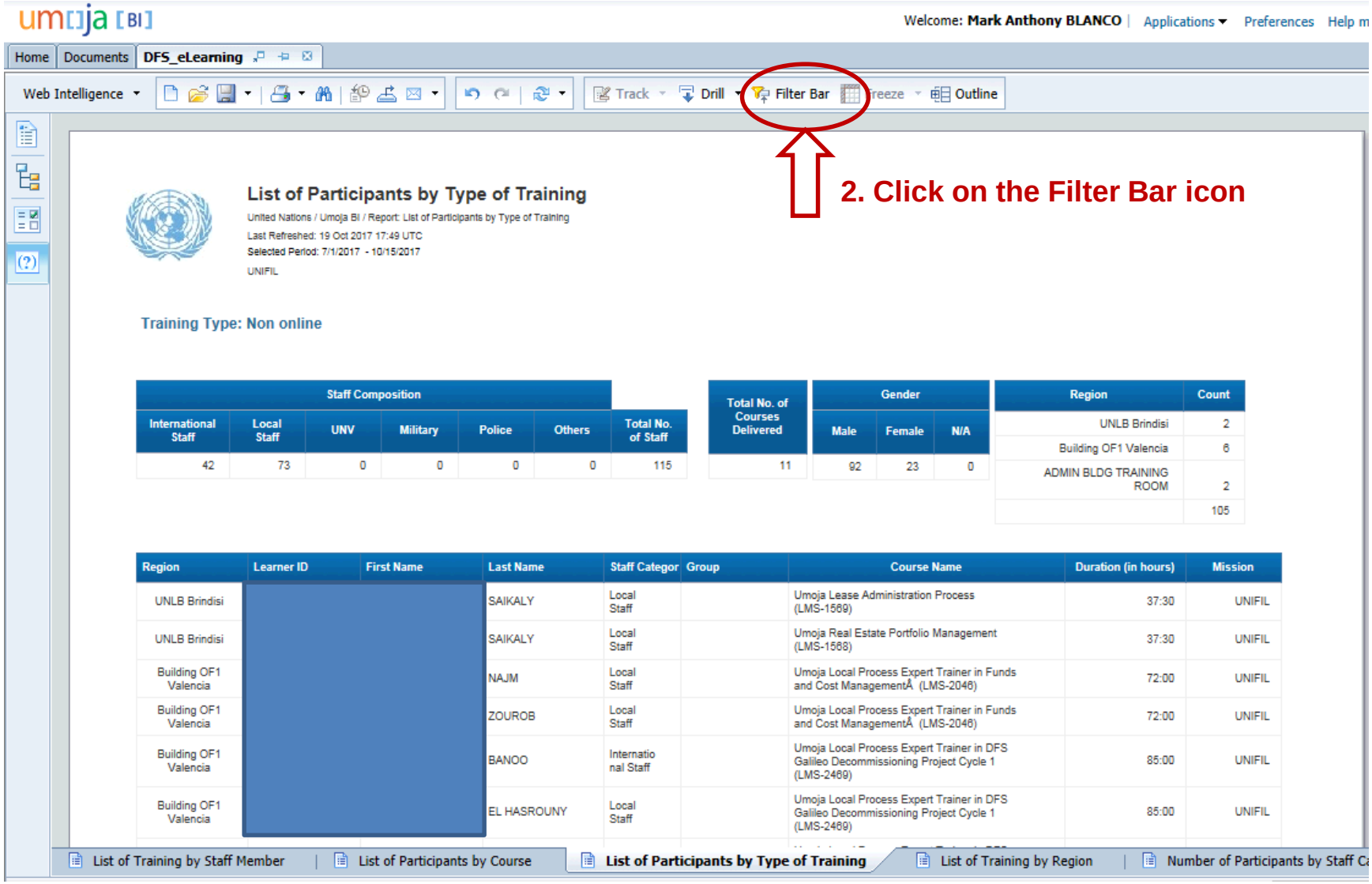
# List of Participants by Course

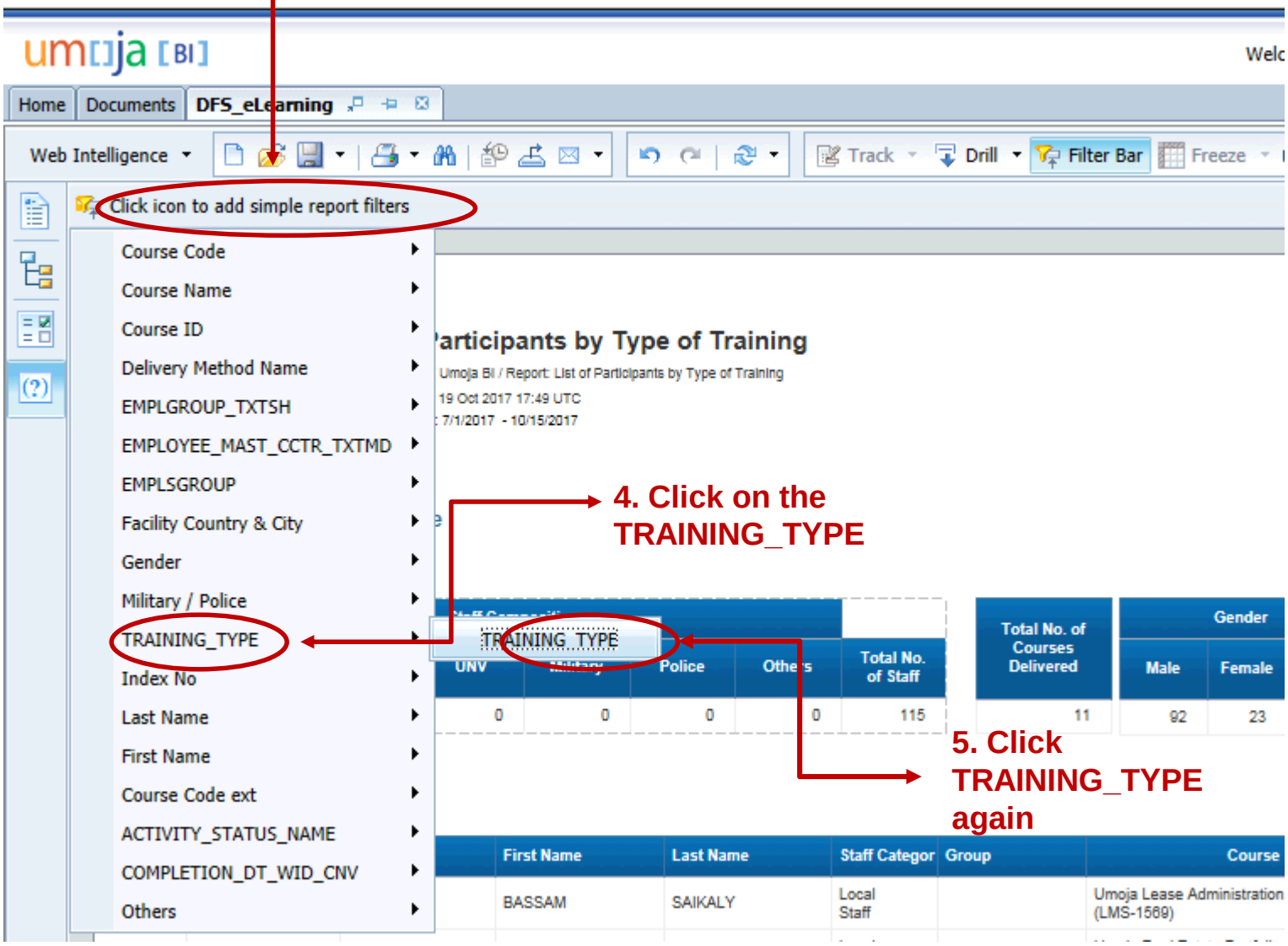


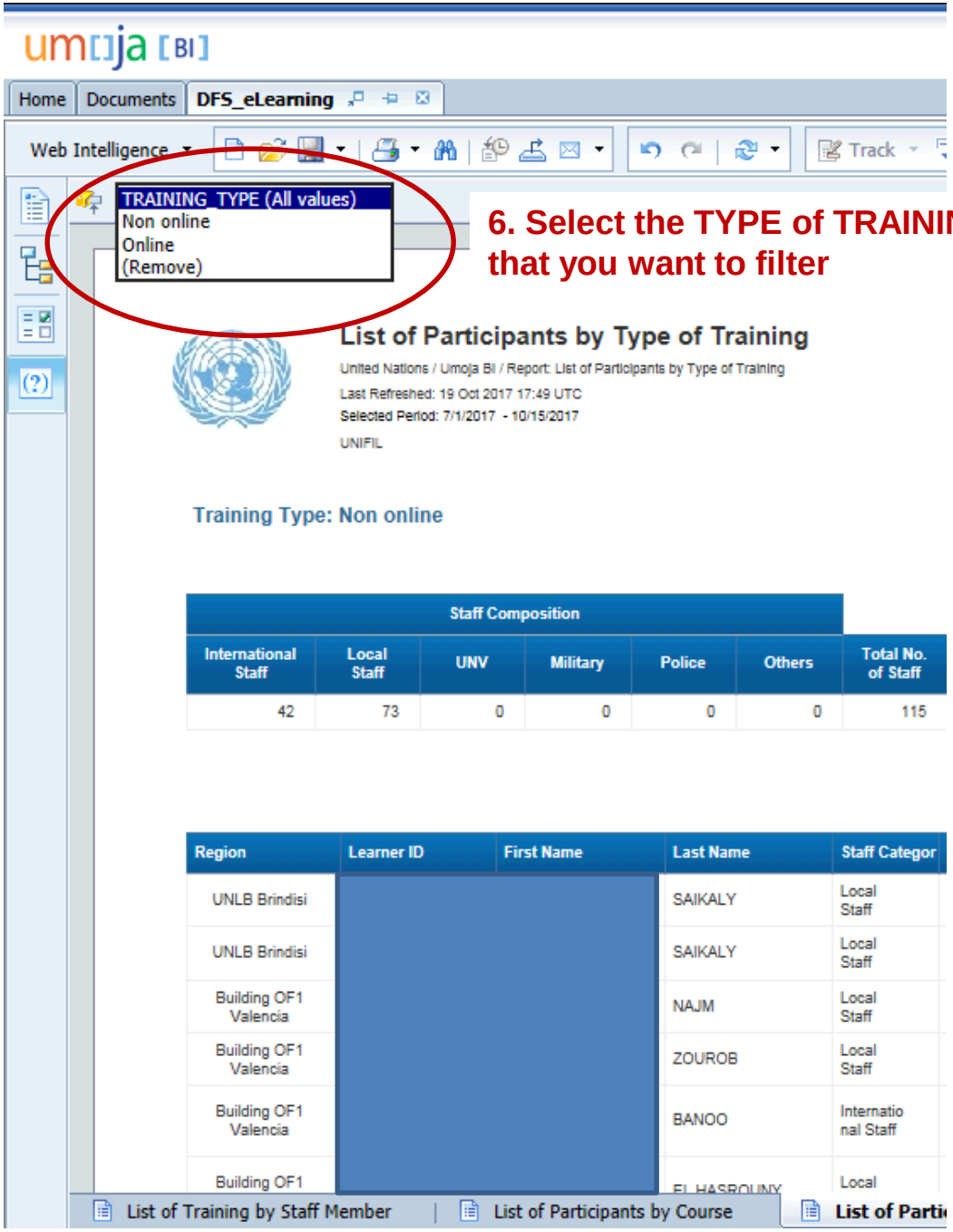
# List of Participants by Course



# List of Participants Type of Training

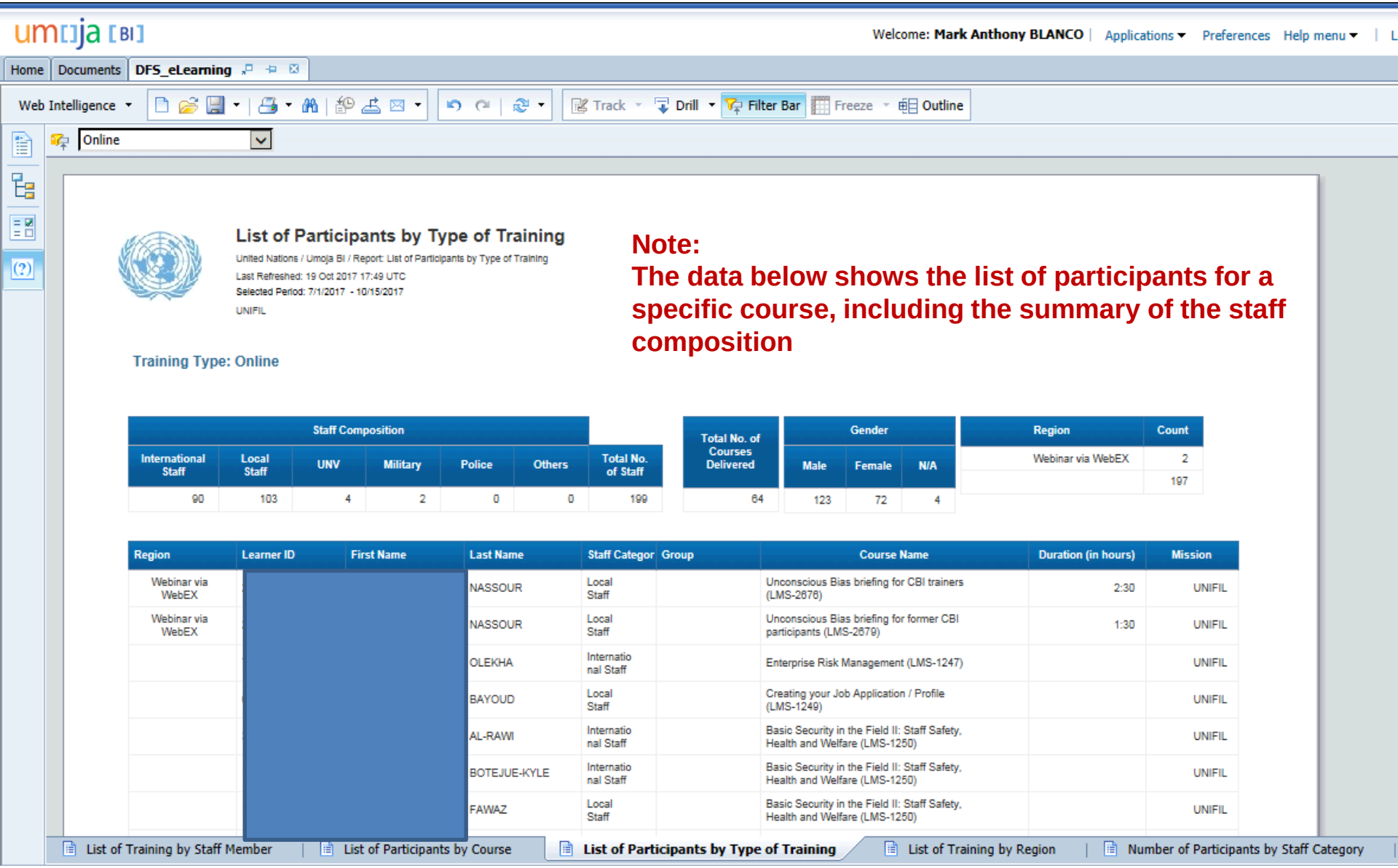



3. Click the link to add simple filter
Home
Documents
DFS_eLearning
Web Intelligence
Track
Drill
Filter Bar
Freeze
Click icon to add simple report filters
Course Code
Course Name
Course ID
Delivery Method Name
EMPLGROUP_TXTSH
EMPLOYEE_MAST_CCTR_TXTMD
EMPLSGROUP
Facility Country & City
Gender
Military / Police
TRAINING_TYPE
Index No
