Mississippi Management and Reporting System

Department of Finance and Administration

MMRS Training Materials		
8206	LSO Participant List Report (Historical)	Revised Date: 02/07/2017
		Version: 2

Table of Contents

Magic Portal Logon Information

The website address used to access MAGIC is: https://portal.magic.ms.gov/

The website address used to access MAGIC is: https://portal.magic.ms.gov/irj/portal.
Note: If you have difficulty with viewing the training course, please review _MAGIC Technical Requirements_ on the MMRS website for compatibility issues.

If you have problems with your password, call the MMRS Call Center at 601-359-1343.
Select Option 1 (Security) Sub-option 1 (MAGIC).

Once you log into MAGIC the following screen will appear.

Overview

The report will give you information including participant's email, their employee numbers and time spent on the course. Much of this information is not needed.

The recommendation is to sort the Excel file with the first level of **Participation Followed Up** and by the second level of **Objectives Achieved**.

At that time, you can delete anyone who scored less than 80% of Objectives Achieved.

You will now have a report that only lists the participants who passed the course. By passing the course, the score is generated to this report in "real time" for reporting purposes.

For participants who passed the course, an "X" in the Participation Followed Up column reflects that participants followed the instructions correctly and their passing score will also be reflected on their transcript.

If the participant has a passing score, but there is not an "X" in the Participation Followed Up column, the participant did pass the course but the instructions were not followed. They will be included on the report, but it will not be on their transcript.
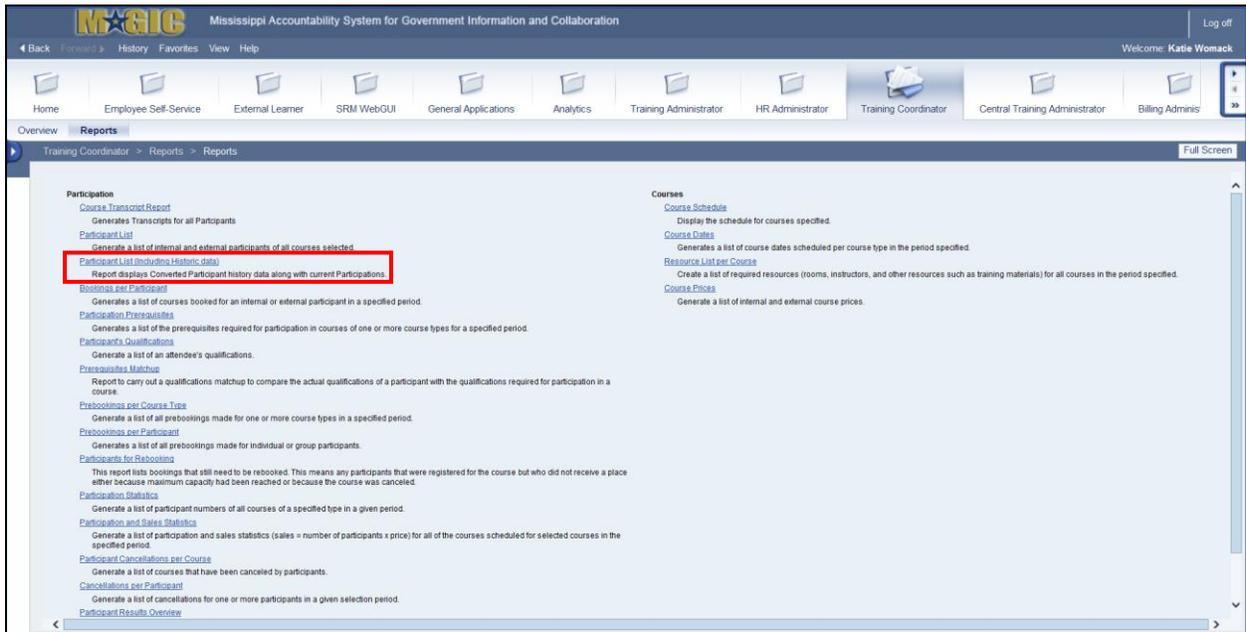
Participant List (Including Historic Data)

