

Title	Run an Employee Qualifications Report
Purpose	Provides step-by-step instructions to Training Coordinators in LaGov agencies on running an Employee Qualifications Report in SAP LSO.
Version History	1.0, 01/03/2012, New document

A. Run an Employee Qualifications Report

1. From the Training Coordinator tab in SAP, select the Run Employee Qualifications Report link under the LaGov Users heading.
2. Click the GET VARIANT button from the top menu.
3. Remove all information from the search boxes and click the GREEN CHECK MARK button.
4. Select CPTPSUPER from the list, and then click the GREEN CHECK MARK button.
5. Enter your personnel area in the Personnel Area field.

NOTE: You may enter more than one personnel area by clicking the yellow arrow to the right of the Personnel Area field.

6. Click the EXECUTE button from the top menu to run the report.
7. Select the Suprv Grp column on the report.
8. Click the Sort in Descending Order button to sort the report.
9. Review employees in each supervisory group to ensure all applicable supervisory group qualifications have been achieved. Assign supervisory group programs as needed.

OPTIONAL STEPS BELOW

10. To print the report, click the CTRL + P buttons on your keyboard or select SYSTEM > PRINT from the top menu to print the report as a PDF document.
11. To export the report as a spreadsheet, click the SPREADSHEET button from the top menu, and then choose a place to store the spreadsheet on your computer.

NOTE: You may need to select the More button to reveal this option.

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