

TO PRINT A CERTIFICATE:

Log-in to ALMS.

On the Home tab, select
Detailed Training Record.

The screenshot shows the ALMS interface. At the top, there is a navigation bar with the ALMS logo, a search bar, and links for Proxy Settings, Preferences, Calendar, and Log Out. Below the navigation bar is a sidebar with a user profile icon and a menu with options: Home, Search, Compliance, In-Progress Learning, Assigned Learning, Completed Learning, Social Media, Courses or Certifications, Tasks and Gap Analysis, Reports, and Help. The main content area is divided into several sections:

- Welcome:** A message stating "The last time you logged in you were working on: Business Intelligence (LMP-JML-3I-301-DL)" with a small image of a soldier.
- Assigned Learning:** A table with columns for Name, Status, and Action. It lists three items: "Acquisitions for HQ JMC Users (LMP_JML_ACQ_301_DL)", "Acquisitions Overview (LMP_JML_ACQ_300_DL)", and "Acquisitions for JML Installation Users (LMP_JML_ACQ_302_DL)".
- Completed Learning:** A section with a red circle around the "Detailed Training Record" link. It also includes a "Transcript" link.
- In-Progress Learning Activities:** A table with columns for Name, Assigned On, and Actions. It lists three items: "Quality Assurance (Surveillance) Overview (LMP_JML_QA_300_DL)", "General Supply Inventory (LMP_JML_IMWM_308_DL)", and "General Supply Receiving (LMP_JML_IMWM_307_DL)".
- Compliance:** A table with columns for Name, Status, Target Date, and Action.

Next to the appropriate course, select **Actions**.

ALMS | Browse | Enter keyword, ID or Description | Proxy Settings | Preferences | Calendar | Log Out

Detailed Training Records

View the offerings you have completed. For suggestions of additional offerings you can complete, see recommendations.

The Detailed Training Record page shows COMPLETED training.
You can use the date and title fields to list training completed within that range of dates.
Click the Actions link and then the View Content link to display Results by Module.

Active | Inactive

From: 06/06/2013 To: 02/24/2016
Delivery Type: All Title: Search

Detailed Training Records | Add To Detailed Training Records | Print | Export | Modify Table

