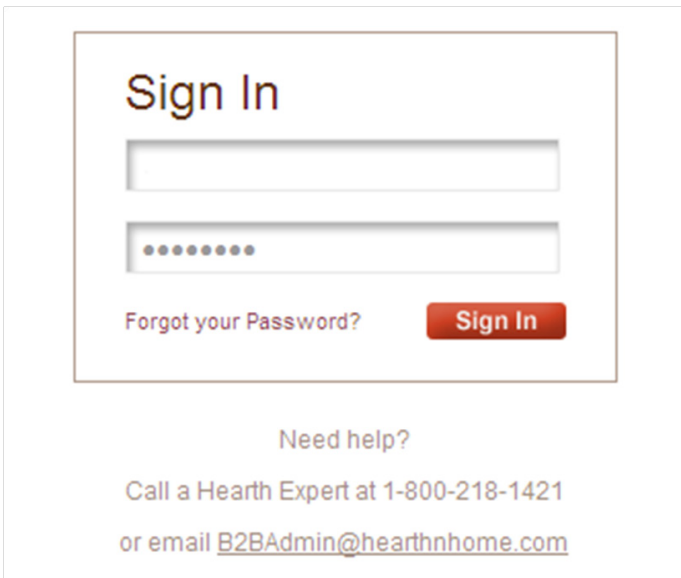


How to Pull Reports for Your Account

Below are step-by-step instructions for pulling myhht Training reports for your company.

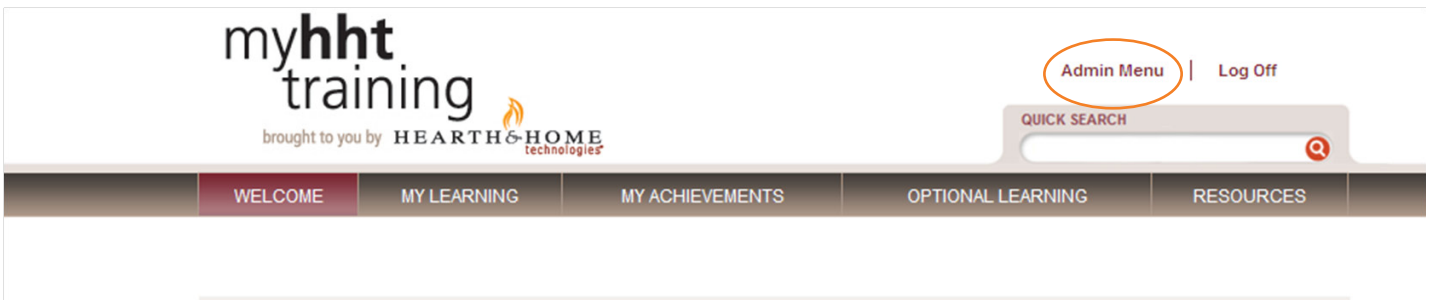
.....

1. Log into myhht Training.



The screenshot shows a "Sign In" form with two input fields: one for the username and one for the password (masked with dots). Below the fields are two links: "Forgot your Password?" and a red "Sign In" button. Below the form, there is a "Need help?" section with contact information: "Call a Hearth Expert at 1-800-218-1421 or email B2BAdmin@hearthnhome.com".

