

Storage Management Best Practices for MPP

The myTraining system is hosted on a cloud network. An allotted amount of space is provided to our organization for both the Production and Stage environments. This resource provides an overview of storage allotment and best practices on storage management.

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Manage Advanced Reporting

Reports listed in the Public Reports folder are based on request from the UF Community on commonly needed data. After selecting a report to run and setting the parameters, export the report to your workstation computer. If you accidentally save the report, the report is saved to the report folder for anyone to run. The System Administrator reviews the reporting folders to delete non-generic reports. This ensures everyone can find the report needed easily.

▶ Course Completion by Activity Code Report	Review course completion data for one or more activities within a pa...	Report	9/16/2017	Today
Course Completion by Activity Code Report ...	FOR PROTON EES	Report	9/16/2017	9/15/2017
▶ Course Report by Department	Review employees within a particular department's training status fo...	Report	9/16/2017	9/15/2017
HR Course Completion Report for May 2018	Review course completion data for one or more activities within a pa...	Report	Today	Today
Individual Training Record Expiration Report	Report to view only trainings with an expiration date for one user wit...	Report	9/16/2017	9/15/2017
Individual Training Record Report		Report	11/16/2017	February 19

Manage Activity Management

To lessen confusion when troubleshooting customer questions or when updating training, it is essential to mark activities as **Active** or **Inactive** appropriately in the Activity Management section. Mark activities inactive if training content is retired following the [Inactive/Retire a Training](#) job aid.

Delete Content from Activity Content Manager

Online courses and documents marked as Inactive appear in the Activity Content Manager. The Delete Content option permits the deletion of the SCORM zip package or PDF file from the activity. The roster and activity properties are not affected. On a quarterly basis, the Training and Organizational Department will coordinate with our myTraining Partners to determine if the retired/archived activity content can be deleted.

Refresh Stage Environment

The refreshing process copies all content and user data from Production and overwrites anything currently in Stage. This process cannot be reversed once it has started. The Stage contents are deleted permanently.

Twice a year, the Training and Organizational Department will coordinate with our myTraining Partners and UF Health Shands to initiate this process. We will confer to select a date that will cause the less disruption for each organization.