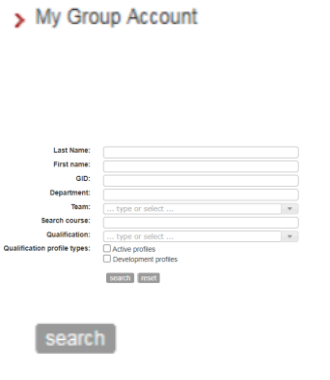



	<p>Navigation Note</p> <h2>How to check a user's training profile</h2>	<p>IT System Group Account Date 3006/2021 Owner SGRE HR ORG&DEV WU</p>
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Phase	Explanation	Navigation
Find the user	<ol style="list-style-type: none"> From the main SG Training Web page go to My Group Account. Perform an employee search by entering search criteria as e.g. name, GID or department. 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 Click the search button. 	 <p>The screenshot shows the 'My Group Account' page with a search form. The form includes fields for Last name, First name, GID, Department, Team, Search course, and Qualification. There are checkboxes for 'Active profiles' and 'Development profiles', and a 'search' button at the bottom.</p>
Login as a user	<ol style="list-style-type: none"> Find the user you need to book training for and click the Login as button. 	 <p>The icon shows a person with a red arrow pointing to them, representing the 'Login as' function.</p>
Check the training profiles	<ol style="list-style-type: none"> Select the My Training Profiles link in the right menu bar You are now able to see the user's Active Training Profiles. Click to expand view. <p><u>Profile color explanation:</u> Green - Profile is complete Orange – Profile is incomplete; at least one required qualification is missing/expired Red – Profile is not commenced Yellow – Profile is completed, but at least one required qualification is soon to expire Grey – Profile completion is required before a given date</p> <p><u>Qualification color explanation:</u> Green – Qualification is valid Yellow – Qualification is expiring in 90 days Red – Qualification is missing/expired Grey – Qualification completion is required within the given date X - Training has been booked to achieve/renew qualification  - Search training to achieve/renew qualification</p>	 <p>The screenshot shows the 'My Training Profiles' page. It has a section for 'My active profiles' with 'Expand all' and 'Collapse all' buttons. Below is a table with columns 'Role' and 'Credit'. Two profiles are listed: 'GRN Basic Electrical Awareness-DK' with a red square icon and 'NCS GP All Colors 60' with an orange square icon. At the bottom, there is a 'download profiles as pdf document' button with a PDF icon.</p>