

## Training Activities Report for Performance Mgmt for Execs

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.

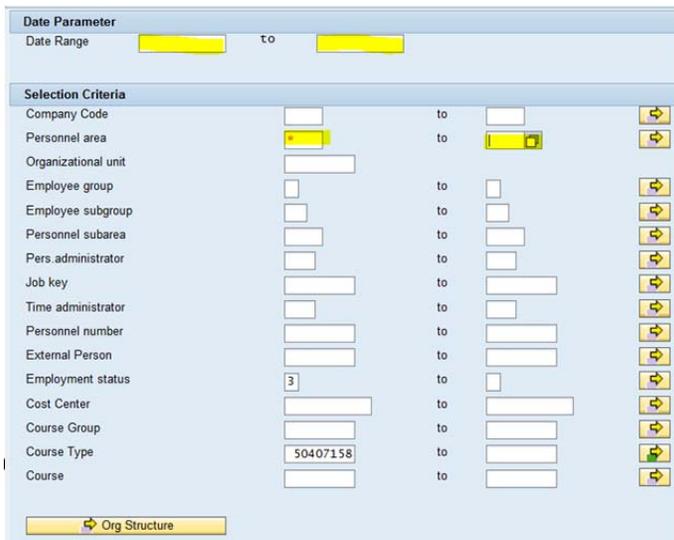


3. Click the green check mark. 
4. A window titled “ABAP: Variant Directory of Program ZPPARX008” will appear. Scroll down until you see **/CSACT377** in the Variant Name column (the far left column). Click on the **/CSACT377** row and click the **green check mark**.



Variant name	Short Description	...	...	Cl
/CPTPCANCELS	CPTP Course Cancellations	A		
/CPTPCOURSES	CPTP Course Completions	A		
/CPTPHRMOD	CPTP HR Module Completions	A		
/CPTPMONTHLY	CPTP Monthly Completions	A		
<b>/CSACT377</b>	<b>CS Act 377 Courses</b>	<b>A</b>	<b>PC</b>	
/DOTD PREBKKS	/DOTD prebookings	A	PC	
/DOTD-TRAINING	Training for ISIS Classes	A		

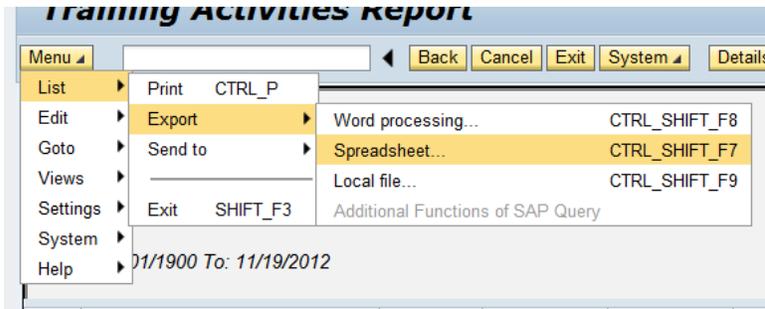
5. The variant will automatically assign a date range of 03/01/2012 to 03/31/2012. You need to **change the date range to 01/01/1900 to the current date**. You also must **change the personnel area range** to your specific personnel area. Enter your personnel area in **both** fields.



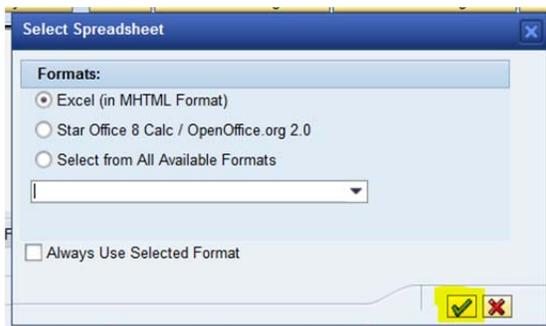
- 6.