Last Name
First Name
Course Code ext
ACTIVITY_STATUS_NAME
COMPLETION_DT_WID_CNV
Others
4. Click on the TRAINING_TYPE
TRAINING_TYPE
Total No. of Courses Delivered
Gender
Male
Female
Police
Total No. of Staff
5. Click TRAINING_TYPE again
First Name
Last Name
Staff Categor
Group
Course
BASSAM
SAIKALY
Local Staff
Umoja Lease Administration (LMS-1569)




**6. Select the TYPE of TRAINING that you want to filter**

# List of Participants Type of Training




| Staff Composition | | | | | | | Total No. of Courses Delivered | Gender | | | Region | Count |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| International Staff | Local Staff | UNV | Military | Police | Others | Total No. of Staff | | Male | Female | N/A | | |
| 90 | 103 | 4 | 2 | 0 | 0 | 199 | 64 | 123 | 72 | 4 | Webinar via WebEX | 2 |
| | | | | | | | | | | | | 197 |

| Region | Learner ID | First Name | Last Name | Staff Categor | Group | Course Name | Duration (in hours) | Mission |
|---|---|---|---|---|---|---|---|---|
| Webinar via WebEX | | | NASSOUR | Local Staff | | Unconscious Bias briefing for CBI trainers (LMS-2678) | 2:30 | UNIFIL |
| Webinar via WebEX | | | NASSOUR | Local Staff | | Unconscious Bias briefing for former CBI participants (LMS-2679) | 1:30 | UNIFIL |
| | | | OLEKHA | Internatio nal Staff | | Enterprise Risk Management (LMS-1247) | | UNIFIL |
| | | | BAYOUD | Local Staff | | Creating your Job Application / Profile (LMS-1249) | | UNIFIL |
| | | | AL-RAWI | Internatio nal Staff | | Basic Security in the Field II: Staff Safety, Health and Welfare (LMS-1250) | | UNIFIL |
| | | | BOTEJUE-KYLE | Internatio nal Staff | | Basic Security in the Field II: Staff Safety, Health and Welfare (LMS-1250) | | UNIFIL |
| | | | FAWAZ | Local Staff | | Basic Security in the Field II: Staff Safety, Health and Welfare (LMS-1250) | | UNIFIL |