

Fit – Test Management System Reporting Tool

Please note that there are 2 Options when running this report

OPTION 1

1. Select an Entity & Division

Option 1: Select from Lists
Step 1 - Select Entity & Division
Entity: -- Please Select One --
Division:
Step 2 - Select your Organizational Unit
Org
Description - Org: --Please Select One or More --
Number:
Make multiple org. unit selections by clicking and hitting the "Shift" key at the same time. Only the first 25 org. units will be searched.

Option 2: Manually Enter Selections
OrgNumber(s):
Num1,Num2,Num3...
JHED ID:
ID1,ID2,ID3...
Name:
(Last,First)

Start Over Get Report

2. Choose the Organizational Unit

Option 1: Select from Lists
Step 1 - Select Entity & Division
Entity: Johns Hopkins University
Division: Johns Hopkins Hospital
Step 2 - Select your Organizational Unit
Org
Description - Org: --Please Select One or More --
Number:
Make multiple org. unit selections by clicking and hitting the "Shift" key at the same time. Only the first 25 org. units will be searched.

Option 2: Manually Enter Selections
OrgNumber(s):
Num1,Num2,Num3...
JHED ID:
ID1,ID2,ID3...
Name:
(Last,First)

Start Over Get Report

3. Per the highlighted, multiple org. unit selections can be chosen.

Option 1: Select from Lists
Step 1 - Select Entity & Division
Entity: Johns Hopkins University
Division: Johns Hopkins Hospital
Step 2 - Select your Organizational Unit
Org
Description - Org:
Number:
ACAC Timonium Outpatient - 60007926
ACCM Administration - 10002133
Administration - 10001836
Administration - 10001906
Administration - 10001735
Administration - 10001974
Administration - 10002016
Make multiple org. unit selections by clicking and hitting the "Shift" key at the same time. Only the first 25 org. units will be searched.

Option 2: Manually Enter Selections
OrgNumber(s):
Num1,Num2,Num3...
JHED ID:
ID1,ID2,ID3...
Name:
(Last,First)

Start Over Get Report

4. Click get "Report" to generate. (You will have the option to export the report to excel)

Option 1: Select from Lists

Step 1 - Select Entity & Division

Entity: Johns Hopkins University

Division: Johns Hopkins Hospital

Step 2 - Select your Organizational Unit

Org
Description - Org
Number:

- ACAC Timonium Outpatient - 60007926
- ACCM Administration - 10002133
- Administration - 10001836
- Administration - 10001906
- Administration - 10001735
- Administration - 10001974
- Administration - 10002016

Make multiple org. unit selections by clicking and hitting the "Shift" key at the same time. Only the first 25 org. units will be searched.

Start Over Get Report

OPTION 2

1. Enter the org number(s) and JHED ID(s). Both fields are capable of multiple entries separated by commas.

Option 1: Select from Lists

Step 1 - Select Entity & Division

Entity: -- Please Select One --

Division: -- Please Select One --

Step 2 - Select your Organizational Unit

Org
Description - Org
Number:

--Please Select One or More --

Make multiple org. unit selections by clicking and hitting the "Shift" key at the same time. Only the first 25 org. units will be searched.

Option 2: Manually Enter Selections

OrgNumber(s): 1700000000, 1700001601, 1700001602

JHED ID: sminor5, mmaney1, bsn

Name: minor, sebastian, mane

Start Over Get Report

2. Click "Get Report" to generate. (You will have the option to export the report to excel)

Option 1: Select from Lists

Step 1 - Select Entity & Division

Entity: -- Please Select One --

Division: -- Please Select One --

Step 2 - Select your Organizational Unit

Org
Description - Org
Number:

--Please Select One or More --

Make multiple org. unit selections by clicking and hitting the "Shift" key at the same time. Only the first 25 org. units will be searched.

Option 2: Manually Enter Selections

OrgNumber(s): 1700000000, 1700001601, 1700001602

JHED ID: sminor5, mmaney1, bsn

Name: minor, sebastian, mane

Start Over Get Report