Your Action…	System Response…
1. Select the **Training Coordinator** Tab.	The Work Overview screen will appear.
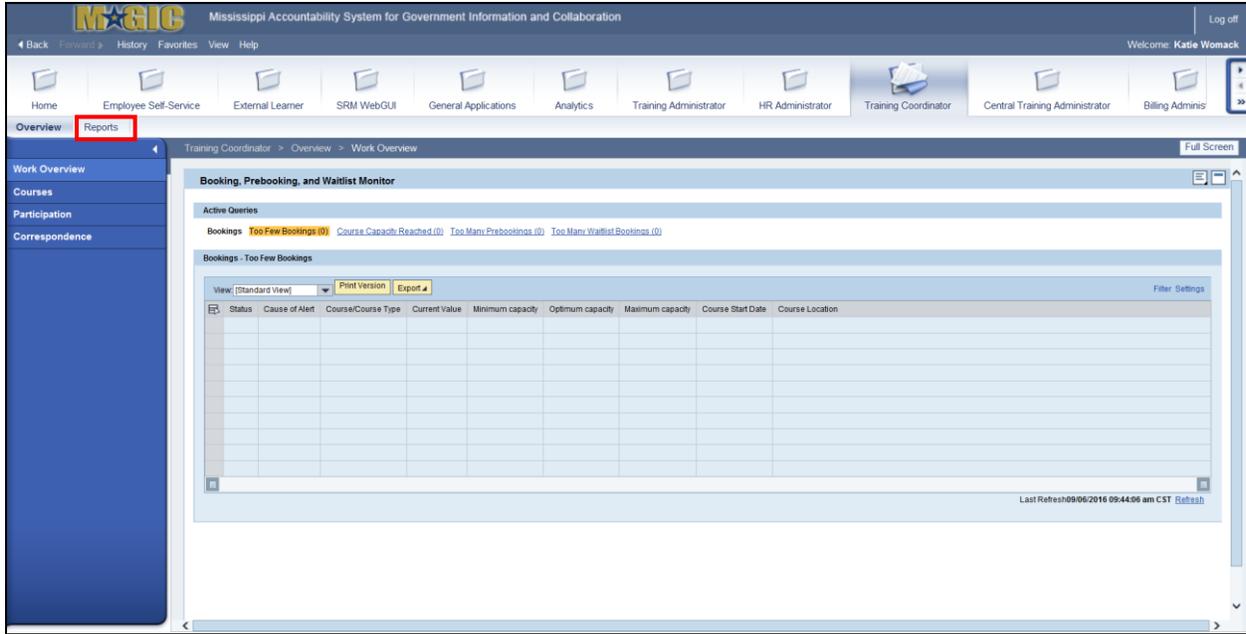
Your Action…	System Response…
2. Select the **Reports** Tab.	A list of reports will appear.

Your Action…	System Response…
3. Select **Participant List (Including Historic data)**.	The LSO Participant List Report screen will appear.

Your Action…	System Response…
4. There are only two required fields that must be populated for a complete agency list: **Course Type ID:** For examples: Sexual Harassment Awareness and Prevention = 41029378; Ethics in State Government = 41029375. Enter the **MAGIC Business Area Number.** **NOTE**: To run the report for a specific employee's status, include the Participant ID (PERNR).	.
5. Select **Search.**	The "Participant List" will be populated in alphabetical order, and you will have the option of printing or exporting to Excel.

Your Action…	System Response…
6. To Export the file to Microsoft Excel, select **Export**.	You will then be able to sort the report in Excel for passing and failing scores. NOTE: If a participant fails and then passes, it will have both listings on the report.
7. To generate another report, **Clear** and re-enter the search fields.	