

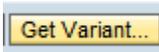
Course Program Participation Report for PES Requirements

This report provides a list of employees who **have not completed a course program**

1. Click **Run Course Program Participation Report**.



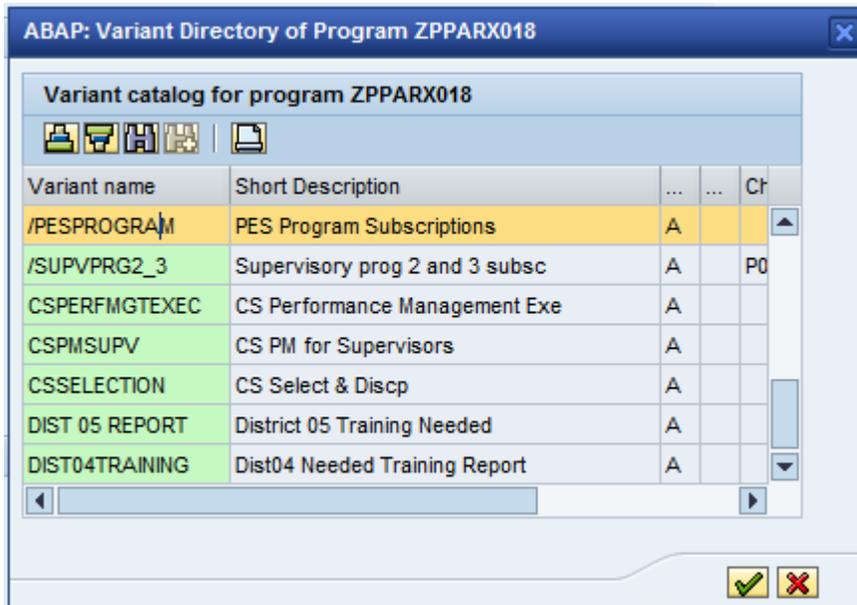
2. Click the **Get Variant** button.



3. Remove information from all fields and click the green check mark.

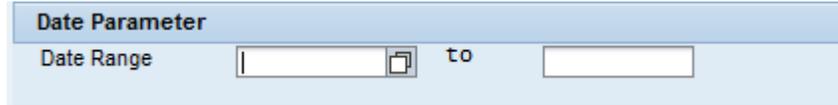


4. Locate and select the **/PESPROGRAM** variant from the list and click the green check mark.



CPTP Job Aids

5. Enter the Current Date in the first date range field and 12/31/9999 in the second date range field.



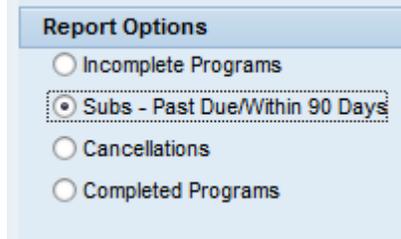
The image shows a dialog box titled "Date Parameter". It contains a "Date Range" label followed by two empty text input fields separated by the word "to". The first field is intended for the current date, and the second field is intended for the date 12/31/9999.

6. Enter the correct personnel area in **both** fields.



The image shows a dialog box with a "Personnel area" label and two empty text input fields separated by the word "to". Both input fields are highlighted in yellow, indicating they should be filled with the same personnel area code.

7. Select **Subs – Past Due/Within 90 Days** from Report Options.



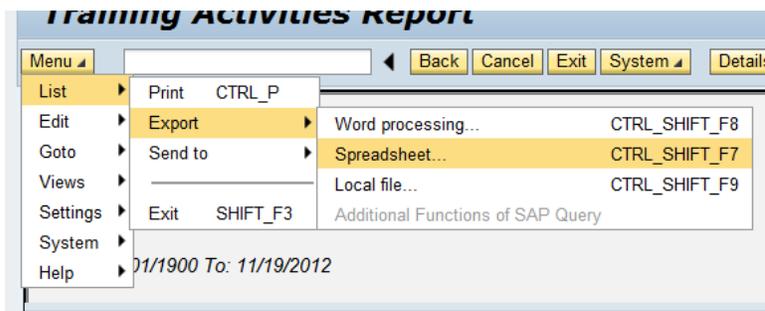
The image shows a dialog box titled "Report Options". It contains four radio button options: "Incomplete Programs", "Subs - Past Due/Within 90 Days", "Cancellations", and "Completed Programs". The "Subs - Past Due/Within 90 Days" option is selected and highlighted with a dashed border.

8. Click **Execute**.

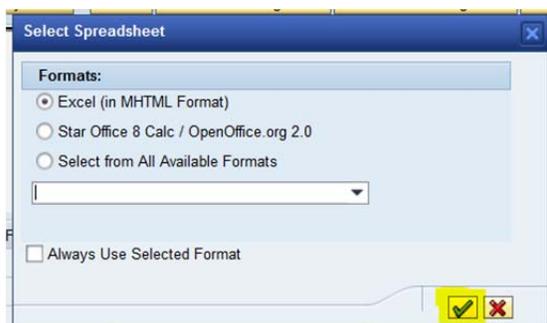


Export Report to Excel

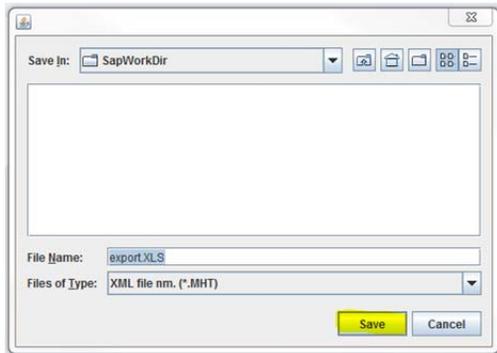
1. Click the **Menu** button in the top left of the screen. 
2. Place your cursor over **List**, then over **Export**, and then click **Spreadsheet**.



3. A window titled Select Spreadsheet will appear. Do not change anything in the window, the Excel option should already be selected. Click the **green check mark**.



- Now a window will appear, prompting you to save the exported spreadsheet. Do not change anything in this window either; the file name should stay as “export.xls”. Click **Save**.



- When the box titled Save File As appears and asks you if you'd like to replace the file, click **Yes**.



- When Excel opens, a warning message will appear that looks like the following picture. Click **Yes** to open the file.

