SIEMENS Gamesa

Navigation Note

## How to download 'all qualifications' report

IT System Date Owner

Group Account 30/06/2021 SGRE HR ORG&DEV WU

Phase	Explanation	Navigation
Find the users	<ol> <li>From the main SG Training Web page go to My Group Account</li> </ol>	> My Group Account
	Perform a department search by entering search criteria, e.g. department code, cost center, GID. 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	Let Vane: Fri st ane: Deptiment Barne Barne corre: Gualification profile type: Coulification profile type: Coulification profile type: Coveragence profile Coveragence profiles
	2. Click the <b>search</b> button	search
Generate the report	<ol> <li>Select All Qualifications in Generate report section</li> </ol>	Generate report:
	2. Wait for the webpage to load	
	<ol> <li>If you only need to see qualifications from profiles tick off 'yes'</li> </ol>	Qualification from profiles only ves
Create Report	<ol> <li>Read the <b>Purpose</b> of the report to make sure of your choice</li> </ol>	
	2. Click <b>Create Report</b> button	create report
Download the	1. Click on the <b>download as xls-File</b> if needed	🔀 download as xls-File
	2. Then either choose to <b>Open</b> or <b>Save</b> file	Open Save <b>•</b>