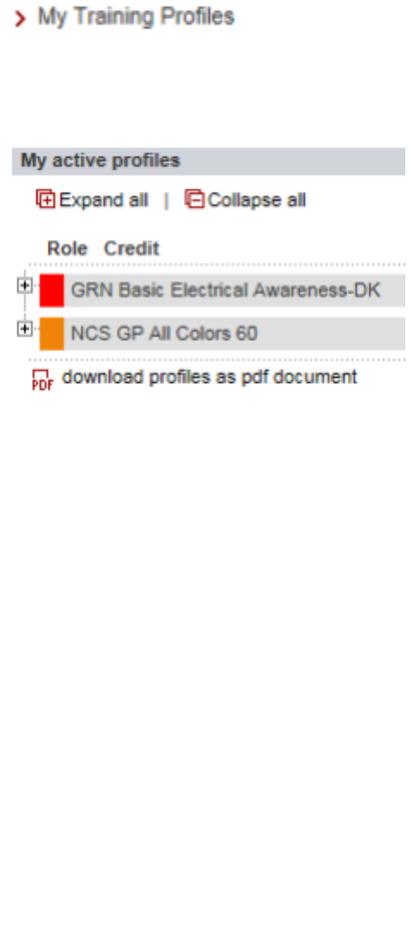


	<p>Navigation Note</p> <h2>How to check a user's training profile</h2>	<p>IT System    <b>Group Account</b>  Date            10.05.2024  Owner          <b>SGRE HR TM WU</b></p>
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Phase	Explanation	Navigation						
Find the user	<ol style="list-style-type: none"> <li>From the main SG Training Web page go to <b>My Group Account</b>.</li> <li>Perform an employee search by entering search criteria as e.g. name, GID or department. <b>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</b></li> <li>Click the <b>search</b> button.</li> </ol>	 <p>The screenshot shows a search form with fields for Last Name, First Name, GID, Department, Team, and Search course. There are checkboxes for 'Active profiles' and 'Development profiles', and 'search' and 'reset' buttons.</p>						
Login as a user	<ol style="list-style-type: none"> <li>Find the user you need to book training for and click the <b>Login as</b> button.</li> </ol>	 <p>A red icon showing a person with a plus sign and a refresh symbol, representing the 'Login as' function.</p>						
Check the training profiles	<ol style="list-style-type: none"> <li>Select the My Training Profiles link in the right menu bar</li> <li>You are now able to see the user's Active Training Profiles.</li> <li>Click to expand view.</li> </ol> <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</p> <p> - Search training to achieve/renew qualification</p>	 <p>The screenshot shows the 'My Training Profiles' section with a sub-section 'My active profiles'. It includes 'Expand all' and 'Collapse all' buttons, a table with columns 'Role' and 'Credit', and a 'download profiles as pdf document' button.</p> <table border="1"> <thead> <tr> <th>Role</th> <th>Credit</th> </tr> </thead> <tbody> <tr> <td> GRN Basic Electrical Awareness-DK</td> <td></td> </tr> <tr> <td> NCS GP All Colors 60</td> <td></td> </tr> </tbody> </table>	Role	Credit	 GRN Basic Electrical Awareness-DK		 NCS GP All Colors 60	
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