INQUISIQ r3

Unleash the Power of e-Learning

Report Manual

Version 1.4

October 2012 Edition

Disclaimer

ICS Learning Group makes no representations or warranties with respect to the contents or use of this manual, and specifically disclaims any express or implied warranties of merchantability or fitness for any particular purpose. ICS Learning Group reserves the right to revise this publication and to make changes to its content at any time, without obligation to notify any person or entity of such revisions or changes.

Further, ICS Learning Group makes no representations or warranties with respect to any ICS Learning Group product, and specifically disclaims any express or implied warranties of merchantability or fitness for any particular purpose. ICS Learning Group reserves the right to make changes to any and all parts of ICS Learning Group products at any time, without obligation to notify any person or entity of such changes.

Trademarks

Inquisiq™, Inquisiq R3™, Inquisiq Studio™, Intelligent Streaming Video (ISV), and ICS Learning Group are registered trademarks of Interactive Communications Solutions Group, Inc.

Other brands and their products are trademarks or registered trademarks of their respective holders.

Product Support

If you have purchased a support package and have any questions during the use of Inquisiq R3™ that are not addressed in this guide, please visit our support site at:
http://support.isclearninggroup.com/

Or contact us at:

ICS Learning Group
8221 Ritchie Highway
Suite 303
Pasadena, MD 21122
Phone: 410-975-9440
Fax: 410-975-9445
http://www.icslearninggroup.com

Overview

The **Inquisiq R3™ Report Manual** explains the basics of creating and running reports in Inquisiq R3™. By following the procedures and examples below, you will learn how to configure a report to capture the correct data, view and/or save it, and set up a subscription to receive updated reports for any date and time that you specify.

Review user guides, manuals, sample SCORM packages, and white papers on the Inquisiq R3™ website at http://www.inquisiqr3.com/resources/documents/

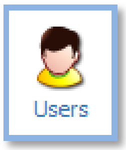
Table of Contents

Granting Users Permission to Run Reports

For a user to run reports, you must first grant them “Reporter” permission. Once “Reporter” permissions are granted, the user will have a **Reports** tab in their main menu.

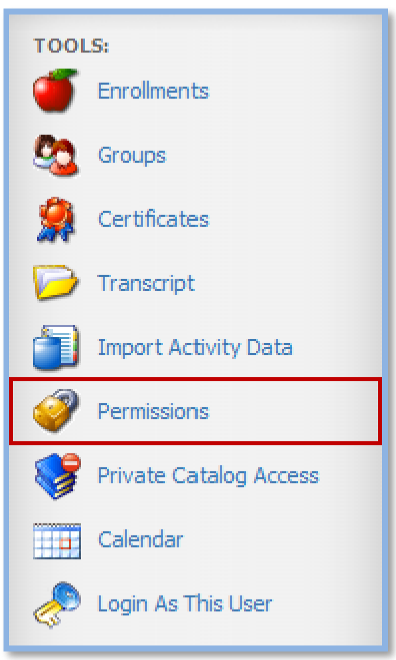
To grant a user permission:

1. Sign in using the “Administrator” login, and select the **Administrator Menu** tab on the Main Menu**.** Click on the **Users** icon located in the **User’s & Groups** sub-menu.

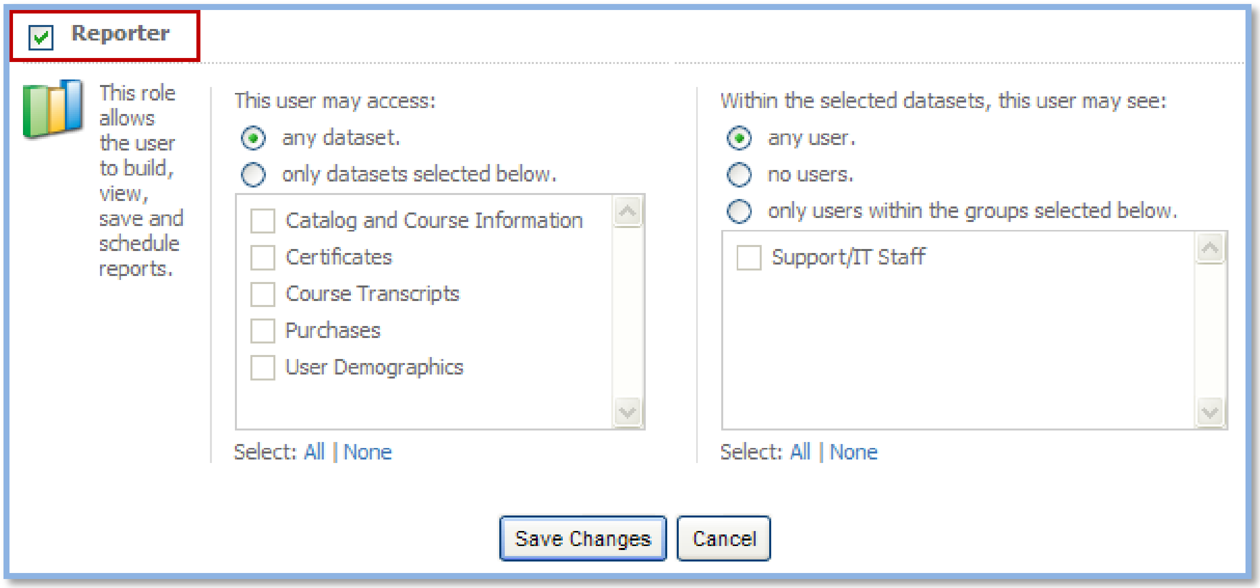


2. Locate the user from the list. You can use the search tool at the top of the page.

3. Click the **View** icon ( ) to view the user’s account information.
4. Select the **Permissions** icon from the **Tools** menu located in the upper right side of the screen. This will allow you to view and modify the permissions for the selected user.

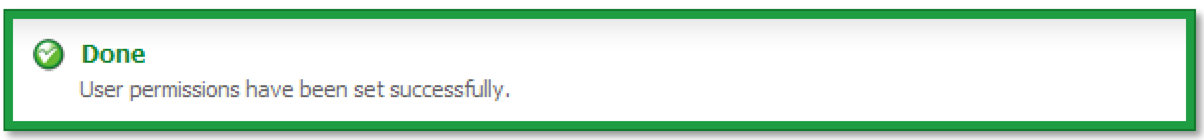


5. Scroll down and select the “Reporter" checkbox.



The “Reporter” permission includes additional controls that allow you to select which types of reports can be run, as well as which users will appear in the reports. For example, you may want the user to have access to the Course Transcripts dataset but not the Purchases dataset. Likewise, you can control which users appear in the reports by restricting the users to only those in specific groups.

