

How to download 'Profile GAP' report

Phase	Explanation	Navigation
Find the Department	<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. %HR ORG&DEV Click the Search button 	<p>> My Group Account</p> <p>Last Name: <input type="text"/></p> <p>First name: <input type="text"/></p> <p>GID: <input type="text"/></p> <p>Department: <input type="text"/></p> <p><input type="button" value="search"/></p>
Generate the report	<ol style="list-style-type: none"> Select Profile GAP Report in Generate report section Wait for the webpage to load 	<p>Generate report: </p> <p><input type="text" value="Profile GAP Report"/></p>
Create Report	<ol style="list-style-type: none"> Read the Purpose of the report to make sure of your choice Select the relevant framework Choose if you want to see only active profiles, development profiles or both under Change Report filter Choose the relevant Profile level Click create report 	<p>Select frameworks</p> <p>Change Report Filter</p> <p><input checked="" type="radio"/> Show active profiles</p> <p><input type="radio"/> Show development profiles</p> <p><input type="radio"/> Show active and development profiles</p> <p>Choose profile level</p> <p><input type="text" value="Level 1"/></p> <p><input type="button" value="create report"/></p>
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 	<p> download as xls-File</p> <p><input type="button" value="Open"/> <input type="button" value="Save"/> <input type="button" value="▼"/></p>