

# How to download 'GAP Analysis' report

Phase	Explanation	Navigation
Find the Department	<ol style="list-style-type: none"> <li>From the main SG Training Web page go to <b>My Group Account</b></li> <li>Perform a department search by entering search criteria, e.g. department code or cost center.  <b>NB! If you are searching for an org. code or cost center, please remember to put in % before to ensure seeing every employee, e.g. %ON EXT</b></li> </ol> <p>Click the <b>Search</b> button</p>	
Generate the report	<ol style="list-style-type: none"> <li>Select <b>Gap Analysis</b> in <b>Generate report</b> section</li> <li>Wait for the webpage to load</li> </ol>	
Adjust Parameters	<ol style="list-style-type: none"> <li>Read the <b>Purpose</b> of the report to make sure of your choice</li> <li>Select the frameworks you need to see</li> <li>Adjust other parameters if required</li> </ol>	
Create Report	<ol style="list-style-type: none"> <li>Click <b>Create Report</b> button</li> </ol>	
Download the XLS File	<ol style="list-style-type: none"> <li>Click on the <b>download as xls-File</b> if needed</li> <li>Then either choose to <b>Open</b> or <b>Save</b> file</li> </ol> <p>Qualification color description:</p> <ul style="list-style-type: none"> <li><b>White</b>: Qualification not achieved and not needed according to the assigned profiles</li> <li><b>Green</b>: Qualification is needed according to the assigned profiles and it is achieved and will not expire within the "soon-to-expire" period that you set in the report configuration</li> <li><b>Yellow</b>: Qualification is needed according to the assigned profiles and it is achieved but will expire within the "soon- to-expire" period that you set in the report configuration</li> <li><b>Red</b>: Qualification is needed according to the assigned profiles, but it has never been achieved or has already expired</li> <li><b>Blue</b>: Qualification is achieved and valid, but not needed according to the assigned profiles</li> </ul> <ol style="list-style-type: none"> <li><b>Grey</b>: Qualification is needed according to the assigned</li> </ol>	

	<p>Navigation Note</p> <h2>How to download 'GAP Analysis' report</h2>	<table> <tr> <td>IT System</td> <td><b>Group Account</b></td> </tr> <tr> <td>Date</td> <td>30/06/2021</td> </tr> <tr> <td>Owner</td> <td><b>SGRE HR ORG&amp;DEV WU</b></td> </tr> </table>	IT System	<b>Group Account</b>	Date	30/06/2021	Owner	<b>SGRE HR ORG&amp;DEV WU</b>
IT System	<b>Group Account</b>							
Date	30/06/2021							
Owner	<b>SGRE HR ORG&amp;DEV WU</b>							

	<p>profiles, but at the moment the employee is within the "grace period" – the employee is required to achieve the qualification no later than the end of this period Any of the above colors with "x" in the cell: a training has been booked to mitigate the given missing or expiring qualification</p>	
--	--	--