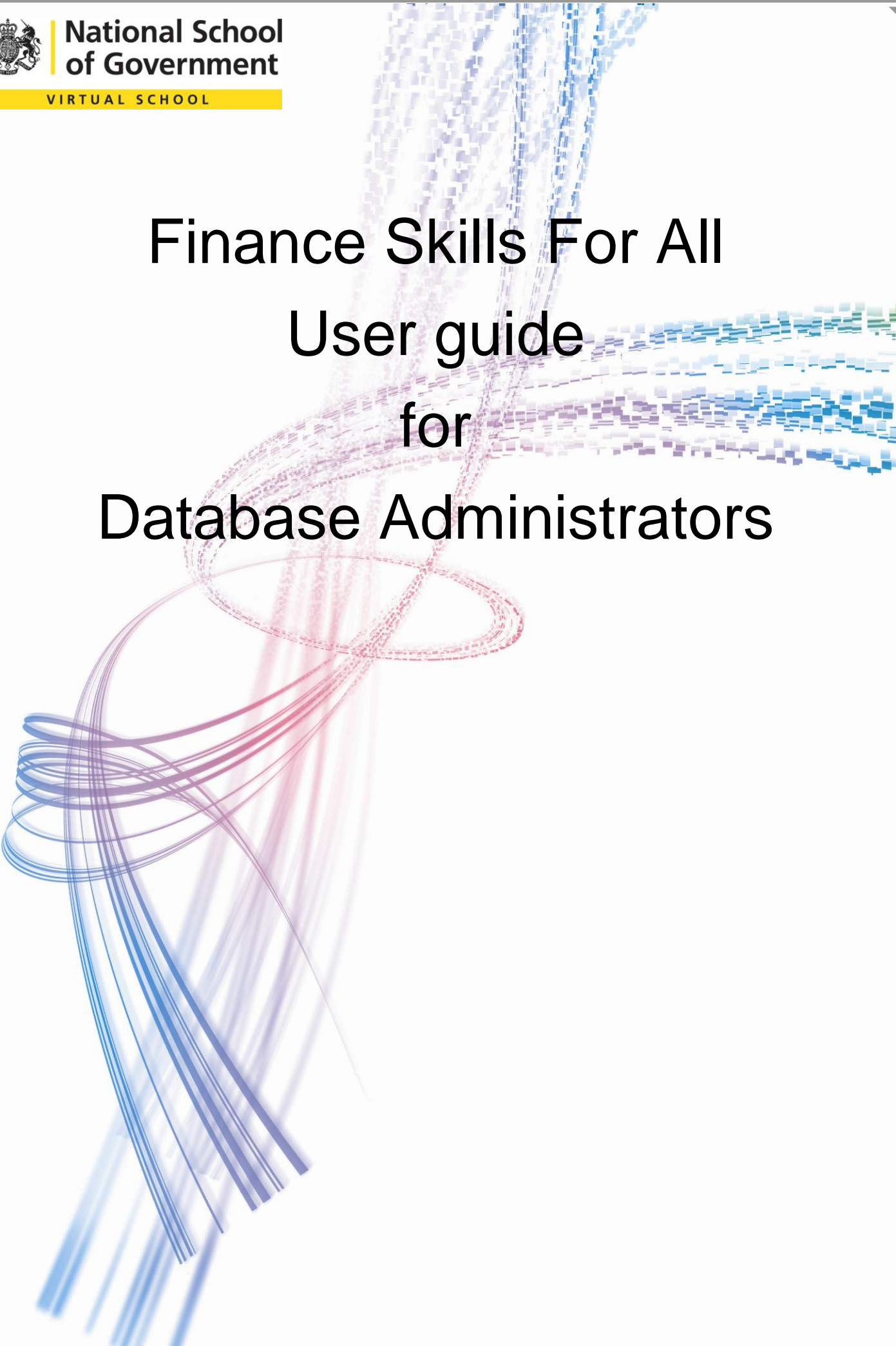




National School  
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VIRTUAL SCHOOL

An abstract graphic composed of numerous overlapping, semi-transparent lines in shades of blue, purple, and red. The lines are dynamic and swirling, creating a sense of movement and depth. Some lines are straight, while others curve and loop, resembling a complex network or data flow.

# Finance Skills For All

## User guide for Database Administrators



## Introduction

The aim of this document is to outline the functionality available to administrators of the **Finance Skills for All** e-learning programme.

## Accessing the Reports section of the programme

Once you have logged in to the programme you will see that Reports is listed as a menu option.

finance skills FOR ALL

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- Home
- Course Content
- Professional Skills
- About the Modules
- Glossary
- My Account
- Instructions
- Contacts
- Reports

**Professional Skills for Government**  
**Core Financial Management (FM) Skills Reports**  
**e-learning**

Welcome to PSG Financial Management e-learning Reports

This is a Personalised Learning Programme that will allow you to gain a foundation level of knowledge as described in the Financial Management (FM) Core Skills.

In addition, the programme allows you to track your progress at an intermediate level, where a suite of face-to-face training events have been designed to support people in meeting their training needs.