Showing 5 out of 5 results

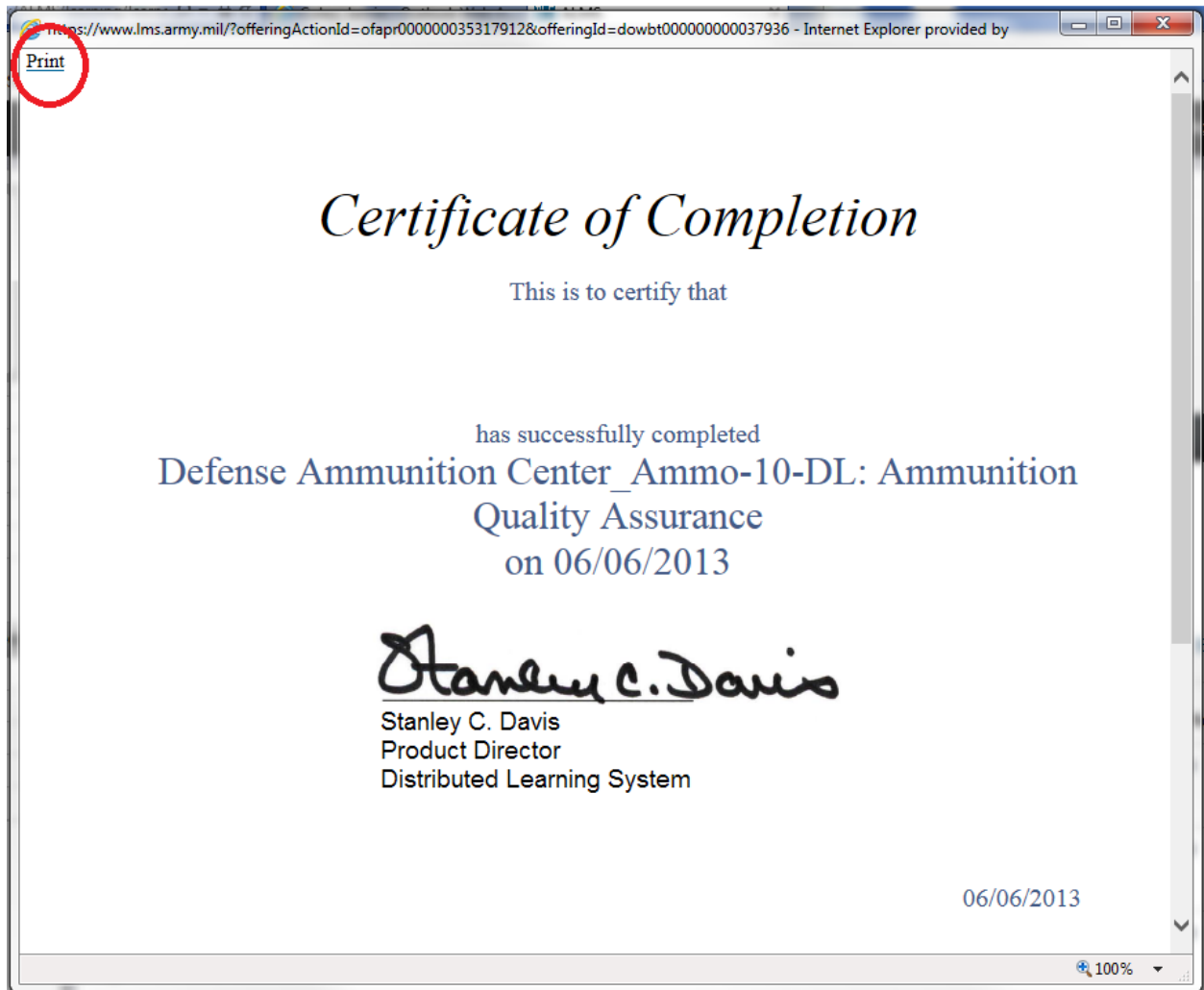
Title	Completion Status	Marked by	Created By	Created On	Version	Course No	Credits	Actions
ALMS 3 Course Manager Training Registration Date: 10/21/2012	Successful On: 12/07/2014 Score: 0	Kirk Daniel	kirk.w.daniel	10/21/2012		00028919		Actions
AMMO-18 Basics of Naval Explosives Hazard Contro Registration Date: 06/06/2013	Unsuccessful On: 06/06/2013 Score: 36		michael.d.stewart2	06/06/2013		00050069		Actions
Ammo-77-ART-DL: Artillery Ammunition Registration Date: 06/06/2013	Successful On: 06/11/2013 Score: 0		michael.d.stewart2	06/06/2013		00050089		Actions
Defense Ammunition Center_Ammo-10-DL: Ammunition Quality Assurance	Successful On: 06/06/2013 Score: 76.92		vincent.rogers	06/06/2013		00050049		Actions

Select **Print Certificate** in the Actions bubble.

The screenshot shows the ALMS interface. The top navigation bar includes the ALMS logo, a search bar, and links for Proxy Settings, Preferences, Calendar, and Log Out. The main content area is titled 'Detailed Training Records' and contains a search filter with 'From' (10/26/2010) and 'To' (02/24/2016) date pickers, a 'Delivery Type' dropdown set to 'All', and a 'Search' button. Below the search filter is a table of training records. The table has columns for Title, Completion Status, Marked by, Created By, Created On, Version, Course No, Credits, and Actions. A tooltip bubble is open over the 'Actions' link for the record 'Ammo-77-ART-DL: Artillery Ammunition', showing options for 'View Content' and 'Print Certificate'. A red arrow points to the 'Print Certificate' option.

Title	Completion Status	Marked by	Created By	Created On	Version	Course No	Credits	Actions
ALMS 3 Course Manager Training Registration Date: 10/21/2012	Successful On: 12/07/2014 Score: 0	Kirk Daniel	kirk.w.daniel	10/21/2012		00028919		Actions
AMMO-18 Basics of Naval Explosives Hazard Contro Registration Date: 06/06/2013	Unsuccessful On: 06/06/2013 Score: 36		michael.d.stewart2	06/06/2013		00050069		Actions
Ammo-77-ART-DL: Artillery Ammunition Registration Date: 06/06/2013	Successful On: 06/11/2013 Score: 0		michael.d.stewart2	06/06/2013		00050089		Actions
Defense Ammunition Center_Ammo-10-DL: Ammunition Quality Assurance	Successful On: 06/06/2013 Score: 76.07		vincent.rogers	06/06/2013		00050049		Actions

Select **Print** at the top left.



Print

Certificate of Completion

This is to certify that

has successfully completed

Defense Ammunition Center_Ammo-10-DL: Ammunition
Quality Assurance
on 06/06/2013

Stanley C. Davis

Stanley C. Davis
Product Director
Distributed Learning System

06/06/2013

100%