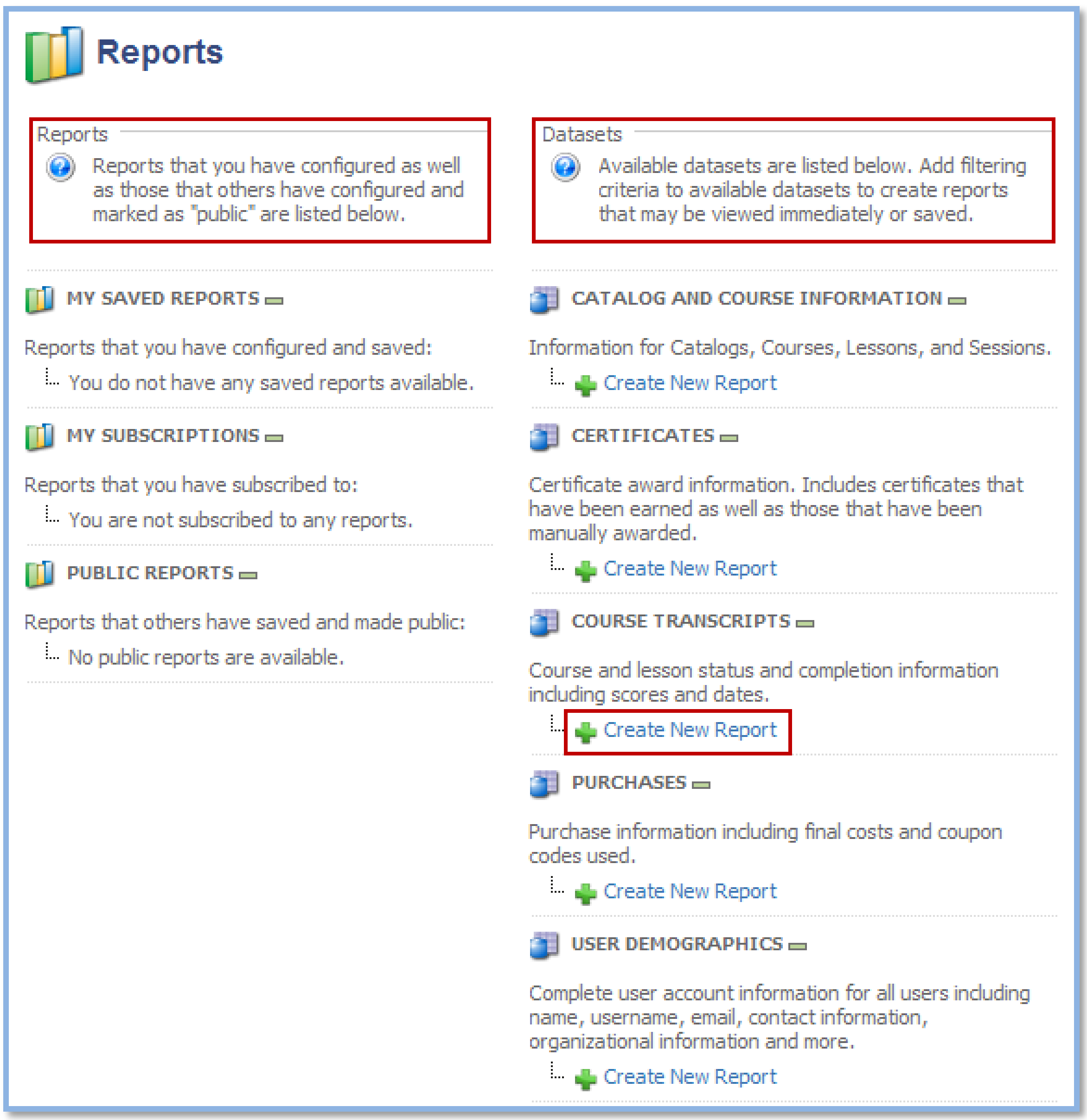
6. Click **Save Changes.**



Navigating the Reports Screen

A user with “Reporter permissions” will see the **Reports** tab in the Inquisiq R3™ main menu along the top of the screen. If the Reports tab is not visible to you, then you do not have the correct permissions. To access the Reports screen, click on the **Reports** tab.

The **Reports** screen has two sections: Reports and Datasets. The **Reports** section provides you quick access to all previously saved reports and report subscriptions (please refer to the section, “Creating a Report Subscription,” for further details on that feature). Notice that the saved reports are divided into two categories, the ones on top are the reports that you have created and saved, while the ones below are reports that other people have saved and made public.



The **Datasets** section provides categorized collections of data that you can pull from to create a report. Each dataset contains different information, although a lot of information can be found in more than one dataset. Five datasets have been created for you and come standard with Inquisiq R3™:

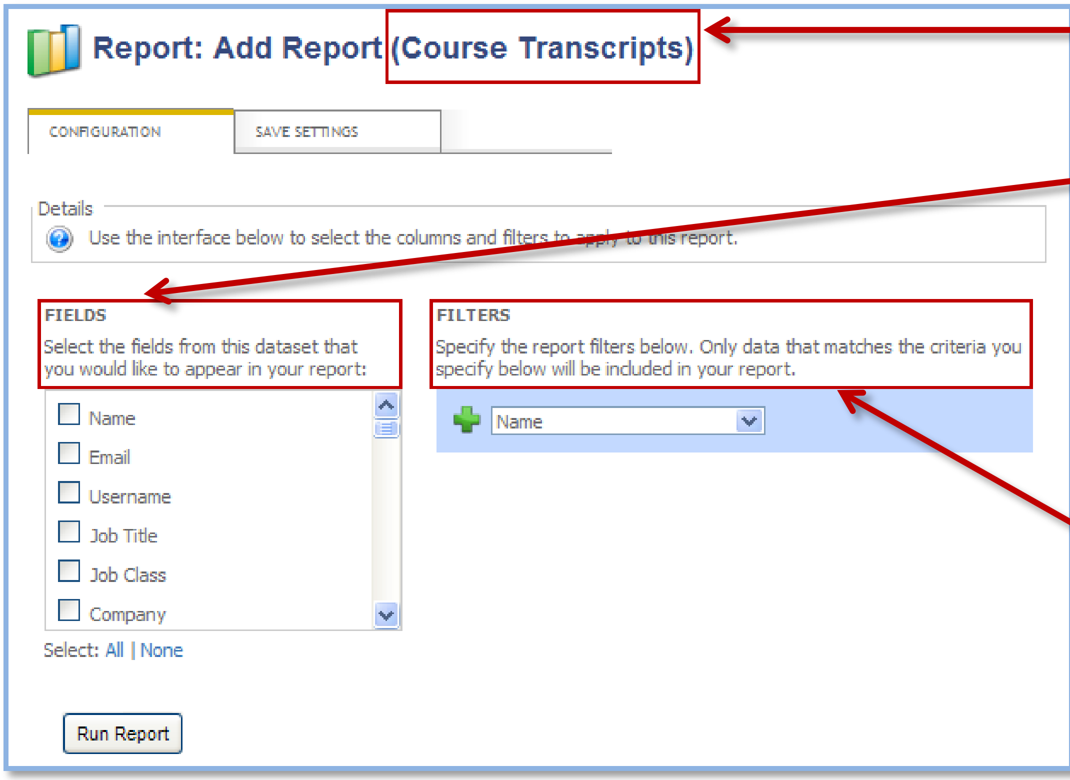
- **Catalog and Course Information**: contains information for all Catalogs, Courses, Lessons, and Sessions.
- **Certificates**: contains information related to certificates that have been awarded. This includes information like Certificate name, award date, expiration date, credits, etc.
- **Course Transcripts**: contains user activity and all information related to course enrollments. This includes information like course completions, lesson completions, lesson scores, and interaction data (quiz questions).
- **Purchases**: contains information related to course purchases such as order number, purchase amounts, purchase dates, and coupon codes.
- **User Demographics**: contains profile information for all user accounts. This dataset allows you to run reports that are essentially user lists that can be filtered for specific criteria. This information is also in the other datasets.

> It is possible to create and load additional datasets if you find it necessary. This can be done by the administrator with assistance from the ICS technical support team. Please contact us at http://support.icslearninggroup.com/.

Once you have decided which dataset is most appropriate for the information you are looking for, click the **Create New Report** link for that dataset to take you to the **Report Configuration** screen.

Configuring a Report

This section describes the **Report Configuration** screen and explains how to configure a report using data specific Fields and Filters. To access this screen, click the **Create New Report** link beneath the dataset you wish to use for your report.



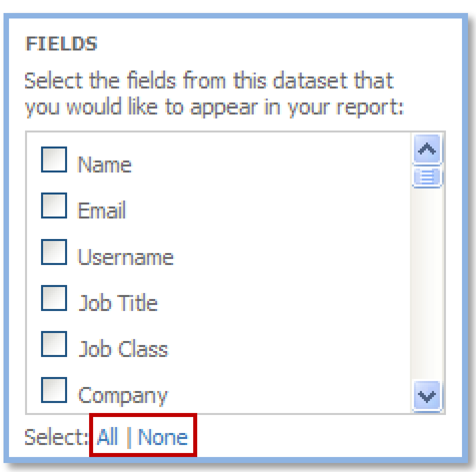
Indicates which dataset you are using.

Fields: a scrollable list of all data fields (specific to the each dataset) available for display in this report.

Filters: allows you to refine what data is included in your report.

Selecting Report Data Fields

The Fields selection box is a scrollable list of all the data fields available within the dataset you selected. Click the checkbox next to any data field to include it as a column in your report. See Appendix A for a complete list of fields and their definitions.

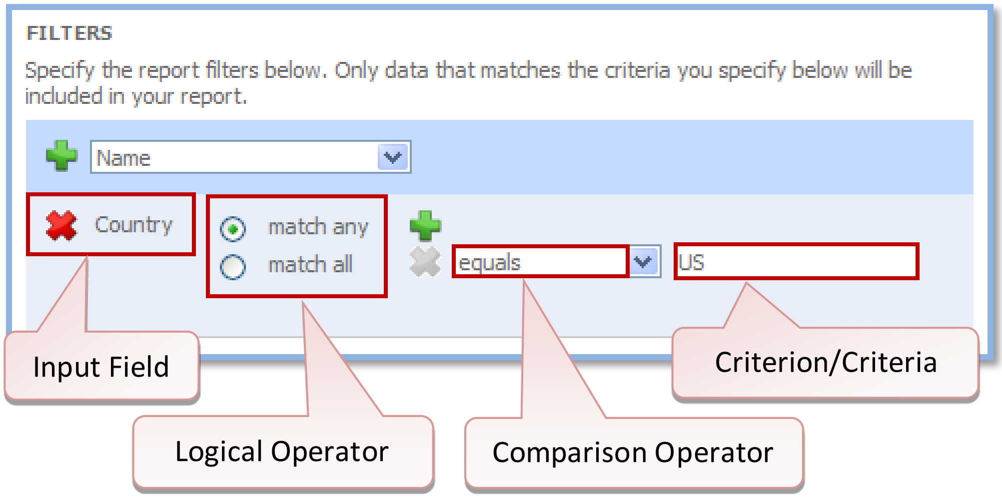


Example: You need to create an email list of all your users so you want your report to include a column for each user's name and a column for each user's email. To do so, click the checkbox next to the **Name** and **Email** fields, and then click **Run Report**.

