

How to download 'all qualifications' report

Phase	Explanation	Navigation
Find the users	<ol style="list-style-type: none"> From the main SG Training Web page go to My Group Account <p>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</p> <ol style="list-style-type: none"> Click the search button 	
Generate the report	<ol style="list-style-type: none"> Select All Qualifications in Generate report section Wait for the webpage to load If you only need to see qualifications from profiles tick off 'yes' 	
Create Report	<ol style="list-style-type: none"> Read the Purpose of the report to make sure of your choice Click Create Report button 	
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 	