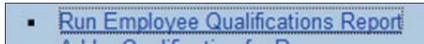


Employee Qualifications Report

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

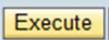
1. Click **Run Employee Qualifications Report**.



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



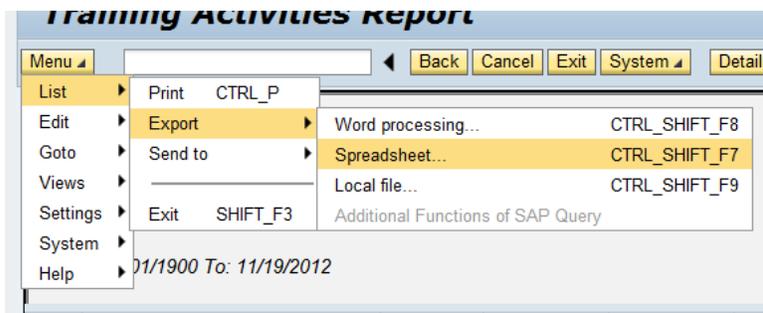
3. Use the matchcode box in the Qualification field to identify the specific qualification you are running the report for. Remember to search using a portion of the course name surrounded by asterisks. For example, if you want to see the employees who have the PES Basics qualification, search using this term: ***PES basics***.

4. Click **Execute**. 

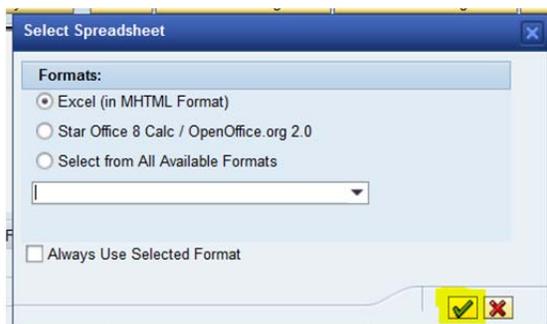
5. Next, you need to export the report to Microsoft Excel.

6. Click the **Menu** button in the top left of the screen. 

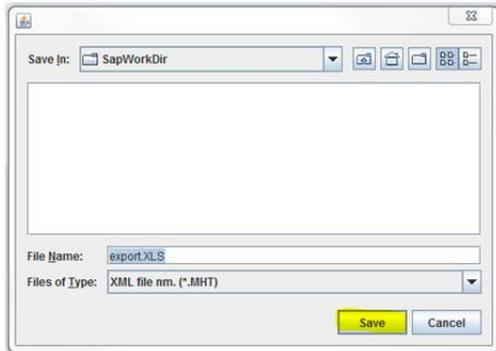
7. Place your cursor over **List**, then over **Export**, and then click **Spreadsheet**.



8. 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**.



9. 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**.



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



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