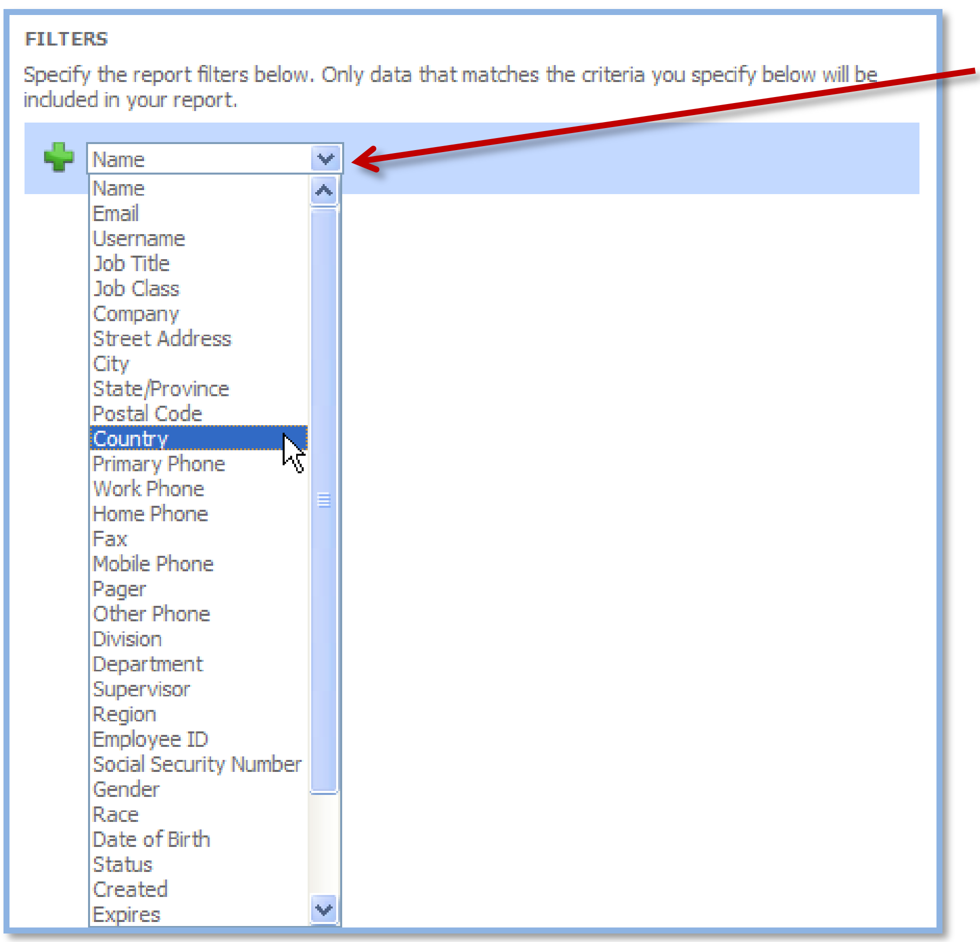
To select all of the fields, click the **All** option beneath the Fields selection box. To clear all of the fields, click the **None** option.

Setting up Filters

Using filters will allow you to refine what data is included in your report. A filter consists of the following four parts: input field, logical operator, comparison operator, and criterion/criteria.



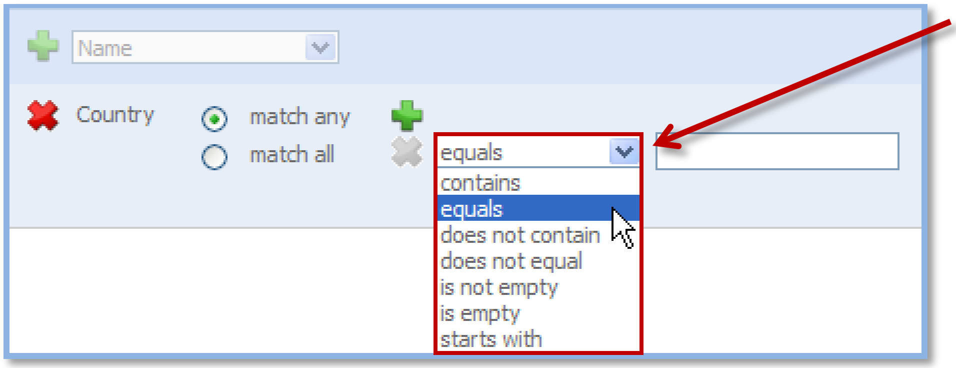
When setting up a filter, the first thing you need to do is select an input field to use for your filter.



Input Field: is a drop down menu of all the data fields available in the dataset you selected. You can select any field in the dataset, even those that have not been selected for display in the report.

Select an input field and click the **Add Filter** button to add that as a filter to your configuration. To remove any filter from the list, click the **Remove Filter** button

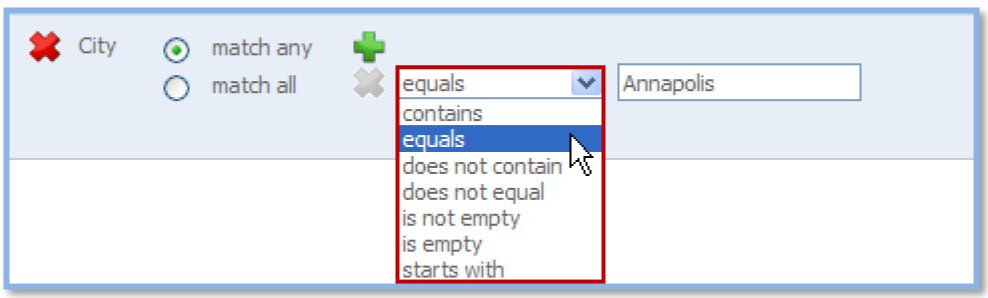
Next, select a comparison operator.



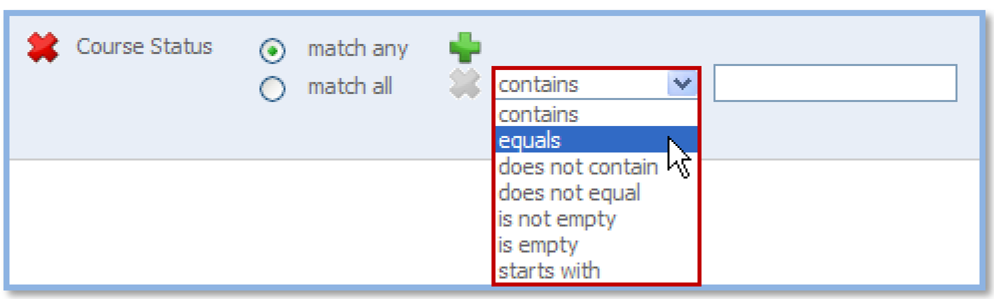
Comparison Operator: can be selected from the drop-down menu. To search on null values (empty fields), select "is empty" from the drop-down menu.

The drop-down menu options for the comparison operator will vary depending on whether the input field selected is text, predefined text, a date, or a number. Below are examples of each.

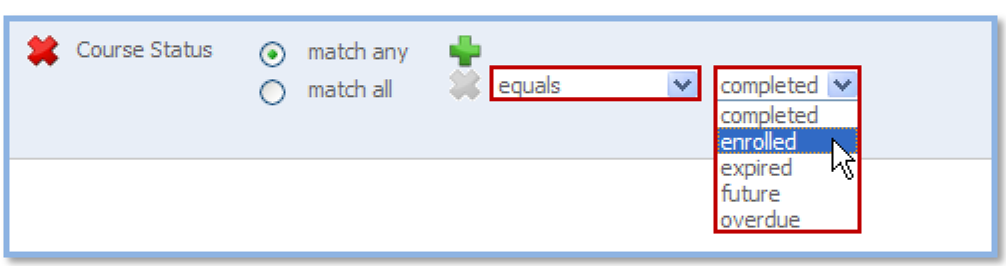
When the input field is **text**:



