

Training Activities Report for PES (Coordinators)

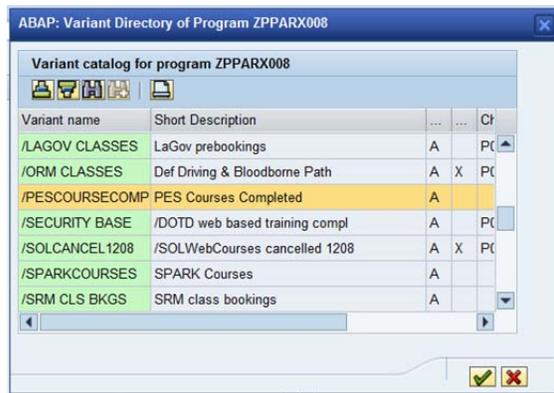
1. Click **Get Variant** at the top of the screen 

2. A window will appear titled Find Variant. Remove your personnel number from the Created by field.



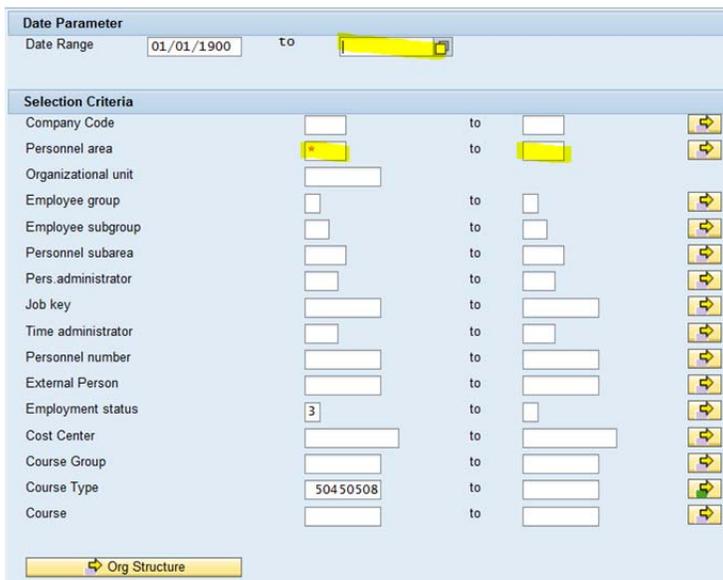
3. Click the green check mark. 

4. A window titled “ABAP: Variant Directory of Program ZPPARX008” will appear. Scroll down until you see /PESCOURSECOMP in the Variant Name column (the far left column). Click on the /PESCOURSECOMP row and click the green check mark.



Variant name	Short Description	...	Ct
/LAGOV CLASSES	LaGov prebookings	A	PC
/ORM CLASSES	Def Driving & Bloodborne Path	A X	PC
/PESCOURSECOMP	PES Courses Completed	A	
/SECURITY BASE	/DOTD web based training compl	A	PC
/SOLCANCEL1208	/SOLWebCourses cancelled 1208	A X	PC
/SPARKCOURSES	SPARK Courses	A	
/SRM CLS BKGS	SRM class bookings	A	

5. The variant will automatically assign a date range of 01/01/1900 to 06/30/2012. You need to **change the end date** to the current date. You also must **change the personnel area range** to your personnel area. Enter your personnel area in **both** fields.



Date Parameter

Date Range: 01/01/1900 to 06/30/2012

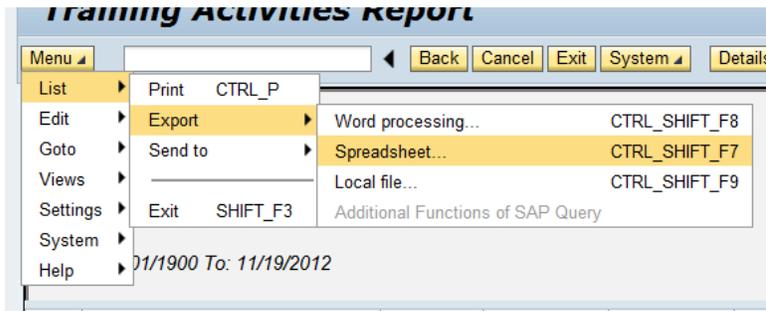
Selection Criteria

Company Code		to		
Personnel area		to		
Organizational unit				
Employee group		to		
Employee subgroup		to		
Personnel subarea		to		
Pers. administrator		to		
Job key		to		
Time administrator		to		
Personnel number		to		
External Person		to		
Employment status	3	to		
Cost Center		to		
Course Group		to		
Course Type	50450508	to		
Course		to		

