



An American Heart Association® and Laerdal Program

# Quick Completion Tracking

How to quickly identify all learner completions within a certain period of time for a calendar year quarter on the RQI1Stop platform.

Please note, these steps are agnostic to using RQI Enterprise or 3<sup>rd</sup> part-LMS.

## Step 1

Log into your RQI1Stop Admin portal. If you have issues logging into the platform, please contact RQI Support: [rqisupport@rqipartners.com](mailto:rqisupport@rqipartners.com)

## Step 2

Click on the “Reports” tab.

The screenshot shows the RQI 1Stop Admin portal interface. At the top right, the user is identified as Michael Herbert (MH). The navigation menu includes Users, Organization Settings, Analytics, and Reports. A red arrow points to the Reports tab. Below the navigation, the 'Users' section is active, displaying a search and filter interface. The search criteria are set to 'Organization Level: Organization' and 'Organization (s) Name: Blessing Health System'. The 'Filter By Hire Date' section has 'From' and 'To' date pickers. A 'Search' button and a 'Clear Search' link are present. Below the filters, there is a 'More Filters' link and an 'Export' button. The main content area shows a table of users with columns for USER ID, LAST NAME, FIRST NAME, UNIT NAME, JOB TITLE, DATE OF HIRE, USER STATUS, and ACTIONS. Two rows of user data are visible.

USER ID	LAST NAME	FIRST NAME	UNIT NAME	JOB TITLE	DATE OF HIRE	USER STATUS	ACTIONS
26358	[REDACTED]	[REDACTED]	<a href="#">ADULT PSYCHIATRIC SERVICES</a>	PSYCHIATRIC TECH	2020/10/05	Active	...
29686	[REDACTED]	[REDACTED]	<a href="#">ADULT PSYCHIATRIC SERVICES</a>	PSYCHIATRIC TECH	2022/05/16	Active	...

# Step 3

Click on "Progress Report"

The screenshot shows the RQI 1Stop interface. At the top left is the logo 'RQI 1Stop'. At the top right, the user name 'Michael Herbert' and initials 'MH' are displayed. Below the logo is a navigation bar with 'Users', 'Organization Settings', 'Analytics', and 'Reports'. The 'Reports' dropdown menu is open, showing options: 'Compliance Report', 'Consumption Report', 'Health Check Report', 'Learner Activity Failure Log', and 'Progress Report'. A red arrow points to 'Progress Report'. Below the navigation bar is the 'Users' section. It features a search bar with the placeholder 'Search for Name, Email or User ID'. Below the search bar are filters for 'Organization Level' (set to 'Organization'), 'Organization (s) Name' (set to 'Blessing Health System'), and 'Filter By Hire Date' (with 'From' and 'To' date fields). A 'Search' button and a 'Clear Search' link are present. Below the filters is a 'More Filters' link. At the bottom right of the search area is an 'Export' button. Below the search area, it says 'Showing 1 to 50 of 1,464 entries' and 'Rows per page 50'. A pagination bar shows page numbers 1, 2, 3, 4, 5, ..., 30, and Next. Below the pagination bar is a table header with columns: USER ID, LAST NAME, FIRST NAME, UNIT NAME, JOB TITLE, DATE OF HIRE, USER STATUS, and ACTIONS.

# Step 4

Go to the "> Curriculum Filter."

**RQI 1Stop** Michael Herbert 

Users Organization Settings Analytics **Reports**

## Progress Report

Search for Name, Email or User ID

Organization Level: Organization

Organization (s) Name: Blessing Health System

[> More Filters](#)

[> Curriculum Filters](#) 

Showing 0 to 0 of 0 entries Rows per page 50

USER ID	LAST NAME	FIRST NAME	CURRICULUM NAME	CURRICULUM STATUS	AVAILABLE DATE	LAUNCHED DATE	DUE DATE	COMPLETED DATE	USER S
No reports data found.									

Showing 0 to 0 of 0 entries

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## Step 5

You will filter by using:

- Curriculum Name
- Curriculum Status
- Completion Date

RQI 1Stop Michael Herbert 

Users Organization Settings Analytics Reports ▾

### Progress Report

Search for Name, Email or User ID

Search for Name, Email or User ID

Organization Level: Organization

Organization (s) Name: Blessing Health System

> More Filters

Curriculum Filters

Curriculum Name: 8 selected

Curriculum Status: 2 selected

Available Date: From  To Date

Launched Date: From  To Date

Due Date: From  To Date

Completed Date: From  To Date

 Export

Showing 0 to 0 of 0 entries Rows per page 50 ▾

# Step 6

Under "Curriculum Name", unselect all, then select **RQI Healthcare Provider**.

