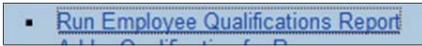


Employee Qualifications Report for PES Requirements

This report provides a list of employees with a specific qualification.

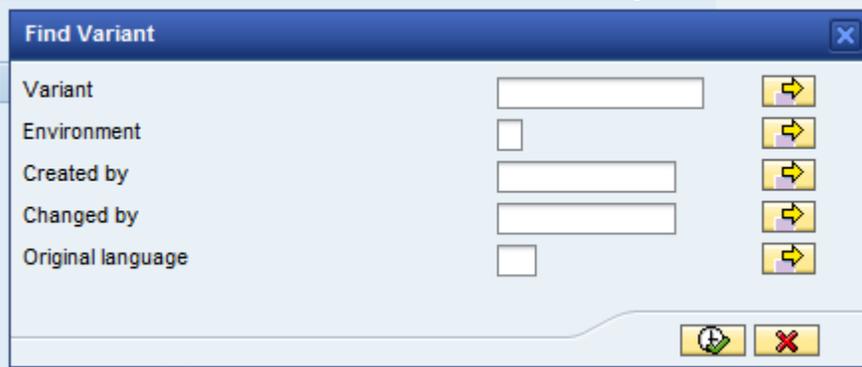
1. Click **Run Employee Qualifications Report**.



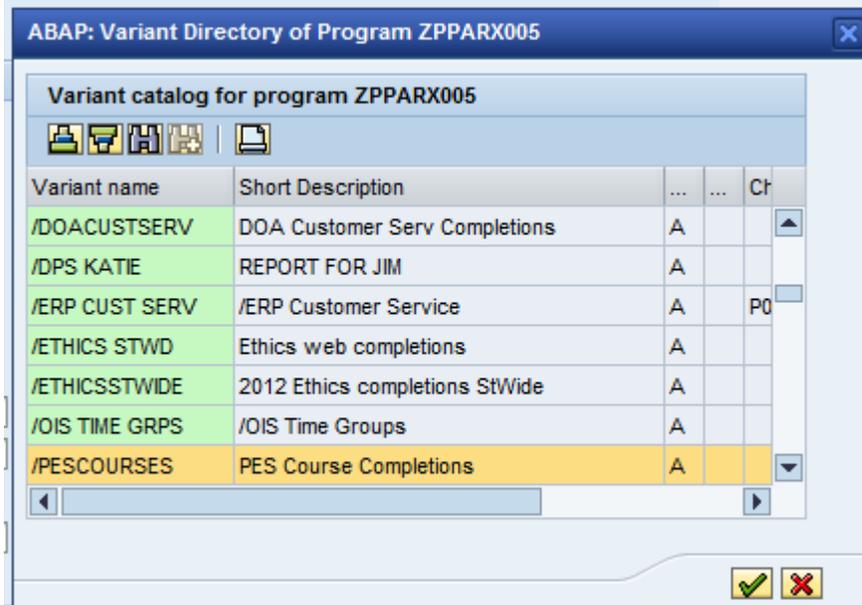
2. Click the **Get Variant** button.



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



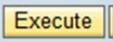
4. Locate and select the **/PESCOURSES** variant from the list and click the green check mark.

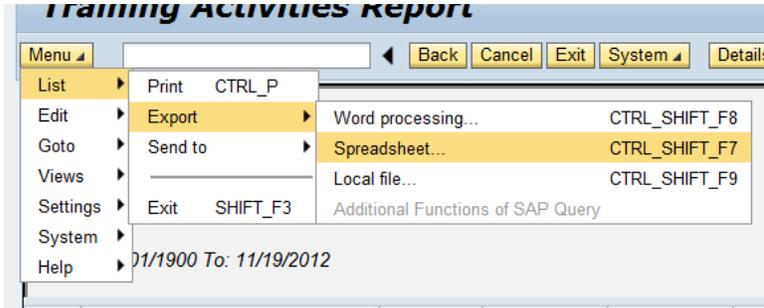


5. Enter the correct personnel area in **both** fields.

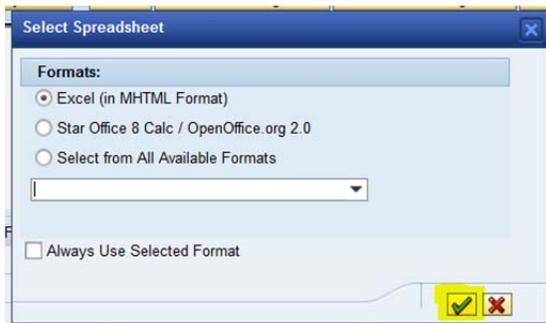


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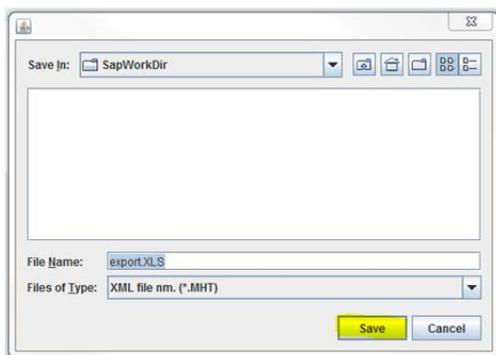
6. Click **Execute**. 
7. Next, you need to export the report to Microsoft Excel.
8. Click the **Menu** button in the top left of the screen. 
9. Place your cursor over **List**, then over **Export**, and then click **Spreadsheet**.



10. 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**.



11. 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**.



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



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