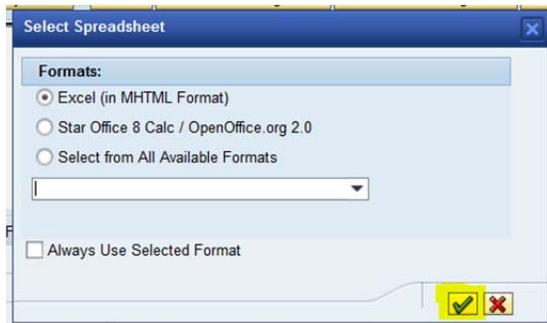


CPTP Job Aids

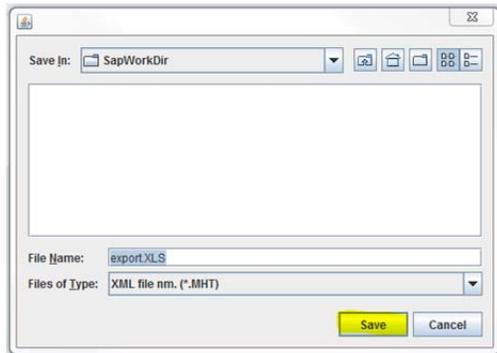
6. Click **Execute**. 
7. Next, you need to export the report to Microsoft Excel.
8. Click the **Menu** button in the top left of the screen. 
9. Place your cursor over **List**, then over **Export**, and then click **Spreadsheet**.



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**.

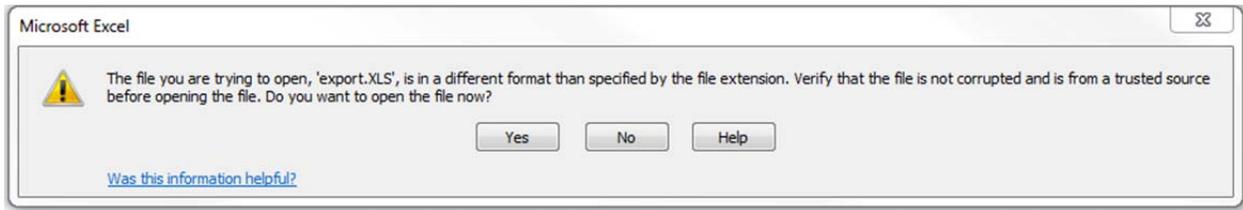


CPTP Job Aids

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.



14. Any rows that appear to have missing information such as Personnel Area, Organization Unit Text, Last Name, First Name, Job Title, and Supervisory Trn Grp should be **deleted**.