RQI.1Stop Michael Herbert MH

Users Organization Settings Analytics **Reports**

## Progress Report

Search for Name, Email or User ID

Search for Name, Email or User ID

Organization Level: Organization Organization (s) Name: Blessing Health System

> More Filters

Curriculum Filters

Curriculum Name: RQI 2025 Healthcare Provider

Curriculum Status: 2 selected

Available Date: From To To Date

Due Date: From To To Date

Completed Date: From To To Date

Search Clear Search

Export

Search

select all

- RQI 2025 Healthcare Provider
- RQI 2025 Healthcare Provider ALS
- RQI 2025 Healthcare Provider ALS Entry Assignment\_Legacy
- RQI 2025 Healthcare Provider ALS Prep Assignment\_Legacy
- RQI 2025 Healthcare Provider Entry Assignment\_Legacy
- RQI 2025 Healthcare Provider PALS

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# Step 7

Under “Curriculum Status”, unselect “In Progress”. Make sure only “Completed” is selected.

## Progress Report

Search for Name, Email or User ID

Search for Name, Email or User ID

Organization Level: Organization Organization (s) Name: Blessing Health System

> More Filters

Curriculum Filters

Curriculum Name: RQI 2025 Healthcare Provider

Curriculum Status: **Completed** (dropdown menu open showing In Progress and Completed)

Available Date: From To To Date

Launched Date: From To To Date

Completed Date: From To To Date

Search Clear Search

Export

Showing 0 to 0 of 0 entries Rows per page 50

## Step 8

Under “Completion Date”, select the date range of the Quarter. If you followed the suggested promotion for Q4, add the dates of:

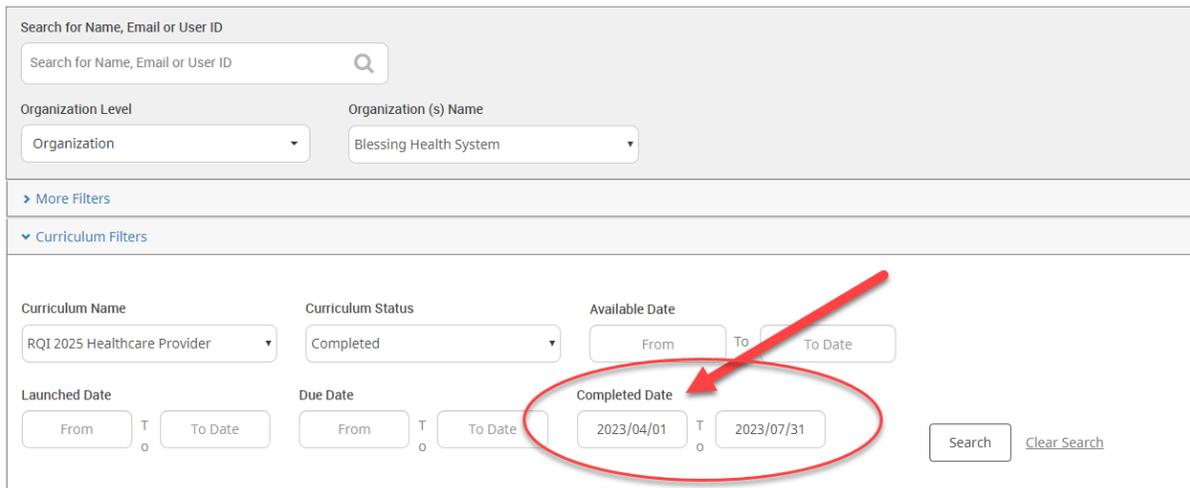
*2023/10/01 to 2023/10/31*

If you chose to extend the date to, add the dates relevant to your time period, for example:

*2023/10/01 to 2023/11/30*



### Progress Report



Search for Name, Email or User ID

Search for Name, Email or User ID

Organization Level: Organization

Organization (s) Name: Blessing Health System

> More Filters

Curriculum Filters

Curriculum Name: RQI 2025 Healthcare Provider

Curriculum Status: Completed

Available Date: From To To Date

Launched Date: From To To Date

Due Date: From To To Date

Completed Date: 2023/04/01 To 2023/07/31

Search Clear Search

Export

Showing 0 to 0 of 0 entries Rows per page 50

## Step 9

- Once you filtered for *Curriculum Name*, *Curriculum Status*, and *Completion Date*, click on Search.
- This will show you all entries within your organization, displaying 50 entries. Ensure your Completed Dates are correct. Go to the next step.