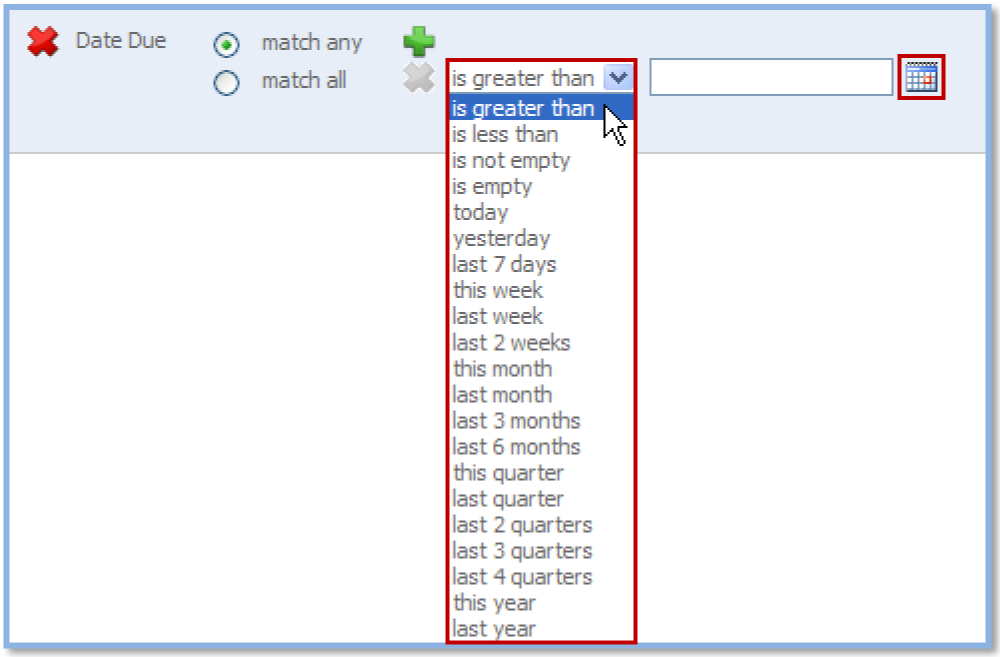
When the input field is **predefined text**:



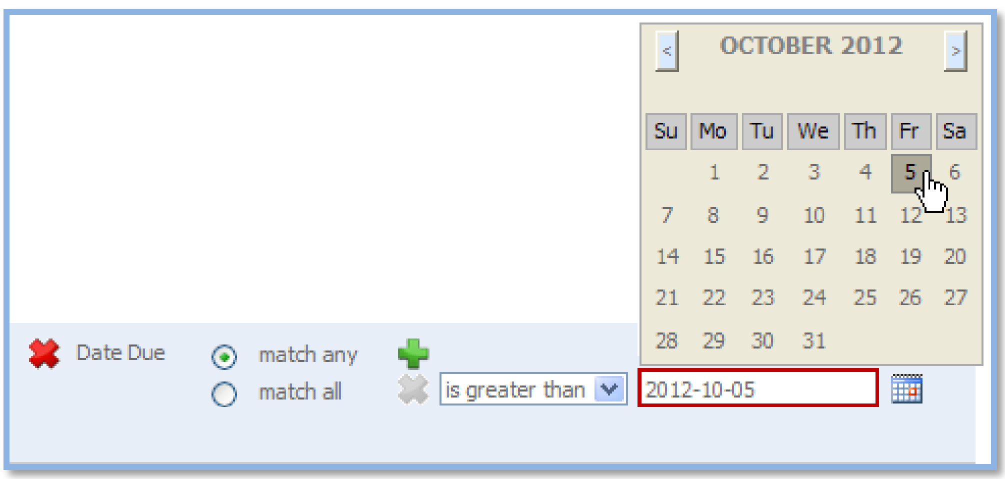
A predefined text field is one that has a limited number of set values. When equals is selected as the comparison operator, a drop-down menu will then appear in the criterion field. In this example, **Course Status** can only equal the following: **completed**, **enrolled**, **expired**, **future,** or **overdue**.



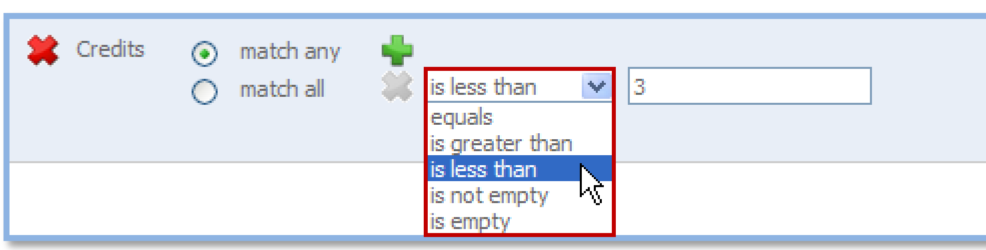
When the input field is a **date**:



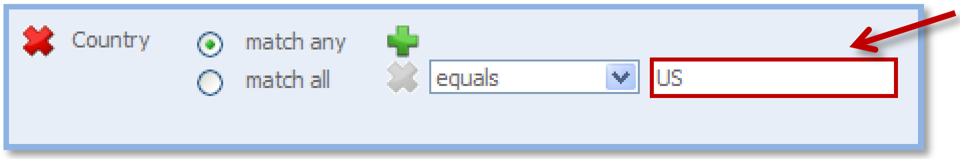
Note: When the comparison operator is either **is greater than** or **is less than**, a calendar icon appears to the right of the criteria field. Click on it and select the appropriate date from the popup calendar.



When the Input field is a **number**:



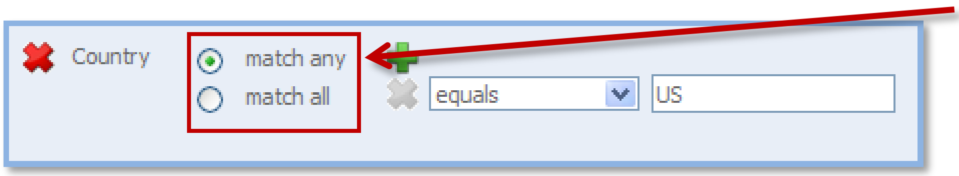
Next, specify the criterion/criteria.



Criterion/Criteria: is/are the specific value(s) that will be used in the filter operation.

To add additional criteria to a filter, click the **Add Criterion** button located to the right of the **match any** option. To remove criteria, click on the **Remove Criterion** button .

Finally, select the logical operator.



Logical Operator: allows you to change the way the filter works when you have **multiple** criteria.

When “match any” is selected, a record will be displayed if it matches any of the operators and criteria specified. When “match all” is selected, a record will be displayed only if it matches all of the operators and criteria specified. To illustrate this functionality, refer to the example below.

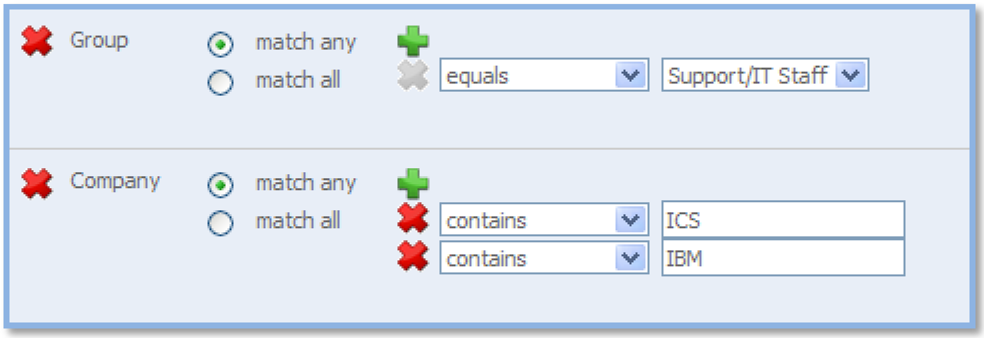
Example: Create a filter to show users whose company name contains “ICS” AND “Learning”

1. Select Company as the input field and click the **Add Filter** button .
2. Select “match all.”
3. Select “contains” from the drop-down menu.
4. Type “ICS” into the criterion field.
5. To expand a filter that has already been created, click the **Add Criterion** button located to the right of the **match any** option.
6. Select “contains” from the drop-down menu.
7. Type “Learning” into the criterion field.

When you have multiple filters, it is important to note that the overall Logical Operator between those filters is “**AND**.” Please refer to the example below.

Example: Create filters to show users in the group named “Support/IT Staff” AND users whose company name contains “ICS” OR “IBM”:

1. Follow steps 1-7 above, but select “match any” as the logical operator.
2. Select Group as the input field and click the **Add Filter** button.
3. Select “match any.”
4. Select equals from the drop-down menu.
5. Select Support/IT Staff as the criterion.



In the example above, the report will only show records that meet **ALL** the criteria: The user is in the group named “Support/IT Staff” **AND** the user’s company name contains “ICS” **OR** “Learning.”

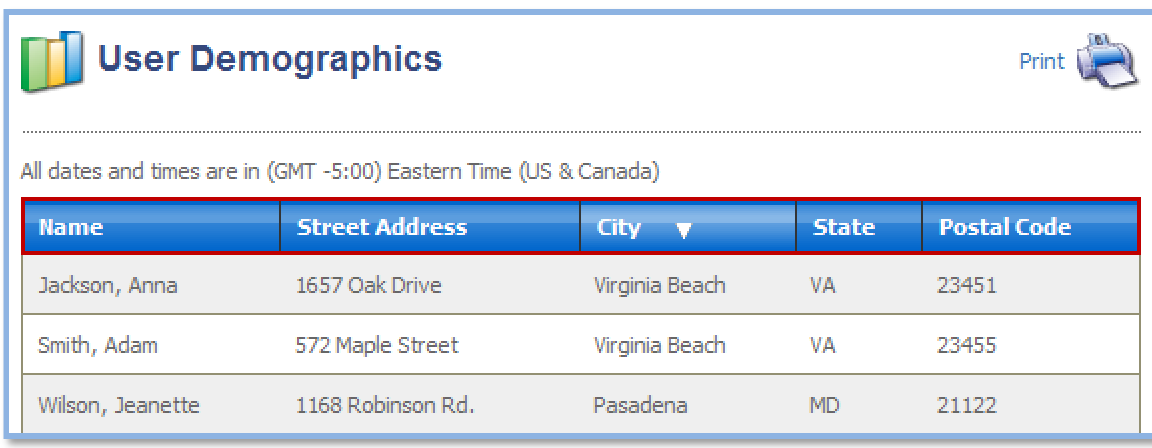
Running a Report

Once you have configured your report, as described in the previous section, you can click the **Run Report** button at the bottom of the report screen. The Inquisiq R3™ reporting tool will then include your selected fields and apply your specified filters to produce a report available as an HTML page and an Excel file.

