

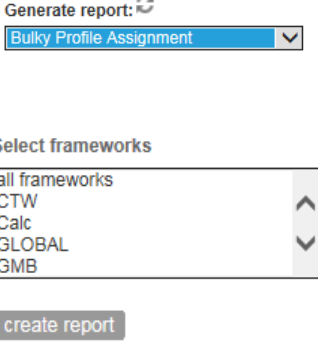
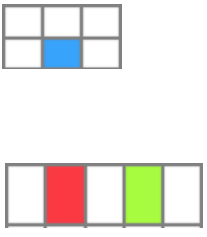




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|  | <p>Navigation Note</p> <h2>How to add and remove training profiles for multiple users at once</h2> | <p>IT System <b>Group Account</b><br/> Date 30/06/2021<br/> Owner <b>SGRE HR ORG&amp;DEV WU</b></p> |
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| Phase               | Explanation  | Navigation  |
|---------------------|--|---|
| Find the users      | <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! Please remember to put in % before the org. code and cost center to ensure seeing every employee, e.g. %ON EXT</b></li> <li>Click the <b>search</b> button.</li> </ol>  |    |
| Generate the report | <ol style="list-style-type: none"> <li>Select <b>Bulky Profile Assignment</b> in the <b>Generate report</b> section</li> <li>Wait for the page to load</li> <li>You can choose which framework the report must cover, and the report will show all profiles attached to the employees from the chosen framework</li> <li>Click <b>Create report</b> button</li> </ol>  |   |
| Assign Profiles     | <ol style="list-style-type: none"> <li>Click on an <b>empty field</b> to assign profile, the color of the field should turn <b>blue</b>, click again on the same field if you want to remove the profile before saving information</li> <li>The already <b>assigned</b> profiles will be marked as <b>green</b>. To <b>remove</b> them click on the field and it will turn <b>red</b></li> </ol> <p><u>Color definition:</u><br/> White – profile not assigned and no change initiates<br/> <b>Blue</b> – profile to be attached to the employee<br/> <b>Green</b> – profile is already attached, no change initiated<br/> <b>Red</b> – profile is already attached and it is been marked for removal</p> <ol style="list-style-type: none"> <li><b>Make sure your time</b> does not run out. <b>NB! Changes will not automatically be saved when time is up.</b></li> <li>When you are done with assigning profiles click <b>Apply Changes</b></li> </ol> |  <p>Your session will expire in  18:40 minutes.</p>  |