	A	B	C	D	E	F	G	H	I	J	K
	Personnel Area	Organization Unit Text	Person Number	Last name	First name	Job Title	Supervisory Trn Grp	Course Text	Course Start Date	Course End Date	Deliver
2			50418842					CPTP PES Basics WBT	6/8/2012	6/8/2012	3
3			50418842					CPTP PES Evaluation Process-WBT	6/22/2012	6/22/2012	3
4			50418842					CPTP PES Planning Process-WBT	6/8/2012	6/22/2012	3
5			50420399					CPTP PES Basics WBT	8/11/2012	8/11/2012	3
6			50420399					CPTP PES Evaluation Process-WBT	8/11/2012	8/11/2012	3
7			50444991					CPTP PES Basics WBT	5/21/2012	5/21/2012	3
8			50444991					CPTP PES Basics WBT	5/25/2012	5/25/2012	3
9			50444991					CPTP PES Evaluation Process-WBT	5/11/2012	5/11/2012	3
10			50444991					CPTP PES Forms-WBT	6/26/2012	6/26/2012	3
11			50444991					CPTP PES Planning Process-WBT	5/11/2012	5/11/2012	3
12			50444991					CPTP PES Planning Process-WBT	5/22/2012	5/25/2012	3
13			50445011					CPTP PES Evaluation Process-WBT	6/7/2012	6/7/2012	3
14			50445011					CPTP PES Planning Process-WBT	6/26/2012	6/26/2012	3
15	0158	ECONOMICS-DEPT OF PUBLIC	1750	MC-MANUS	BRIAN	ECONOMIST 4-B	SUPGRP 1	CPTP PES Basics WBT	8/16/2012	8/16/2012	3
16	0158	ECONOMICS-DEPT OF PUBLIC	1750	MC-MANUS	BRIAN	ECONOMIST 4-B	SUPGRP 1	CPTP PES Evaluation Process-WBT	8/16/2012	8/17/2012	3
17	0158	ECONOMICS-DEPT OF PUBLIC	1750	MC-MANUS	BRIAN	ECONOMIST 4-B	SUPGRP 1	CPTP PES Forms-WBT	8/17/2012	8/17/2012	3
18	0158	ECONOMICS-DEPT OF PUBLIC	1750	MC-MANUS	BRIAN	ECONOMIST 4-B	SUPGRP 1	CPTP PES Planning Process-WBT	8/17/2012	8/17/2012	3
19	0158	UTILITIES-DEPT OF PUBLIC	2098	STRICKER	OWEN	UTILITIES ADMINISTRATOR	SUPGRP 2	CPTP PES Basics WBT	8/3/2012	8/3/2012	3
20	0158	UTILITIES-DEPT OF PUBLIC	2098	STRICKER	OWEN	UTILITIES ADMINISTRATOR	SUPGRP 2	CPTP PES Evaluation Process-WBT	8/6/2012	8/6/2012	3
21	0158	UTILITIES-DEPT OF PUBLIC	2098	STRICKER	OWEN	UTILITIES ADMINISTRATOR	SUPGRP 2	CPTP PES Planning Process-WBT	8/3/2012	8/3/2012	3
22	0158	UTILITIES-DEPT OF PUBLIC	2369	CHAUVIERE	ARNOLD	DEPUTY ASST SECRETARY 2	SUPGRP 3	CPTP PES Basics WBT	8/6/2012	8/6/2012	3
23	0158	UTILITIES-DEPT OF PUBLIC	2369	CHAUVIERE	ARNOLD	DEPUTY ASST SECRETARY 2	SUPGRP 3	CPTP PES Evaluation Process-WBT	8/6/2012	8/6/2012	3
24	0158	UTILITIES-DEPT OF PUBLIC	2369	CHAUVIERE	ARNOLD	DEPUTY ASST SECRETARY 2	SUPGRP 3	CPTP PES Planning Process-WBT	8/6/2012	8/6/2012	3
25	0158	DISTRICT 1-PUBLIC SERVICE	2527	VAUGHN	AMY	PSC COMM CONSUMER SPEC		CPTP PES Basics WBT	5/17/2012	5/17/2012	3
26	0158	DISTRICT 1-PUBLIC SERVICE	2527	VAUGHN	AMY	PSC COMM CONSUMER SPEC		CPTP PES Evaluation Process-WBT	5/17/2012	5/17/2012	3
27	0158	DISTRICT 1-PUBLIC SERVICE	2527	VAUGHN	AMY	PSC COMM CONSUMER SPEC		CPTP PES Planning Process-WBT	5/17/2012	8/8/2012	3
28	0158	OM&F-DEPT OF PUBLIC SERVI	4149	WHITMIRE	JUDY	HUMAN RESOURCES DIRECTOR	SUPGRP 2	CPTP PES Basics WBT	3/19/2012	3/19/2012	3
29	0158	OM&F-DEPT OF PUBLIC SERVI	4149	WHITMIRE	JUDY	HUMAN RESOURCES DIRECTOR	SUPGRP 2	CPTP PES Evaluation Process-WBT	7/31/2012	8/24/2012	3

15. You now have an up-to-date report showing all PES completions in your personnel area.