To run a report:

1. Click the **Reports** tab.
2. Select a dataset by clicking the **Create New Report** link beneath the desired dataset description.
3. Configure your report. Follow the instructions in the **Configuring a Report** section listed above.
4. Click **Run Report.**
5. To view the report results as an HTML page, click on the **HTML** icon. To open/save the report in Excel, click on the **Excel (.csv)** icon.

> If you choose the HTML page, the field names will be arranged in the order they appear in the field selection box and cannot be adjusted left or right. However, you can sort the information alphabetically by field name (A→Z or Z→A) or numerically (1→10 or 10→1).



User Demographics

Print

All dates and times are in (GMT -5:00) Eastern Time (US & Canada)

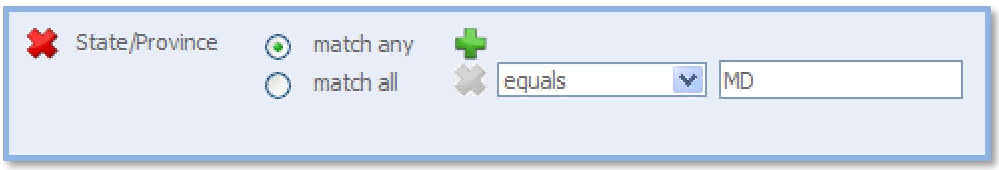
Name	Street Address	City ▼	State	Postal Code
Jackson, Anna	1657 Oak Drive	Virginia Beach	VA	23451
Smith, Adam	572 Maple Street	Virginia Beach	VA	23455
Wilson, Jeanette	1168 Robinson Rd.	Pasadena	MD	21122

Examples: How to Configure and Run a Report

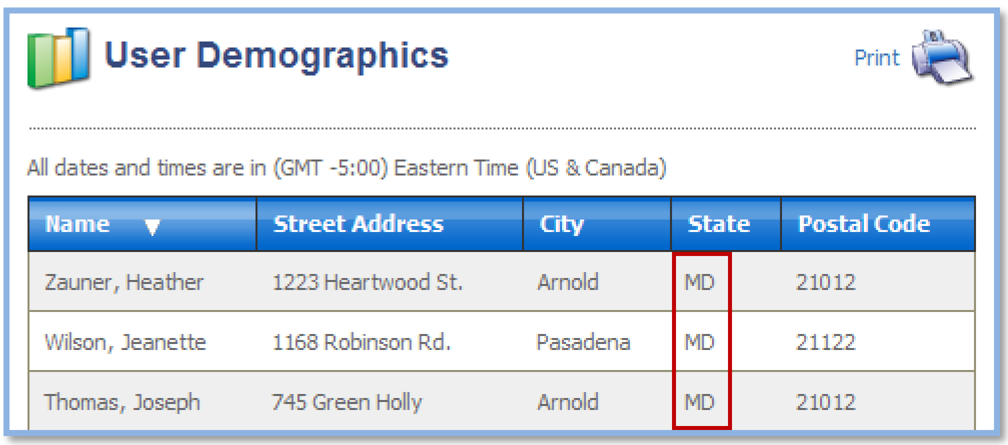
This section provides examples of report configurations that vary from basic to advanced.

Example: Create a report that shows all the users who live in Maryland:

1. Click the **Reports** tab.
2. Click the **Create New Report** link beneath the **User Demographics** dataset.
3. Under the Fields section, select which fields you want displayed in your report. In this example, you will click the check box next to the **Name, Street Address, City, State/Province,** and **Postal Code** fields.
4. Under the Filters section, select the **State** field from the drop-down menu.
5. Click the **Add Filter** button. The State filter now appears in a list of filters below.
6. Select **equals** from the drop-down menu.
7. Type “MD” in the criteria field.



8. Click **Run Report**.
9. Click on the **HTML** icon to view the report results as an HTML page.

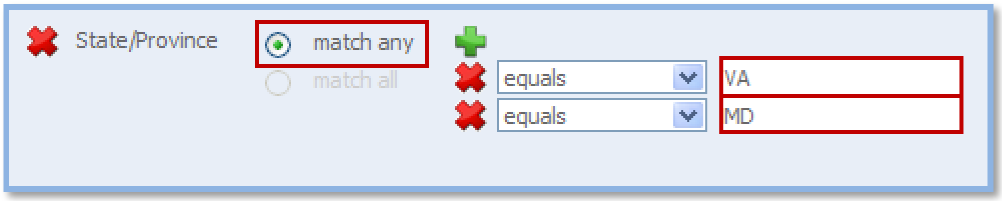


Name	Street Address	City	State	Postal Code
Zauner, Heather	1223 Heartwood St.	Arnold	MD	21012
Wilson, Jeanette	1168 Robinson Rd.	Pasadena	MD	21122
Thomas, Joseph	745 Green Holly	Arnold	MD	21012

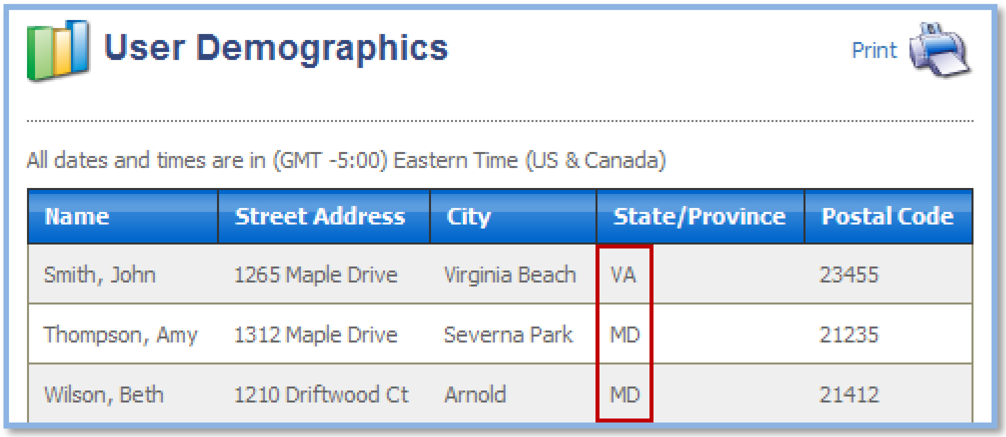
Example: Create a report that shows all the users who live in Maryland and all users who live in Virginia:

1. Follow steps 1-7 above.
2. Click the **Add Criterion** button located to the right of the **match any** option.
3. Select **equals** from the drop-down menu.

