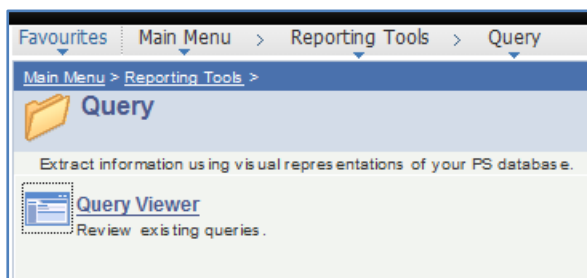


# How to run a training report for ERM in SiMS (for students)

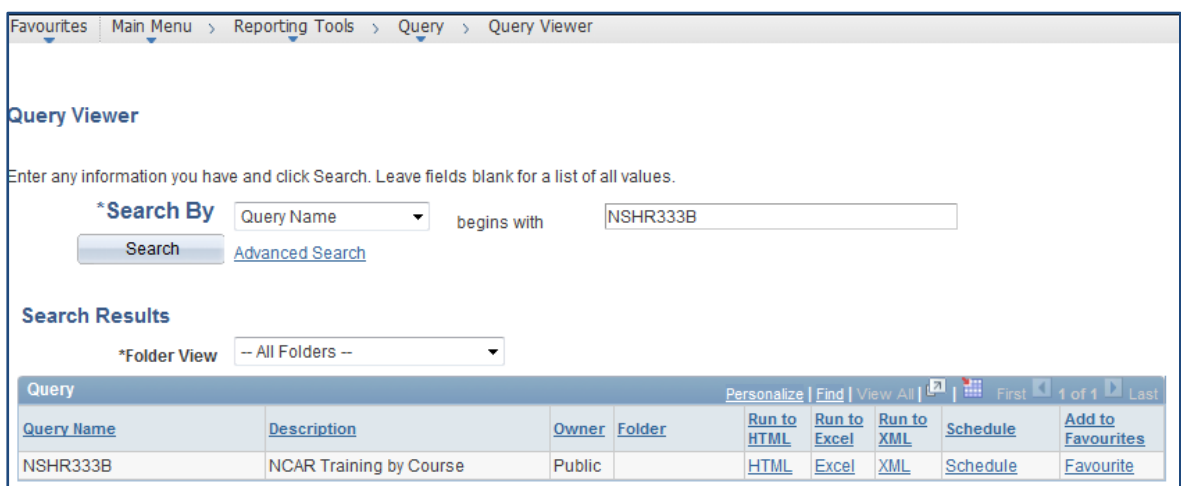
1. Login to the website: <https://staff.sims.unsw.edu.au> using your normal network login
2. On this screen select Query



3. Then Query Viewer



4. For Search By, choose "Query Name" from the dropdown and add "NSHR333B" (no quotes) in the field. Then click "Search":




5. Select the type of output you want (HTML or Excel generally) by clicking on its link (label). Note: If you Select "HTML" it will also present you with saving as other formats (see Step 5).


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6. Select query criteria. Chose 1<sup>st</sup> April for example as start date for ERM to current date as end date

**NSHR333B - NCAR Training by Course**

From Date:  

To Date:  

NCAR ID:  

7. Output options (formats) are presented when query has completed:

**NSHR333B - NCAR Training by Course**

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From Date:  

To Date:  

NCAR ID:  

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (13 kb)

8. **WARNING** : This report can take up to 8 minutes to process. Once you receive data file to your destination of choice.