2. Select "Admin Menu".

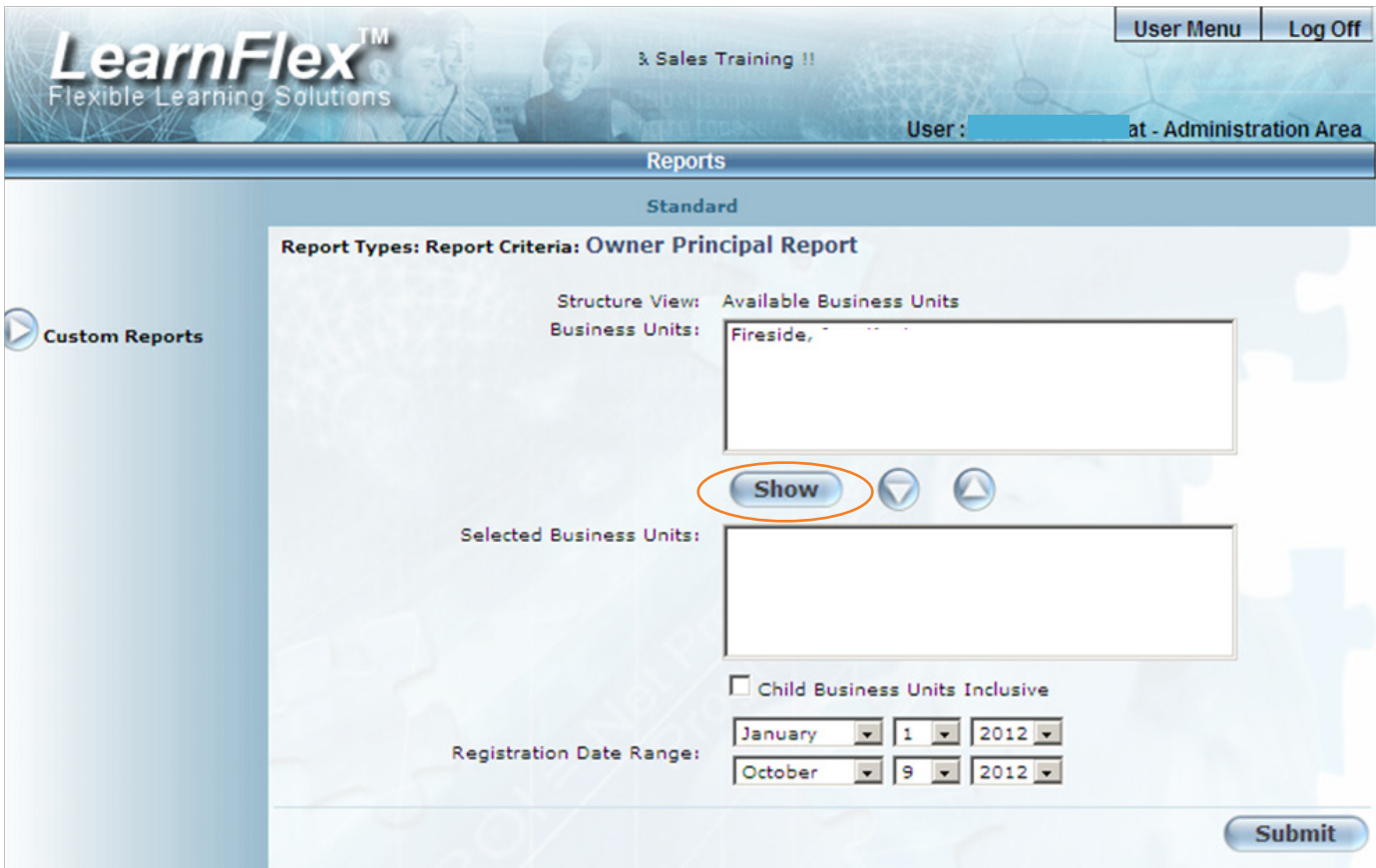


3. Select "Owner Principal Report".



The screenshot shows the LearnFlex web application interface. At the top, there is a header with the LearnFlex logo and navigation links for "User Menu" and "Log Off". Below the header, the user is logged in as "User : [redacted] nistration Area". The main navigation bar includes "Reports" and "Standard". On the left, a sidebar menu shows "Custom Reports" with a sub-item "Owner Principal Report" circled in orange. The main content area displays "Custom Reports" and "Owner Principal Report Description".

4. Drill down by selecting your name and then "Show" to find a specific customer.



The screenshot shows the configuration page for the "Owner Principal Report" in the LearnFlex web application. The header includes the LearnFlex logo, navigation links for "User Menu" and "Log Off", and the user is logged in as "User : [redacted] at - Administration Area". The main navigation bar includes "Reports" and "Standard". The page title is "Report Types: Report Criteria: Owner Principal Report". The configuration options include: "Structure View: Available Business Units", "Business Units: Fireside, [redacted]", "Selected Business Units: [redacted]", "Child Business Units Inclusive" (unchecked), and "Registration Date Range: January 1 2012 to October 9 2012". The "Show" button is circled in orange. A "Submit" button is located at the bottom right.

5. Highlight the company name and click the down arrow so that the account name shows in the box below (Note: highlight additional locations and click the down arrow to view multiple accounts at the same time).

LearnFlex™
Flexible Learning Solutions

User Menu | Log Off
Your web destination for all HHT Product & Sales T

User: [redacted] at - Administration Area

Reports
Standard

Report Types: Report Criteria: Owner Principal Report

Structure View: Available Business Units
Business Units: Fireside,

Selected Business Units: Fireside,

Child Business Units Inclusive

Registration Date Range: January 1 2012
October 9 2012

Submit

6. Select the Date Range and click submit.

Child Business Units Inclusive

Registration Date Range: January 1 2012
September 25 2002
2003
2004
2005
2006
2007
2008
2009
2010
2011
2012

Submit

7. Individual summaries are shown. To see detail of an individual user, click on the user's name.

Reports							
Standard							
Report Types: Report Criteria: Owner Principal Report							
Owner Principal Report							
Business Units: Fireside, [redacted]							
Start Date: 01/01/2002							
End Date: 10/09/2012							
Owner Principal report instructions for top level							
Last Name	First Name	User Name	Job Position	Business Units	Courses Assigned	Courses Completed	% Completed
	Bob		Sales Installing Distributor		86	80	93%
	Cassie		Sales Retail		19	19	100%
	Art		Sales Installing Distributor		67	67	100%
	Clark		Sales Installing Distributor		93	93	100%

8. Click on the links on the bottom to produce a printable version, an Excel spreadsheet or a PDF document.

OUT BSR Selling the Twilight Modern to Builders	Enrolled	07/12/2012		80	
OUT BSR Selling the VillaWood Outdoor FP to Builders(10 mins)	Completed	05/09/2012	05/11/2012	80	80
Printable Version Microsoft Excel PDF Export					