RQI 1Stop Michael Herbert MH

Users Organization Settings Analytics **Reports**

### Progress Report

Search for Name, Email or User ID

Search for Name, Email or User ID

Organization Level: Organization Organization (s) Name: Blessing Health System

More Filters

Curriculum Filters

Curriculum Name: RQI 2025 Healthcare Provider Curriculum Status: Completed Available Date: From To To Date

Launched Date: From To Due Date: From To Completed Date: 2023/04/01 To 2023/07/31

Search Clear Search



Export

Showing 1 to 50 of 813 entries

Rows per page 50

1 2 3 4 5 ... 17 Next

USER ID	LAST NAME	FIRST NAME	CURRICULUM NAME	CURRICULUM STATUS	AVAILABLE DATE	LAUNCHED DATE	DUE DATE	
			RQI 2025 Healthcare Provider_Session3_Year1	Completed	2/2	2023/04/01	2023/04/30	2023/06/30
			RQI 2025 Healthcare Provider_Session4_Year4	Completed	3/3	2023/04/01	2023/06/01	2023/06/30
			RQI 2025 Healthcare Provider_Session3_Year4	Completed	2/2	2023/04/01	2023/06/15	2023/06/30
			RQI 2025 Healthcare Provider_Session2_Year1	Completed	2/2	2023/01/01	2023/04/10	2023/03/31

# Step 10

Once you have selected your filters, click on EXPORT.

## Progress Report

Search for Name, Email or User ID

Search for Name, Email or User ID

Organization Level: Organization

Organization (s) Name: Blessing Health System

> More Filters

Curriculum Filters

Curriculum Name: RQI 2025 Healthcare Provider

Curriculum Status: Completed

Available Date: From  To  To Date

Launched Date: From  To  To Date

Due Date: From  To  To Date

Completed Date: 2023/04/01  To  2023/07/31

[Clear Search](#)

Showing 1 to 50 of 813 entries Rows per page

1 3 4 5 ... 17 Next

USER ID	LAST NAME	FIRST NAME	CURRICULUM NAME	CURRICULUM STATUS	AVAILABLE DATE	LAUNCHED DATE	DUE DATE
			RQI 2025 Healthcare Provider_Session3_Year1	<div style="width: 100%; height: 10px; background-color: green; border: 1px solid green;"></div> Completed 2/2	2023/04/01	2023/04/30	2023/06/30
			RQI 2025 Healthcare Provider_Session4_Year4	<div style="width: 100%; height: 10px; background-color: green; border: 1px solid green;"></div> Completed 3/3	2023/04/01	2023/06/01	2023/06/30
			RQI 2025 Healthcare Provider_Session3_Year4	<div style="width: 100%; height: 10px; background-color: green; border: 1px solid green;"></div> Completed 2/2	2023/04/01	2023/06/15	2023/06/30
			RQI 2025 Healthcare Provider_Session2_Year1	<div style="width: 100%; height: 10px; background-color: green; border: 1px solid green;"></div> Completed 2/2	2023/01/01	2023/04/10	2023/03/31

## Step 11

- Make sure to export “Report without course activity”
- Open the file and verify that the excel file is sorted with the completion date of the first completion.

The screenshot displays a reporting interface with a search and filter section at the top. Below this, a table lists course sessions with columns for Launched Date, Due Date, and Completed Date. A modal dialog titled "Select Report Type" is open in the center, allowing the user to choose between two report types. The "Report without course activity" option is selected, and the "Export" button is highlighted with a red arrow. Another red arrow points to the "Export" button in the top right corner of the interface. A third red arrow points to the "Rows per page" dropdown menu, which is currently set to 50.

USER.ID	LAST NAME	FIRST NAME	LAUNCHED DATE	DUE DATE	COMPLETED DATE
			2023/04/01	2023/03/31	2023/04/01
		der_Session2_Year3	Completed	2/2	2023/01/01
		der_Session4_Year3	Completed	3/3	2023/01/01
		der_Session3_Year3	Completed	2/2	2023/01/01

