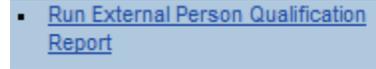


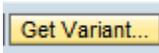
## External Person Qualification Report for PES Requirements

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

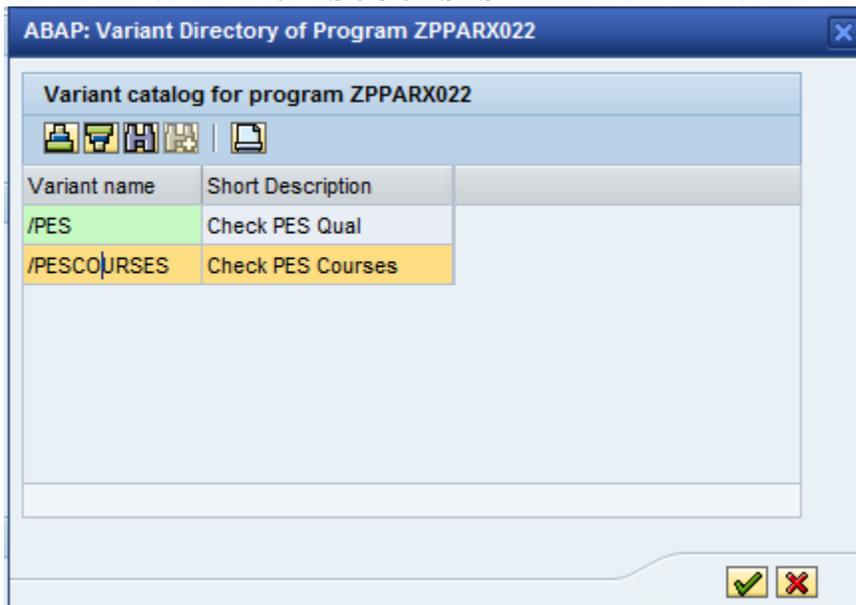
1. Click **Run External Person Qualification Report**.



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



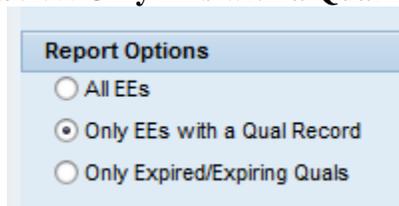
3. Locate and select the **/PESCOURSES** variant from the list and click the green check mark.



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



5. Select **Only EEs with a Qual Record** from Report Options.



6. Click **Execute**.

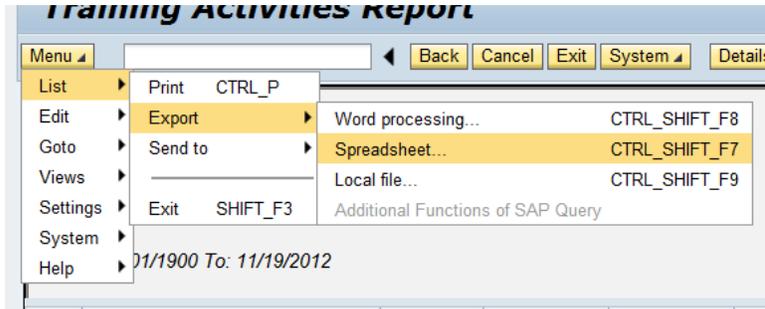


7. Next, you need to export the report to Microsoft Excel.

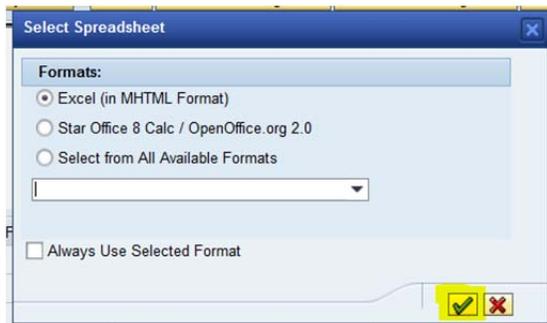
## CPTP Job Aids

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

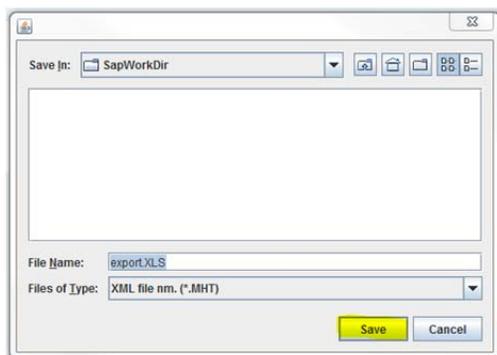
9. Place your cursor over **List**, then over **Export**, and then click **Spreadsheet**.



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**.



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.

