

How to Run/Use the Qualification Report for Non-LaGov Users

At LEO Training Coordinator tab: select Run External Person Qualification Report

The screenshot shows the 'Employee Qualification Report' interface. At the top, there is a title bar and a menu bar with buttons: Menu, Back, Save as Variant..., Cancel, Exit, System, Execute, and Get Variant... Below this is the 'Date Parameter' section (1) with radio buttons for 'Today' and 'Other Date' (3). The 'Selection Criteria' section (2) contains a list of fields with input boxes and 'to' indicators, and a column of right-pointing arrows (6). A red asterisk is next to the 'Personnel area' input box (4). The 'Employment status' input box contains the number '3'. Below the selection criteria is an 'Org Structure' button. The 'Report Options' section (7) has radio buttons for 'All EEs', 'Only EEs with a Qual Record', and 'Only Expired/Expiring Quals'. At the bottom is the 'Select Display Variant' section with a 'Display Variant' input box.

1. Select your DATE PARAMETER (See #1 in picture): TODAY gives report on qualifications earned through current date. To view qualifications earned in a specific period, set different dates.
2. SELECTION CRITERIA (See #2 in picture):

Some reports have already been created. In this context, these are called variants. Variants have pre-selected quals and other report options. Here are some examples:

- a) CPTPSUPGROUP: shows who has a qualification for Supervisory Groups 1, 2, & 3 but does not show individual classes.
- b) CPTPSUPER: appears to be the same as above

- c) CPTPCERTIFS: shows completed supervisory groups and certificates earned, such as CPM or CSSC, and the PES program
- d) CPTPSUPTRNG: displays supervisory group and PES completions

If you want to use a variant, select it before entering your Personnel Area info. Here's how:

- a) Click the Get Variant button (See #3 in picture).



- b) Delete your P ID number.
- c) Click the checkmark. 
- d) Select the variant by clicking on the appropriate name, then click the green checkmark.
- e) Enter your 4-digit Personnel Area number in both columns (See #4 in picture above.)

If you are not using a variant, the next step is to find the qualification(s) desired.

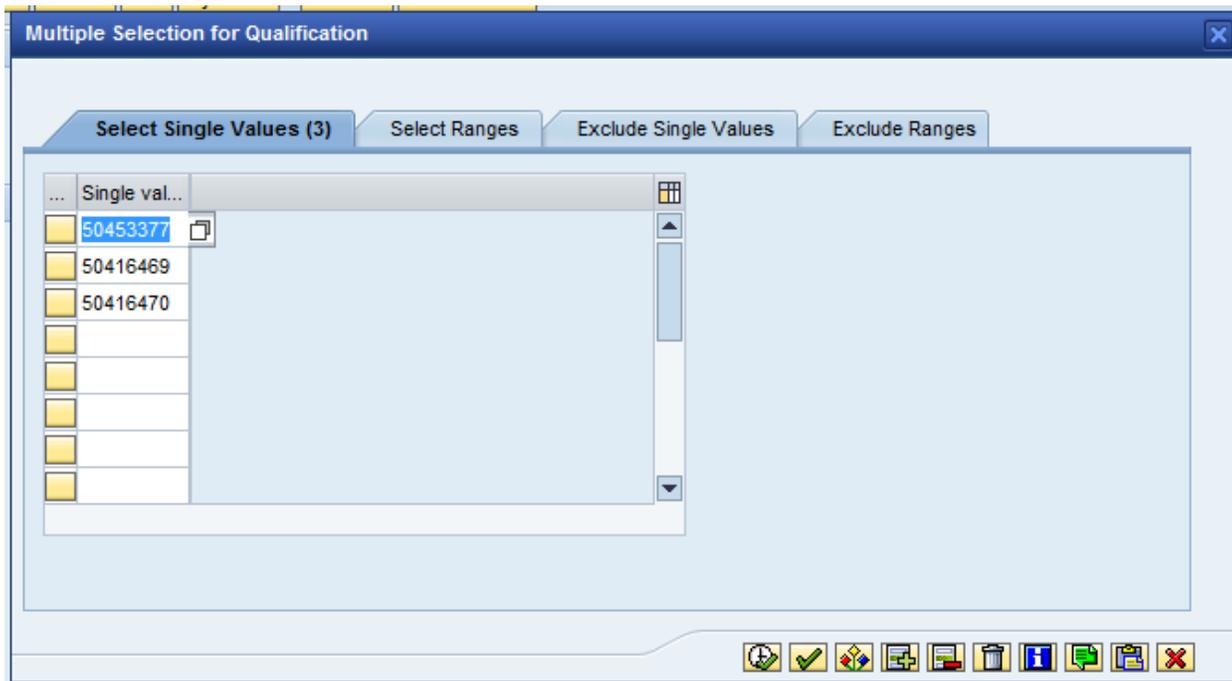
To search for a single qualification:

- a. Click in the qualification box to pull up the match code box (See #5 in picture).
- b. Click in the match code to bring up the search box.
- c. Leaving the asterisk in place, type a part of the course title, such as diversity or PES or teams, to the **right** of the asterisk.
- d. Hit your Enter key or click the binoculars . This will bring up a list of options from which you can select the desired course title. If you get a message that nothing was found, check your spelling or try another word in the course title on which to search.
- e. Click in that course title's line to select and then click the green checkmark. You'll see the field populated on the original page.

If you want to check for more than one course qualification at a time:

- a. Click on the yellow arrow to the far right on the Qualification line (See #6 in picture). You will see your first course number displayed.

b. Click in the line below to bring up another match code box and repeat steps 2 and 3 above.



c. Continue for as many specific courses as you'd like the report to pull. Click on the green checkmark with the clock to continue.

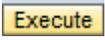
d. Your original page will now show a green mark underneath the yellow arrow. 

3. Select your REPORT OPTIONS (See #7 above):

Selecting All EE's will put everyone in the Personnel Area into the report regardless of having a qualification. This can be helpful for two reasons. First, it will show who has NOT earned a qualification since it lists everyone! Second, it is helpful because you can see in which supervisory groups your people are placed.

If you want to see only those people who have earned the qualification, use the second option: Only EE's with a Qual Record.

The third option can be used if you are searching for a qualification with an expiration date, for example Defensive Driving class. The CPTP qualifications do not expire, so it won't be useful for our courses.

4. Click EXECUTE to run the report 

5. Export your report. You can send the report to a spreadsheet to manipulate the columns (ex: sort, filter, etc.) Here's how:

- a. Depending on your machine, you may have Spreadsheet as an option
- b. If not, click on Menu >List > Export > Spreadsheet . Some users will jump straight to step c. Others, depending on their computer's configuration may need the following steps.
 - i. I use the 3rd option: Select from All Available Formats
 - ii. Then choose the first option from the drop-down: EXCEL (in Office 2007 XSLX format).
 - iii. Click the green checkmark, then wait!
 - iv. You will get a pop-up window. Choose RUN
- c. A 2nd pop-up will appear. Choose DON'T BLOCK
- d. Save the report.