[More](#) [About the modules](#)

You may return to this screen at any time by clicking on Home link in the black navigation bar at the top of the page.

Would you like to...

- Enter the training course
- View your progress
- Submit progress for the intermediate course
- Take the Assessment

**Select Reports**

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**Core Financial Management (FM) Reports**

Welcome to the Professional Skills for Government reporting pages. Please select a report from the drop down box below:

Report: -- Select Report --

- Select Report --
- Registrations Report
- Completions Report
- Scoring and Completions Report
- Summary
- Evaluation Report
- New Scoring and Completions Report
- Activity Report

Select the report you require

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### Reports available:

Registrations – shows all departmental registrations by grade

Completions – shows all module completions by grade

Scoring and Completions (Super Admins Only) – module completions and scores for each user that completed the training before the January 2010 change to the assessment

Summary (Super Admins Only) – Registrations and completions by grade for all departments

Evaluation (Super Admins Only) – user evaluation responses for all departments

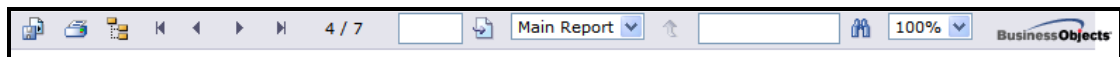
Scoring and Completions (Super Admins Only) – module completions and scores for each user completing the training after the January 2010 change to the assessment


Activity Report (Super Admins Only) – shows the date of registration and last activity for every user

See examples for more detail.

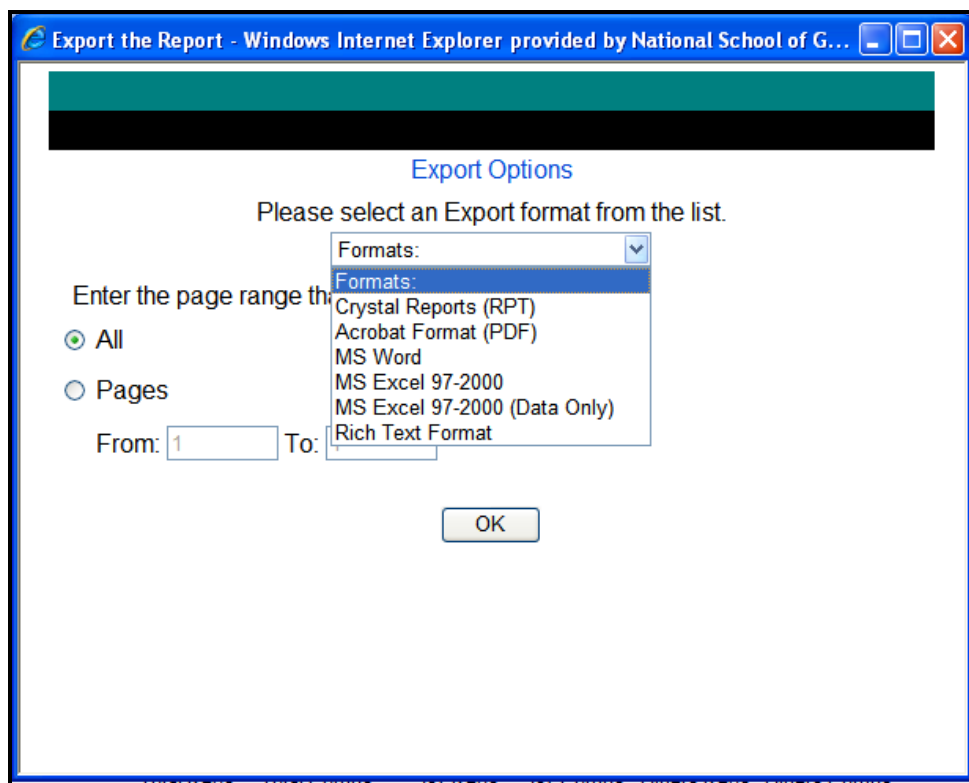
You will now need to select your chosen department from the next drop down box. The report will now be generated.


Once your chosen report is open you will see a number of options in the grey bar at the top.



To download the report select the  icon. You will then be able to choose the software you wish to open the report in. Once selected click OK and then choose to either open the file or save it from the standard dialogue box.

You can now save the reports as you would any other document.



To print the report directly from the programme select the  button.

Use the  button to expand or hide the group tree.

Most reports will contain a number of pages. Use these buttons to navigate through them



You can also use   100%  to search for a user or zoom in to the report.



Super Administrators are staff within the National School of Government and HM Treasury who have responsibility for this e-learning. They are able to access the reports on all Departments. If you wish to know anything further about this or have any questions regarding the administrator function please contact us via the details given in the Help section below.