4. Type “VA” in the criteria field.

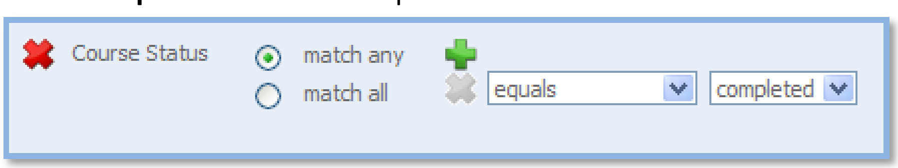


5. Click **Run Report**.
6. Click on the **HTML** icon to view the report results as an HTML page.



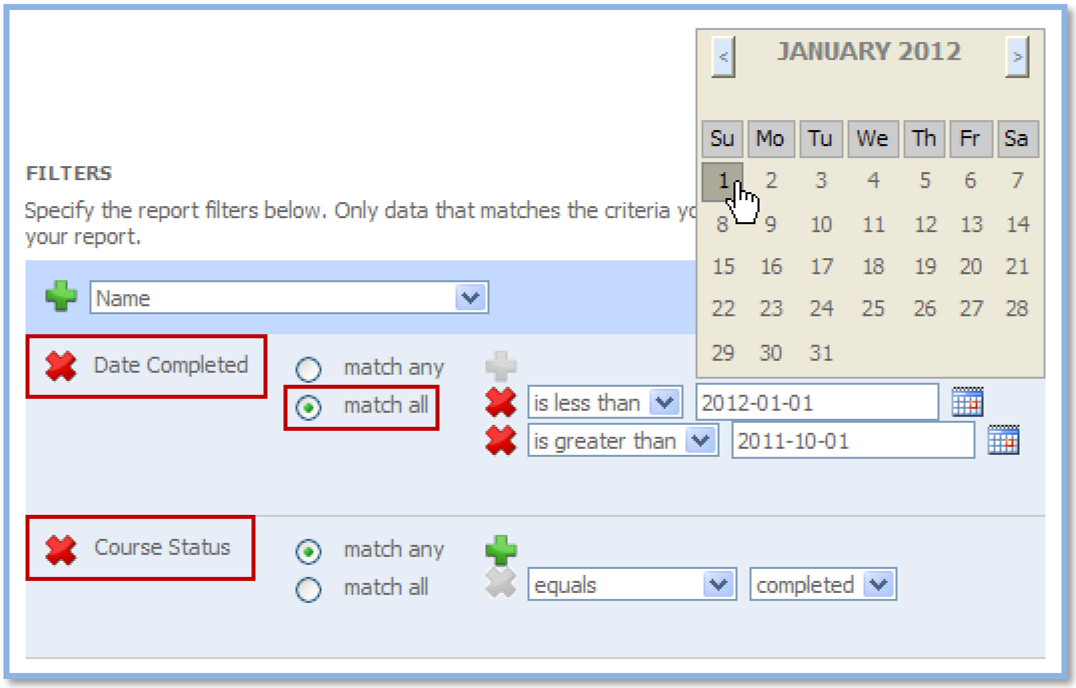
Example: Create a report that shows the name and email for any user who has completed a course in the 4th quarter of 2011:

1. Click the **Reports** tab.
2. Click the **Create New Report** link beneath the **Course Transcript** dataset.
3. Under the Fields section, select which fields you want displayed in your report. In this example, you will click the check box next to the **Name, Email, Course,** and **Date Completed** fields.
4. Under the Filters section, select the **Course Status** field from the drop-down menu. Then click the **Add Filter** button .
5. Select **equals** from the drop-down menu.
6. Select **completed** from the drop-down menu in the criteria field.



7. Under the Filters section, select the **Date Completed** field from the drop-down menu**.** Then click the **Add Filter** button .
8. Select **is greater than** from the drop-down menu, then click the calendar icon and select **October 1, 2011** from the calendar.

9. Click the **Add Criterion** button located to the right of the **match any** option.
10. Select **is less than** from the drop-down menu, then click the calendar icon and select **January 1, 2012** from the calendar.



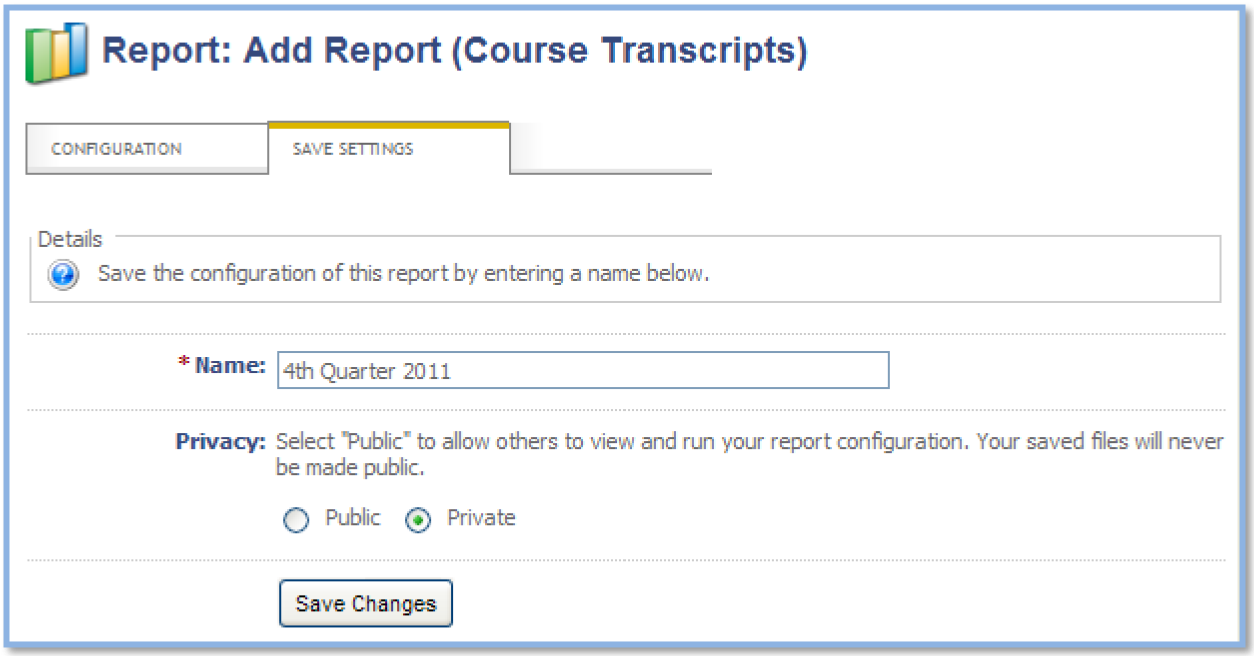
11. Select "match all" as the logical operator. This ensures that your filtered date range is **both** greater than October 1, 2011 **and** less than January 1, 2012.
12. Click **Run Report.**

Saving your Report Configuration

Once you have configured a report, you can save the report configuration to your user account. This allows you to rerun the report without having to reconfigure it (reselect all of the fields and filters). You also have the ability to make a report public or private. If you select “Public,” other people who have reporting permissions will see the report and be able to run it. If you select “Private,” then only you will be able to see and run the report.

To configure your report settings:

1. Click the **Save Settings** tab.
2. Name the report.
3. Select “Public” or “Private.”
4. Click **Save Changes.**



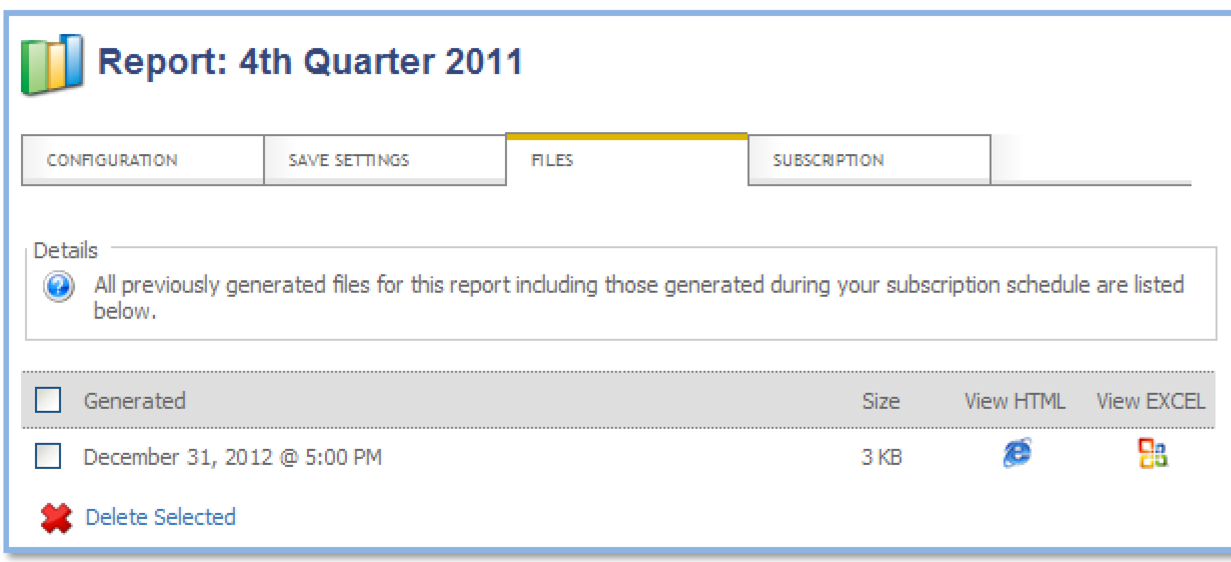
Saving your Report Results

Once you click **Save Changes** in the **Save Settings** tab, two new tabs will appear: **Files** and **Subscription**. The **Files** tab is where you can access the data that was generated by the report and saved. These files contain the specific data for when the report was run and are therefore fixed. You will have to re-run the report to see updated information. Each file has a time/date stamp and can be viewed as either an HTML page or in Excel.

To save a report to your user account:

1. Click the **Reports** tab. If you have already configured your report and saved your report settings, continue to step 4.
2. Select a dataset by clicking the **Create New Report** link beneath the desired dataset description.
3. Configure your report. Follow the instructions in the "Configuring a Report" section listed above.
4. Click **Run Report.**
5. Select the **Save** icon, and then click **Close Window**.

6. Select the **Files** tab. This will show you a list of time/date stamped data files that have been generated and saved (for this report).
7. If you want to delete a file, select the checkbox to the left of the file and then click the **Delete Selected** icon at the bottom of the screen.