## CPTP Job Aids

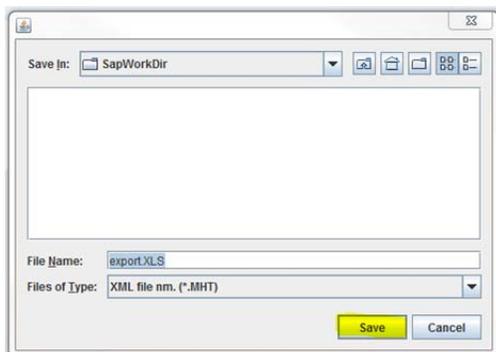
- Next, you need to export the report to Microsoft Excel.
- Click the **Menu** button in the top left of the screen. 
- Place your cursor over **List**, then over **Export**, and then click **Spreadsheet**.



- 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**.



- 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**.

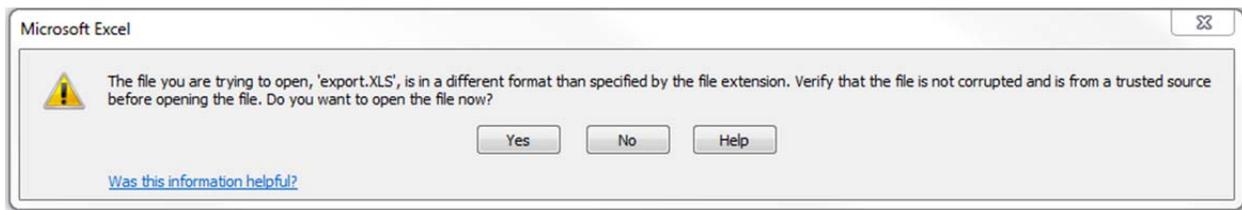


## CPTP Job Aids

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
	Personnel Area	Organization Unit Text	Person Number	Last name	First name	Job Title	Supervisory Trn Grp	Course Text	Course Start Date	Course End Date
2			50429063					CS Performance Mgt. for Supervisors	6/21/2012	6/21/2012
3	0158	DISTRICT 2-PUBLIC SERVICE	3874	KANTROW	DAVID	EXECUTIVE ASSIST		CS Performance Mgt. for Supervisors	6/6/2011	6/6/2011
4	0158	OM&F-DEPT OF PUBLIC SERVI	4149	WHITMIRE	JUDY	HUMAN RESOURCES DIRECTOR	SUPGRP 2	CS Empl Selec & Correct Actions for Exec	6/2/2011	6/2/2011
5	0158	OM&F-DEPT OF PUBLIC SERVI	4149	WHITMIRE	JUDY	HUMAN RESOURCES DIRECTOR	SUPGRP 2	CS Performance Mgmt Module for Executive	6/2/2011	6/2/2011
6	0158	OM&F-DEPT OF PUBLIC SERVI	4149	WHITMIRE	JUDY	HUMAN RESOURCES DIRECTOR	SUPGRP 2	CS Performance Mgt. for Supervisors	6/2/2011	6/2/2011
7	0158	DEPARTMENT OF PUBLIC SERV	70888	GONZALEZ	EVE	SECRETARY		CS Empl Selec & Correct Actions for Exec	6/20/2011	6/20/2011
8	0158	DEPARTMENT OF PUBLIC SERV	70888	GONZALEZ	EVE	SECRETARY		CS Performance Mgmt Module for Executive	6/20/2011	6/20/2011
9	0158	DOCKETING-DEPT OF PUBLIC	106016	WEBER	DENNIS	EXECUTIVE COUNSEL		CS Performance Mgt. for Supervisors	6/6/2011	6/6/2011
10	0158	UTILITIES-DEPT OF PUBLIC	184234	COLLINS	JERRY	STATISTICIAN 1		CS Empl Selec & Correct Actions for Exec	6/24/2010	8/23/2010
11	0158	UTILITIES-DEPT OF PUBLIC	184234	COLLINS	JERRY	STATISTICIAN 1		CS Performance Mgt. for Supervisors	4/12/2011	4/13/2011
12	0158	DISTRICT 1-PUBLIC SERVICE	254703	GARVEY	INGRID	EXECUTIVE ASSIST		CS Performance Mgt. for Supervisors	6/10/2011	6/10/2011

15. You now have an up-to-date report showing all Performance Management for Executives completions in your personnel area.