## Report Examples

### Registrations Report

[Return to the Reports page](#)

1 / 2 Main Report 100% BusinessObjects

#### Registrations Report

As of: 19 January 2010 at 10:25

Department:

Grade	No of Registrations
PB3 and above	2
PB2	0
PB1	3
Grade 6	5
Grade 7	13
SEO	3
HEO(D)	0
HEO	2
EO	9
AO	2
AA	1
Other	3
<b>Total :</b>	<b>43</b>

Total PSG Registrations to date: 17026

### Completions Report

[Return to the Reports page](#)

1 / 3 Main Report 100% BusinessObjects

#### Completions Report

As of: 19 January 2010 at 10:26

Department:

Grade	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	Completions
PB3 and above	0	0	0	0	0	0	0	0	0	0	0
PB2	0	0	0	0	0	0	0	0	0	0	0
PB1	1	1	1	1	1	1	1	1	1	1	1
Grade 6	0	0	1	0	0	0	0	0	0	0	0
Grade 7	0	2	2	1	1	0	1	2	1	1	0
SEO	0	0	0	0	0	0	0	0	0	0	0
HEO(D)	0	0	0	0	0	0	0	0	0	0	0
HEO	1	1	1	1	1	1	1	1	1	1	1
EO	2	2	2	2	2	2	2	2	2	2	2
AO	1	1	1	1	1	1	1	1	1	1	1
AA	0	0	0	0	0	0	0	0	0	0	0
Other	1	1	1	1	1	1	1	1	1	1	1
<b>Totals</b>	<b>6</b>	<b>8</b>	<b>9</b>	<b>7</b>	<b>7</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>7</b>	<b>7</b>	<b>6</b>

Grade	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	Completions
PB3 and above	0	0	0	0	0	0	0	0	0	0	0
PB2	0	0	0	0	0	0	0	0	0	0	0
PB1	0	0	0	0	0	0	0	0	0	0	0
Grade 6	0	0	1	1	0	0	0	1	0	0	0
Grade 7	0	1	0	0	1	0	0	0	0	1	0
SEO	0	0	0	0	0	0	0	0	0	0	0
HEO(D)	0	0	0	0	0	0	0	0	0	0	0
HEO	0	0	0	0	0	0	0	0	0	0	0
EO	0	0	0	0	0	0	0	0	0	0	0
AO	1	1	1	1	1	1	1	1	1	1	1
AA	0	0	0	0	0	0	0	0	0	0	0
Other	0	1	0	0	0	0	0	0	0	0	0
<b>Totals</b>	<b>1</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>1</b>	<b>2</b>	<b>1</b>



## Scoring and Completions Report

[Return to the Reports page](#)

1 / 1 Main Report 100% BusinessObjects

### Registrations Report

As of: 19 January 2010 at 13:20

Department: Crown Estate  
Body: N/A  
Grade: AA

Firstname	LastName	Mod 1	Mod 2	Mod 3	Mod 4	Mod 5	Mod 6	Mod 7	Mod 8	Mod 9	Mod 10	Comp
F	I											

Department: Crown Estate  
Body: N/A  
Grade: AO

Firstname	LastName	Mod 1	Mod 2	Mod 3	Mod 4	Mod 5	Mod 6	Mod 7	Mod 8	Mod 9	Mod 10	Comp
F	O											

An explanation of the code used in this report: For each module there are 3 characters that can be used, a number followed by C and X. The number is the score achieved in the assessment. C means the user has completed the module. X means the user passed the assessment with a score of 100%.

## Evaluation Report

[Return to the Reports page](#)

1 / 2 Main Report 100% BusinessObjects

### Evaluation Report

As of: 03 February 2010 at 11:29

Total No of Evaluations: 9 Department: All Departments

**Q1. My understanding of Financial Management has improved**

Strongly Agree	Agree	Disagree	Strongly Disagree	Don't Know	Total
4	5	0	0	0	9
44.4%	55.6%	0.0%	0.0%	0.0%	

**Q2. Having this wider understanding of financial management will help my job**

Strongly Agree	Agree	Disagree	Strongly Disagree	Don't Know	Total
5	3	1	0	0	9
55.6%	33.3%	11.1%	0.0%	0.0%	

**Q3. Having this wider understanding of financial management will help my career**

Strongly Agree	Agree	Disagree	Strongly Disagree	Don't Know	Total
2	5	1	0	1	9
22.2%	55.6%	11.1%	0.0%	11.1%	

**Q4. What are the main things you will apply at work?**



## New Scoring and Completions Report

[Return to the Reports page](#)

1 / 689 Main Report 100% BusinessObjects

### Registrations Report

As of: 03 February 2010 at 11:59

Department: All Departments

Body: N/A

Grade: SEO

Firstname	LastName	Mod1	Mod2	Mod3	Mod4	Mod5	Mod6	Mod7	Mod8	Mod9	Mod10	Comp
[Redacted]												

An explanation of the code used in this report: C means the user has completed the module. A score of 70% and above shows the user has passed the assessment.

## Activity Report

[Return to the Reports page](#)

1 / 477 Main Report 100% BusinessObjects

### Activity Report

As of: 02 March 2010 at 10:48

Department: All Departments

Username	Email	Registration Date	Last Activity
	x	21/07/2006 11:03:00	

## Help

If you require further assistance please contact at [virtuelschool@nationalschool.gsi.gov.uk](mailto:virtuelschool@nationalschool.gsi.gov.uk)