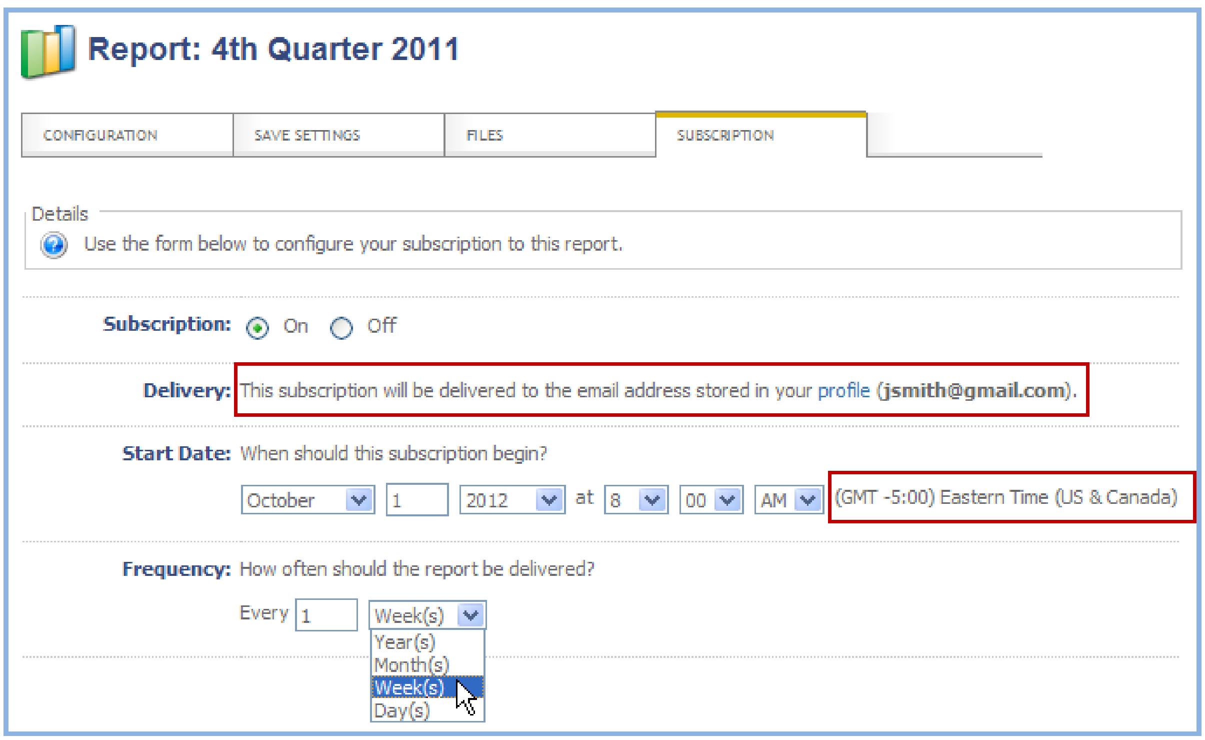


Subscribing to a Report

With the Inquisiq R3™ reporting tool, you can also subscribe to reports which will automatically email you the results on a designated schedule. The report will be attached to the subscription email. To unsubscribe to a report, click the **unsubscribe** link located at the bottom of the email or return to the page below and select the **Off** button. Only users can create report subscriptions. The LMS administrator account is not able to subscribe to reports.

To set up a report subscription:

1. Click the **Subscription** tab.
2. Select the **On** button.
3. Review the email address listed (from your user's profile). To change it, click on the **profile** link. Click **Save Changes** before exiting your Account Information.
4. Select the **Start Date** and time that you would like to receive the report. The time zone indicated is based off of your profile. To change the time zone, click on the **profile** link.
5. Select the **Frequency** or how often the report will be delivered using the drop-down menu. Options include Day(s), Week(s), Month(s), and Year(s). In the example below, the report will be delivered "Every 1 Week(s)." Because October 1, 2012 falls on a Monday, the report will be delivered every Monday at 8:00 AM (EST).



6. Click **Update Subscription.**

Appendix A: Default Field Definitions

All user fields, their labels, availability and constraints may change depending upon your "User Account Data" configuration. Please note that the field names in the User Demographic dataset are also listed in the following datasets: Certificates, Course Transcripts, and Purchases.

User Demographics Dataset

Default Label	Description	Type	Notes
Name	User's full name	Text	Last Name, First Name, Middle Name
Email	User's email address	Text	
Username	User's username	Text	
Job Title	User's job title	Text	
Job Class	User's Job class	Text	
Company	User's company name	Text	
Street Address	User's street address	Text	
City	User's city	Text	
State/Province	User's state/province	Text	
Postal Code	User's postal code	Text	
Country	User's country	Text	2 character country code* Appendix B
Primary Phone	User's primary phone	Text	
Work Phone	User's work phone	Text	
Home Phone	User's home phone	Text	
Fax	User's fax	Text	
Mobile Phone	User's mobile phone	Text	
Pager	User's pager	Text	
Other Phone	User's other phone	Text	
Division	User's division	Text	
Department	User's department	Text	
Supervisor	Supervisor's full name	Text	Last Name, First Name, Middle Name
Region	User's region	Text	
Employee ID	User's employee ID	Text	
Social Security Number	User's social security number	Text	
Gender	User's gender	Text	Valid search values are "f" and "m"
Race	User's race	Text	Valid search values are “African American (black),” “Caucasian (white),” “East Indian,” “Hispanic/Latino,” “Middle Eastern,” “Native American,” “Pacific Islander,” “Inter-racial”
Date of Birth	User's date of birth	Date	
Status	Status of user's account	Text	
Created	Date the user's account was created	Date	
Expires	Expiration date of the user's account	Date	
Last Login	Date and time of user's last login	Date	
Language	User's default language	Text	Valid search value is “English”
Local Time zone	User's local time zone	Predefined Text	Equals filter contains list of all possible time zones
Group	User's group membership(s)	Predefined Text	Equals filter contains list of all possible groups
Identifier	User's identifier	Text	

Catalog and Course Information Dataset

Default Label	Description	Type	Notes
Catalog Name	Catalog name	Text	
Catalog Cost	Catalog cost	Number	
Course Name	Course name	Text	
Course Code	Course code	Text	
Course Cost	Course cost	Number	
Course Credits	Course credits	Number	
Lesson Name	Lesson name	Text	
Lesson Type	Lesson type	Text	
Content Resource	The SCORM package and SCORM resource identifier of the lesson	Text	
Session Date/Time	Session date/time	Date	
Session Seats	Session seats	Number	
Session Waiting Seats	Session waiting seats	Number	
Session Seats Available	Session seats available	Number	
Session Instructor	Session instructor's full name	Text	Last Name, First Name, Middle Name
Session Instructor Email	Session Instructor's email	Text	
Session City	Session city	Text	
Session Province	Session province	Text	
Session Student Name	Session student's full name	Text	Last Name, First Name, Middle Name
Session Student Email	Session student's email	Text	
Session Student Username	Session student's username	Text	

Certificates Dataset

Default Label	Description	Type	Notes
All fields contained within the User Demographics dataset are also included in this dataset			
Certificate Name	Certificate name	Text	
Issuing Organization	Certificate's issuing organization	Text	
Awarded By	User who awarded the certificate	Text	Last Name, First Name, Middle Name or "[Earned]"
Award Date	Date the certificate was awarded	Date	
Expiration Date	Certificate's expiration date	Date	
Code	Certificate's code	Text	
Credits	Course credits	Number	

Course Transcripts Dataset

Default Label	Description	Type	Notes
All fields contained within the User Demographics dataset are also included in this dataset			
Code	Certificate's code	Text	
Course	Course name	Text	
Credits	Course credits	Number	
Enroll Date	Date user was enrolled in the course	Date	
Course Status	Course status	Predefined Text	Valid search values are “completed,” “enrolled,” “expired,” “future,” “overdue”
Date Due	Date course needs to be completed by	Date	
Date Completed	Date the course was completed	Date	
Lesson	Lesson name	Text	
Session Date/Time	Session Date/Time	Date	
Content Resource	The SCORM package and SCORM resource identifier of the lesson	Text	
Lesson Completion	Lesson Completion is determined by the content	Predefined Text	Valid search values are “completed,” “incomplete,” “unknown,” or “not attempted”
Progress Measure	Percentage of the lesson that has been completed	Text	
Lesson Success	Lesson Success is determined by the content	Predefined Text	Valid search values are “passed,” “failed,” “unknown,” or “not attempted”
Score	Lesson score	Number	
Lesson Timestamp	Lesson timestamp	Date	
Lesson Time	Total time user spent interacting in the lesson	Number	
Attempts	Number of times the user has attempted the lesson	Number	
Interaction	The identifier of a user's recorded interaction	Text	
Interaction Description	The description of a user's recorded interaction	Text	
Type	The type of interaction	Text	
Interaction Timestamp	Date/time of the recorded interaction	Date	
Interaction Time	The time spent on the interaction	Number	
Learner Response	The learner's interaction response	Text	
Correct Responses	The correct response to the interaction	Text	
Result	The result of the interaction	Predefined Text	Valid search values are “correct” and “incorrect”
Objective	The identifier of the objective for an interaction	Text	
Objective Description	The description of the objective for an interaction	Text	
Objective Score	The required score for an objective to be successful	Number	
Objective Completion Status	Indicates whether or not the interaction's objective has been completed	Predefined Text	Valid Search values are “completed,” “incomplete,” or “unknown”
Objective Success Status	Indicates whether or not the interaction's objective has been passed	Predefined Text	Valid Search values are “passed,” “failed,” or “unknown”

