Mississippi Management and Reporting System

Department of Finance and Administration

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

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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: <u>https://portal.magic.ms.gov/irj/portal</u>. Note: If you have difficulty with viewing the training course, please review <u>MAGIC</u> <u>Technical Requirements</u> 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).**

Ississipil's Accountability System for Government Information and Collaboration	Having password problems? Please click on this <u>link</u> for help
Tread	User* Password*
MAGIC is the Mississippi Accountability System for Government Information and Collaboration.	Log On
If you need access or additional information please go to the <u>http://www.mmrs.state.ms.us</u> website.	

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**.

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	Column		Sort On		Order				
	Sort by	Participation Followed U 💌	Values	-	A to Z				
	Then by	Objectives Achieved (%)	Values	-	Smallest to Largest				

Log of

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.

Mississippi Accountability System for Government Information and Collaboration Back Welc ployee Self-Service External Learner SRM WebGUI General Applications Analytics Training Administrator HR Administrator Training Coordinato Overview Universal Worklist Identity Management Full Scre MAGIC Information <<< PRF PROD >>> Asset Transfer Enhancement Posted on Tuesday, July 21m 2015 at 10:30 am When using T-Code ZFAA_SAGY, MAGIC will now allow you to transfer more than 10 assets at a single time. Click <u>here</u> for additional information. To view previous MAGIC information, please review the list on the MAGIC webpage. If you are a state employee or contract worker and would like to receive MAGIC Information via MASH, send a request to: mash@dfa.ms.gov with "MAGIC Email Request" in the subject line. You will only need to send one email to be added to the email group and will receive the updates via email

Participant List (Including Historic Data)

Your Action	System Response
1. Select the Training Coordinator Tab.	The Work Overview screen will appear.

Back Forward History Favor	Mississippi Accounta	bility System for Governme	ent Information and Collat	poration					Log off Welcome: Katie Womack
Home Employee Self-Se	rvice External Learner	SRM WebGUI Gene	ral Applications Analyti	cs Training Admi	nistrator HR	Administrator	Training Coordinator	Central Training Administrator	Billing Adminis
Overview Reports	Training Coordinator > Overv	iew > Work Overview	_	_			_	_	Full Screen
Work Overview Courses Participation	Booking, Prebooking, and	d Waitlist Monitor							E - ^
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	Your Action	System Response
2.	Select the Reports Tab.	A list of reports will appear.

Mississippi Accountability System for Government Information and Collaboratio	Dn Log	off
Hack Forward Je History Favorites View Help	Welcome: Katie Woma	ick
Home Employee Self-Service External Learner SRM WebGUI General Applications Analytics	Training Administrator HR Administrator Training Coordinator Central Training Administrator Billing Administ	* *
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Training Coordinator > Reports > Reports	Full Scre	en
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	Your Action	System Response
3.	Select Participant List (Including	The LSO Participant List Report screen will
	Historic data).	appear.

SO Particip	oant List	Report														
rch Options																
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	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
 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.	