



**JOINT KNOWLEDGE ONLINE**



Tips from a Training Coordinator – How to run a roster

Joint Knowledge Online Division  
Joint Staff J-7 Suffolk Complex  
116 Lakeview Parkway Suffolk, VA 23435-2697  
Phone: 757.203.5645 Email: [jkohelpdesk@jten.mil](mailto:jkohelpdesk@jten.mil)

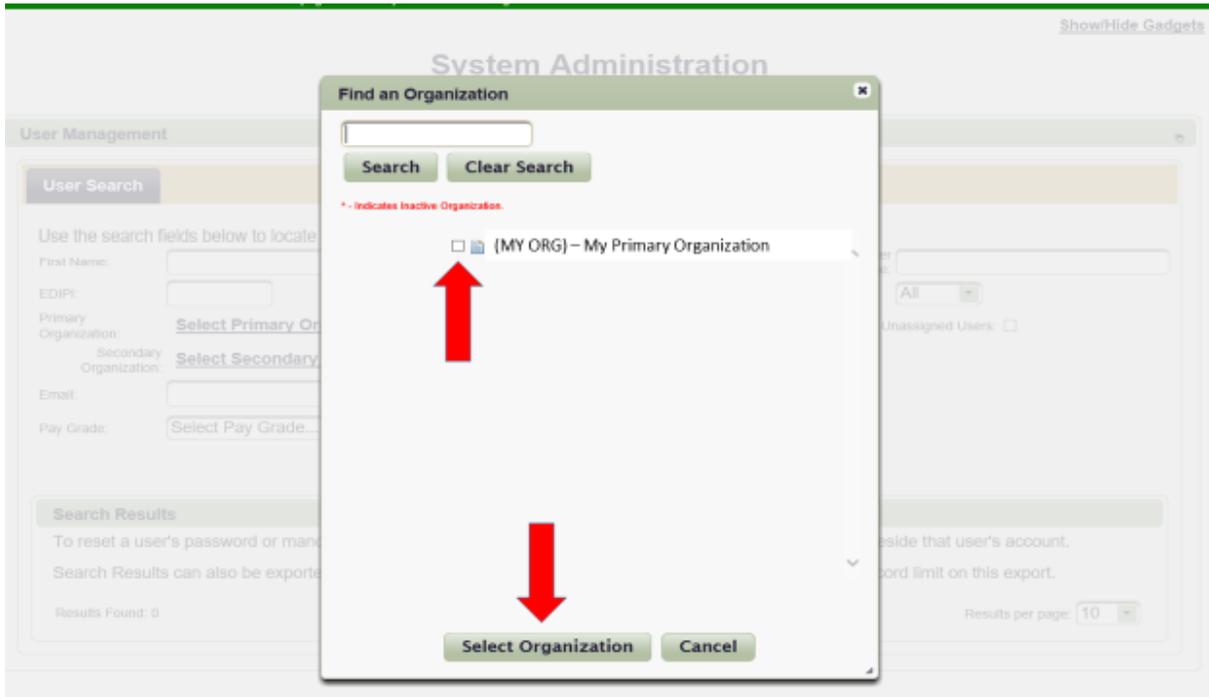
The first job facing the new Training Coordinator (TC) is getting his or her organization's members in the correct Primary Organization. This is a fundamental, and ongoing task, to ensure accurate course assignment, training, and reporting. The User Management gadget, located under the System Administration allows the Training Coordinator to employ the User Search function to view his or her members identified by the JKO LMS.

