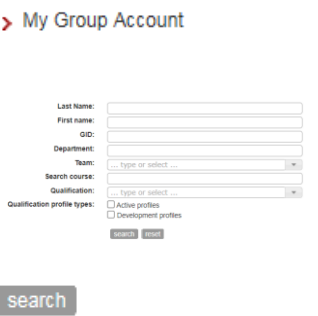

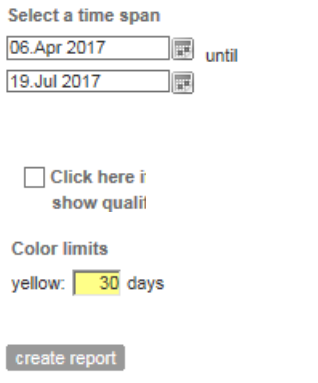
	<p>Navigation Note</p> <h2>How to download the 'expiring qualifications' report</h2>	<p>IT System Group Account Date 30/06/2021 Owner SGRE HR ORG&DEV WU</p>
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Phase	Explanation	Navigation
Find the users	<ol style="list-style-type: none"> From the main SG Training Web page go to My Group Account Perform a department search by entering search criteria, e.g. department code or cost center. NB! Please remember to put in % before the org. code and cost center to ensure seeing every employee, e.g. %ON EXT Click the search button 	
Generate the report	<ol style="list-style-type: none"> Select Expiring Qualifications in Generate report section Wait for the webpage to load. 	
Create report	<ol style="list-style-type: none"> Read the Purpose of the report to make sure of your choice Adjust timespan to your preferences. NB! The report only shows qualifications, that will expire in the select timespan. If the qualification expires before/after, it will not show in the report. Tick-on other criteria relevant for you Adjust color limits Click Create Report <p><u>The color coding in the report is as follows:</u></p> <ul style="list-style-type: none"> Green - For achieved qualifications expiring in more than 30 days. Yellow - For achieved qualifications expiring within a 30-day period (configurable). Red - For expired or never achieved qualifications. Grey – For qualifications in the grace period – the employee is required to achieve the qualification no later than the end of this period 	
Download the XLS File	<ol style="list-style-type: none"> Click on the download as xls-File if needed Then either choose to Open or Save file 	