## Step 12

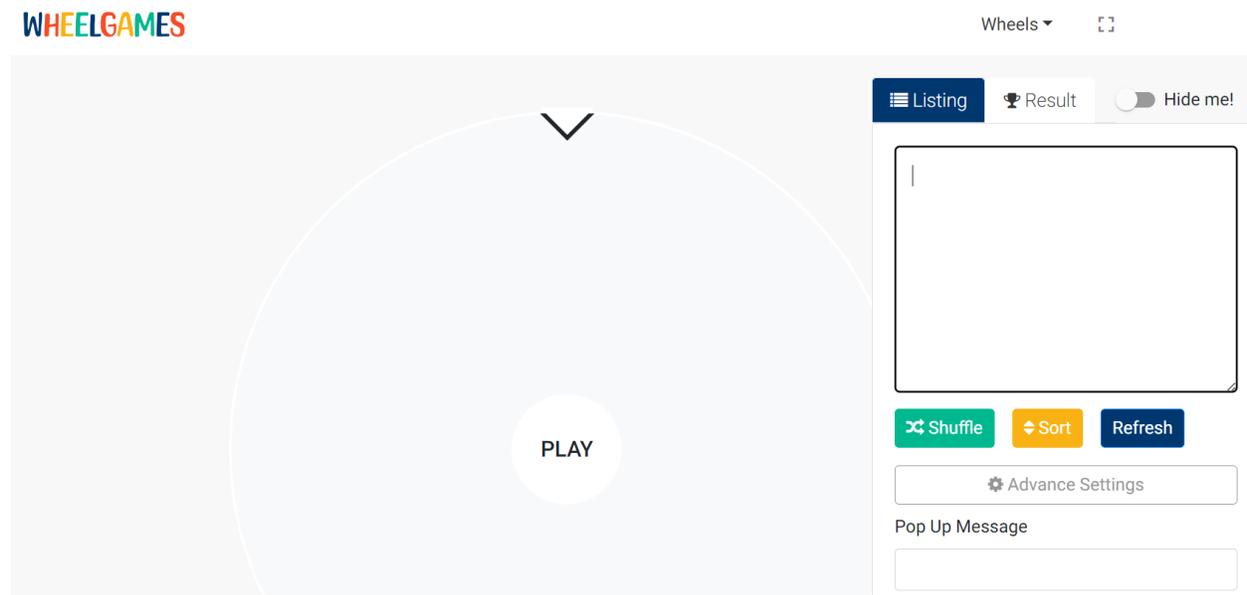
- Open your excel file and navigate to the Email column (this should be column N).

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1								Progress Report									
2	User ID	Last Name First Name		Curriculum	Curriculum	Available	Launched	Due Date	Completed Date	User Status	Unit Level	Unit Name	Job Title	Email			
3	AA974286			RQJ 2025	Complete	#####	#####	12/31/2023	10/17/2023	Active	Departme	91006-308					
4	FEED96			RQJ 2025	Complete	#####	#####	12/31/2023	10/25/2023	Active	Departme	91006-308					
5	46AF5350-			RQJ 2025	Complete	#####	#####	12/31/2023	10/2/2023	Active	Departme	91006-308					
6	28E433CD			RQJ 2025	Complete	#####	#####	12/31/2023	10/3/2023	Active	Departme	91006-406					
7	8F1737FB-			RQJ 2025	Complete	#####	#####	12/31/2023	10/11/2023	Active	Departme	91006-428					
8	BE7ACAB0			RQJ 2025	Complete	#####	#####	12/31/2023	10/17/2023	Active	Departme	91006-403					
9	633CB8A6			RQJ 2025	Complete	#####	#####	12/31/2023	10/10/2023	Active	Departme	91006-406					
10	7EAC48D3			RQJ 2025	Complete	#####	#####	12/31/2023	10/6/2023	Active	Departme	91006-406					
11	EDBB787A			RQJ 2025	Complete	#####	#####	12/31/2023	10/10/2023	Active	Departme	91006-406					
12	D9967AD8			RQJ 2025	Complete	#####	#####	12/31/2023	10/20/2023	Active	Departme	91006-402					
13	4A199102-			RQJ 2025	Complete	#####	#####	12/31/2023	10/2/2023	Active	Departme	91006-308					
14	C8D9182F-			RQJ 2025	Complete	#####	#####	12/31/2023	10/1/2023	Active	Departme	91006-308					
15	F8065909-			RQJ 2025	Complete	#####	#####	12/31/2023	10/20/2023	Active	Departme	91006-437					

- Next, select the full Email column to include all learners' emails and hit Ctrl+C to copy the full column.

## Step 13

- Visit <https://wheelgames.org/wheel-of-names>. This website allows you to pick random names from a copied list.
- Navigate to the website and delete the sample names from the list so you have a blank entry space.



## Step 14

- Right click and select “Paste” to paste in your staff email addresses. Please note, depending on how many learners are in the list, this may take up to several minutes to complete.
- Once the emails have been pasted, click “Play” on the wheel to select your first name!

WHEELGAMES



- Once a winner has been selected, you are given the option to remove the learner from the list.
- Repeat for as many winners you need to select. For example, if you ordered one kit (containing six bags), you would “spin” the wheel six times.