Purchases Dataset

Default Label	Description	Type	Notes
All fields contained within the User Demographics dataset are also included in this dataset			
Order Number	Order Number	Number	
Order Date	Order Date	Date	
Credit Card Digits	Credit Card Digits	Number	
Item Type	Item Type	Text	
Item Name	Item Name	Text	
Item Description	Item Description	Text	
Cost	The base cost of the item	Number	
Paid	This is the amount the user actually paid for the item. It takes into account any discount from the base price due to use of a coupon code	Text	
Coupon Code	Coupon Code	Text	

Appendix B: Country Codes

CODE	COUNTRY	CODE	COUNTRY
US	UNITED STATES	KH	CAMBODIA
CA	CANADA	CM	CAMEROON
AF	AFGHANISTAN	CV	CAPE VERDE
AX	ÅLAND ISLANDS	KY	CAYMAN ISLANDS
AL	ALBANIA	CF	CENTRAL AFRICAN REPUBLIC
DZ	ALGERIA	TD	CHAD
AS	AMERICAN SAMOA	CL	CHILE
AD	ANDORRA	CN	CHINA
AO	ANGOLA	CX	CHRISTMAS ISLAND
AI	ANGUILLA	CC	COCOS (KEELING) ISLANDS
AQ	ANTARCTICA	CO	COLOMBIA
AG	ANTIGUA AND BARBUDA	KM	COMOROS
AR	ARGENTINA	CG	CONGO
AM	ARMENIA	CD	CONGO, THE DEMOCRATIC REPUBLIC OF THE
AW	ARUBA	CK	COOK ISLANDS
AU	AUSTRALIA	CR	COSTA RICA
AT	AUSTRIA	CI	CÔTE D'IVOIRE
AZ	AZERBAIJAN	HR	CROATIA
BS	BAHAMAS	CU	CUBA
BH	BAHRAIN	CY	CYPRUS
BD	BANGLADESH	CZ	CZECH REPUBLIC
BB	BARBADOS	DK	DENMARK
BY	BELARUS	DJ	DJIBOUTI
BE	BELGIUM	DM	DOMINICA
BZ	BELIZE	DO	DOMINICAN REPUBLIC
BJ	BENIN	EC	ECUADOR
BM	BERMUDA	EG	EGYPT
BT	BHUTAN	SV	EL SALVADOR
BO	BOLIVIA	GQ	EQUATORIAL GUINEA
BA	BOSNIA AND HERZEGOVINA	ER	ERITREA
BW	BOTSWANA	EE	ESTONIA
BV	BOUVET ISLAND	ET	ETHIOPIA
BR	BRAZIL	FK	FALKLAND ISLANDS (MALVINAS)
IO	BRITISH INDIAN OCEAN TERRITORY	FO	FAROE ISLANDS
BN	BRUNEI DARUSSALAM	FJ	FIJI
BG	BULGARIA	FI	FINLAND
BF	BURKINA FASO	FR	FRANCE
BI	BURUNDI	GF	FRENCH GUIANA

PF	FRENCH POLYNESIA	KE	KENYA
TF	FRENCH SOUTHERN TERRITORIES	KI	KIRIBATI
GA	GABON	KP	KOREA, DEMOCRATIC PEOPLE'S REPUBLIC OF
GM	GAMBIA	KR	KOREA, REPUBLIC OF
GE	GEORGIA	KW	KUWAIT
DE	GERMANY	KG	KYRGYZSTAN
GH	GHANA	LA	LAO PEOPLE'S DEMOCRATIC REPUBLIC
GI	GIBRALTAR	LV	LATVIA
GR	GREECE	LB	LEBANON
GL	GREENLAND	LS	LESOTHO
GD	GRENADA	LR	LIBERIA
GP	GUADELOUPE	LY	LIBYAN ARAB JAMAHIRIYA
GU	GUAM	LI	LIECHTENSTEIN
GT	GUATEMALA	LT	LITHUANIA
GG	GUERNSEY	LU	LUXEMBOURG
GN	GUINEA	MO	MACAO
GW	GUINEA-BISSAU	MK	MACEDONIA, THE FORMER YUGOSLAV REPUBLIC OF
GY	GUYANA	MG	MADAGASCAR
HT	HAITI	MW	MALAWI
HM	HEARD ISLAND AND MCDONALD ISLANDS	MY	MALAYSIA
VA	HOLY SEE (VATICAN CITY STATE)	MV	MALDIVES
HN	HONDURAS	ML	MALI
HK	HONG KONG	MT	MALTA
HU	HUNGARY	MH	MARSHALL ISLANDS
IS	ICELAND	MQ	MARTINIQUE
IN	INDIA	MR	MAURITANIA
ID	INDONESIA	MU	MAURITIUS
IR	IRAN, ISLAMIC REPUBLIC OF	YT	MAYOTTE
IQ	IRAQ	MX	MEXICO
IE	IRELAND	FM	MICRONESIA, FEDERATED STATES OF
IM	ISLE OF MAN	MD	MOLDOVA, REPUBLIC OF
IL	ISRAEL	MC	MONACO
IT	ITALY	MN	MONGOLIA
JM	JAMAICA	ME	MONTENEGRO
JP	JAPAN	MS	MONTSERRAT
JE	JERSEY	MA	MOROCCO
JO	JORDAN	MZ	MOZAMBIQUE
KZ	KAZAKHSTAN	MM	MYANMAR

NA	NAMIBIA	VC	SAINT VINCENT AND THE GRENADINES
NR	NAURU	WS	SAMOA
NP	NEPAL	SM	SAN MARINO
NL	NETHERLANDS	ST	SAO TOME AND PRINCIPE
AN	NETHERLANDS ANTILLES	SA	SAUDI ARABIA
NC	NEW CALEDONIA	SN	SENEGAL
NZ	NEW ZEALAND	RS	SERBIA
NI	NICARAGUA	SC	SEYCHELLES
NE	NIGER	SL	SIERRA LEONE
NG	NIGERIA	SG	SINGAPORE
NU	NIUE	SK	SLOVAKIA
NF	NORFOLK ISLAND	SI	SLOVENIA
MP	NORTHERN MARIANA ISLANDS	SB	SOLOMON ISLANDS
NO	NORWAY	SO	SOMALIA
OM	OMAN	ZA	SOUTH AFRICA
PK	PAKISTAN	GS	SOUTH GEORGIA AND THE SOUTH SANDWICH ISLANDS
PW	PALAU	ES	SPAIN
PS	PALESTINIAN TERRITORY, OCCUPIED	LK	SRI LANKA
PA	PANAMA	SD	SUDAN
PG	PAPUA NEW GUINEA	SR	SURINAME
PY	PARAGUAY	SJ	SVALBARD AND JAN MAYEN
PE	PERU	SZ	SWAZILAND
PH	PHILIPPINES	SE	SWEDEN
PN	PITCAIRN	CH	SWITZERLAND
PL	POLAND	SY	SYRIAN ARAB REPUBLIC
PT	PORTUGAL	TW	TAIWAN, PROVINCE OF CHINA
PR	PUERTO RICO	TJ	TAJIKISTAN
QA	QATAR	TZ	TANZANIA, UNITED REPUBLIC OF
RE	RÉUNION	TH	THAILAND
RO	ROMANIA	TL	TIMOR-LESTE
RU	RUSSIAN FEDERATION	TG	TOGO
RW	RWANDA	TK	TOKELAU
BL	SAINT BARTHÉLEMY	TO	TONGA
SH	SAINT HELENA	TT	TRINIDAD AND TOBAGO
KN	SAINT KITTS AND NEVIS	TN	TUNISIA
LC	SAINT LUCIA	TR	TURKEY
MF	SAINT MARTIN	TM	TURKMENISTAN
PM	SAINT PIERRE AND MIQUELON	TC	TURKS AND CAICOS ISLANDS

TV	TUVALU
UG	UGANDA
UA	UKRAINE
AE	UNITED ARAB EMIRATES
GB	UNITED KINGDOM
UM	UNITED STATES MINOR OUTLYING ISLANDS
UY	URUGUAY
UZ	UZBEKISTAN
VU	VANUATU
VE	VENEZUELA
VN	VIET NAM
VG	VIRGIN ISLANDS, BRITISH
VI	VIRGIN ISLANDS, U.S.
WF	WALLIS AND FUTUNA
EH	WESTERN SAHARA
YE	YEMEN
ZM	ZAMBIA
ZW	ZIMBABWE