### How to create a roster to easily identify users within your JKO organization.

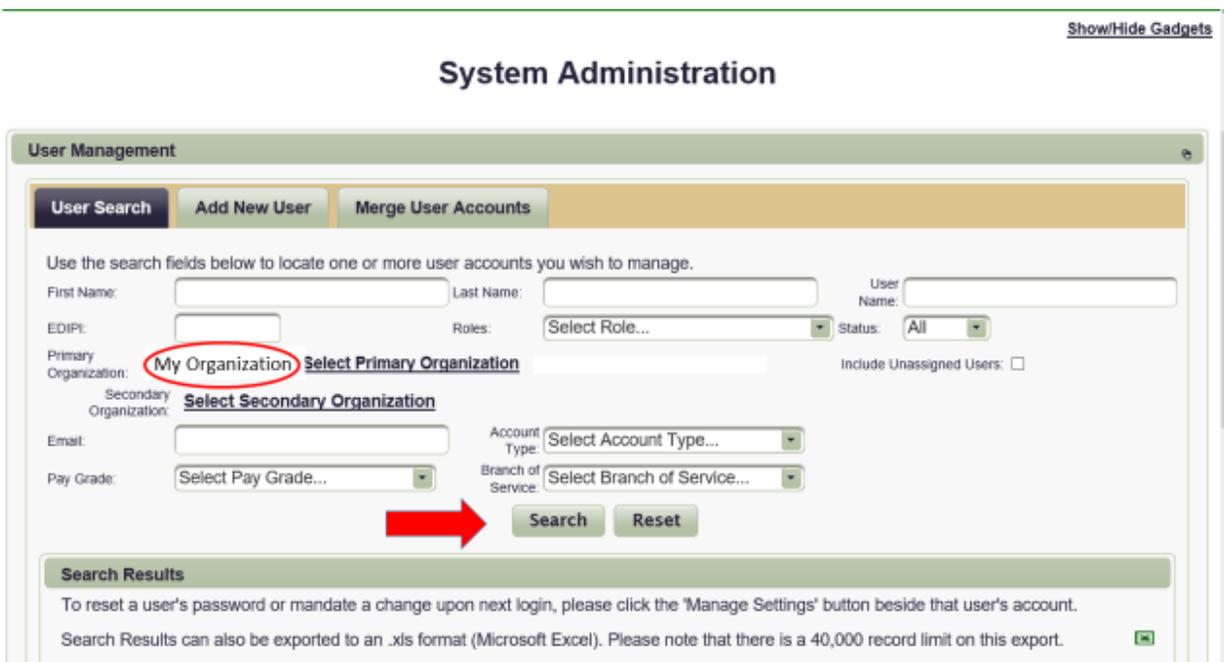
1. **Uncheck** the Include **Unassigned Users** box, located on the right center of the user search.
2. Click on **Select Primary Organization**. This will open the Find an Organization\_search box with the TC's primary and any subordinate organizations shown.

The screenshot shows the 'System Administration' page with a 'User Management' gadget. The gadget has three tabs: 'User Search', 'Add New User', and 'Merge User Accounts'. Below the tabs, there is a search form with the following fields: First Name, Last Name, User Name, EDIPI, Roles (dropdown), Status (dropdown), Primary Organization (dropdown with 'Select Primary Organization' text), Secondary Organization (dropdown with 'Select Secondary Organization' text), Email, Pay Grade (dropdown), Account Type (dropdown), and Branch of Service (dropdown). There are 'Search' and 'Reset' buttons. A red arrow points to the 'Select Primary Organization' dropdown. A red circle highlights the 'Include Unassigned Users' checkbox, which is currently checked. Below the search form is a 'Search Results' section with instructions and a 'Results Found: 0' indicator.

3. Check in the box (or boxes) adjacent to the **organization** to be searched.



4. Click the **select organization** button at the bottom of the search box. The TC is now returned to the user search function with the selected organization(s) showing next to select primary organization.



5. Finally, **click search** button in the bottom center.

The resulting report will display a member count along with an alphabetized listing of all identified members. The report can be exported to an Excel spreadsheet by clicking the small green Excel icon on the upper right of the report. **Cross referencing this report with an organizational roster will allow the TC to update their organization by adding or deleting members as appropriate.** All edits made to the on-screen report will be reflected throughout the LMS, and equally important Report Builder.

Settings	Name	User Name	EDIPI	Primary Organization	Role	Status
X	ALPHA, JOE Login As User View Desktop	1234567890	1234567890	152nd Air Operations Group Joint Task Force	Student	Active
X	BRAVO, DAVID Login As User View Desktop	1234567890	1234567890	152nd Air Operations Group Joint Task Force	Training Coordinator	Active
X	CHARLIE, JOHN Login As User View Desktop	1234567890	1234567890	152nd Air Operations Group Joint Task Force	Student	Active
X	DELTA, DAWN ELLEN Login As User View Desktop	1234567890	1234567890	152nd Air Operations Group Joint Task Force	Student	Active
X	ECHO, ELIZABETH RENEE Login As User View Desktop	1234567890	1234567890	152nd Air Operations Group Joint Task Force	Student	Active

The Training Coordinator now has a display of the organization's member. From this report TCs can login as user to edit a profile and view a user's desktop to review training and download certificates, without the necessity of searching for individual member's accounts.

Learn more – [TC User Guide](#) – User Management Gadget pages 43-49.