

Phase	Explanation	Navigation														
Use the search function	<ol style="list-style-type: none"> <li>From the main SG Training Web page go to <b>My Group Account</b>.</li> <li>You can now search for your employees in a range of ways detailed in the below options, e.g. search by name, search by org code, search by team list.</li> <li>Once you have searched, the employee, or group of employees that match your search will appear at in the search result section and you can use the <b>Login</b> button to login as the employee you want to view records for.</li> </ol>	<p><b>My SG Training Center</b></p> <ul style="list-style-type: none"> <li>&gt; My Bookings</li> <li>&gt; My Archive</li> <li>&gt; My Training Profiles</li> <li>&gt; My Certificates</li> <li>&gt; My Settings</li> <li>&gt; <b>My Group Account</b></li> </ul> <p>Search Results (1 hit) <span style="float: right;"> download as xlsx-File</span></p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <thead> <tr> <th>Name</th> <th>First name</th> <th>SGRE ID</th> <th>Department</th> <th>Cost center</th> <th>WINDA ID:</th> <th>Company</th> </tr> </thead> <tbody> <tr> <td>Scrimshaw</td> <td>Joe</td> <td>1031035</td> <td>HR TM WU</td> <td>441T0037</td> <td></td> <td>Siemens Gamesa Renewable Energy Limited </td> </tr> </tbody> </table>	Name	First name	SGRE ID	Department	Cost center	WINDA ID:	Company	Scrimshaw	Joe	1031035	HR TM WU	441T0037		Siemens Gamesa Renewable Energy Limited
Name	First name	SGRE ID	Department	Cost center	WINDA ID:	Company										
Scrimshaw	Joe	1031035	HR TM WU	441T0037		Siemens Gamesa Renewable Energy Limited										
Search by name	Type in the <b>First Name</b> and/or <b>Surname</b> of the employee you wish to find in the system.	<p><b>Surname:</b> <input type="text" value="Scrimshaw"/></p> <p><b>First name:</b> <input type="text" value="Joe"/></p>														
Search by SGRE ID	<p>Type in the SGRE ID of the employee you wish to find in the system.</p> <p><b>NB! Employee ID is the workday ID for internal employees who exist in workday. For any other users who don't exist in workday, this ID will be a randomly generated, 8 digit, number that is generated when the account was created.</b></p>	<p><b>SGRE ID:</b> <input type="text" value="1031035"/></p>														

<p>Search by org code</p>	<p>Type in the full org code that your employees work within.</p> <p><b>NB! Don't include the 'SGRE' that org codes usually start with.</b></p> <p><b>NB! Please remember to put in % before the org. code to ensure seeing every employee, e.g. %HR TM WU</b></p>	<p><b>Department:</b> <input type="text" value="%HR TM WU"/></p>
<p>Search by Cost Center</p>	<p>Type in the full cost center that your employees are assigned to.</p> <p><b>NB! Please remember to put in % before the cost center to ensure seeing every employee, e.g. %441T0037</b></p>	<p><b>Cost center:</b> <input type="text" value="%441T0037"/></p>
<p>Search by company</p>	<p>Type in the company name, that the employee you are searching for, works in.</p> <p><b>NB! If you are searching for someone from an external employee, you will need to have access to this company so consider a change of access if you only have access to internal employees</b></p>	<p><b>Company:</b> <input type="text" value="Global Wind Service"/></p>
<p>Search by team list</p>	<p>Type in the name of the team list that contains the employee's you are searching for.</p> <p><b>NB! You need to have access to the team list in order to see everyone that is assigned to it. If you don't, the search will show any employees you do have access to that are within the team list.</b></p>	<p><input type="text" value="x WP-SE-OPS-PD3"/></p>
<p>Search by course number</p>	<p>Using this search will show you all employees, that you have access to, that have completed the course you are searching for.</p>	<p><b>Course number:</b> <input type="text" value="HSE-0001"/></p>

Search by Qualification	Using this search will show you all employees, that you have access to, that have completed the qualification you are searching for.	<p>Qualification: <input type="text" value="HSE-0031-GL Global Site Induction - Module 1: Arriving on site"/></p>
Search by qualification Profile	<p>Using this search will show you all of the employees, that you have access to, that have the qualification profile assigned to their account.</p> <p><b>NB! You can also select whether you want to see those employees who have the qualification as an active or development profile by combining the search with the Qualification Profile Types search</b></p>	<p>Qualification profile: <input type="text" value="Bolt Tightening Training (SGTT)"/></p> <p>Qualification profile types: <input checked="" type="checkbox"/> Active profiles <input type="checkbox"/> Development profiles</p>
Combination Search	<p>You are able to combine multiple of the above search criterion within a single search to find specific employees.</p> <p>In this example, I have searched on employees who exist within the HR TM WU org code, who's surname begins with S and who has achieved the bolt tightening eLearning qualification.</p>	<p>Surname: <input type="text" value="S"/></p> <p>First name: <input type="text"/></p> <p>SGRE ID: <input type="text"/></p> <p>Department: <input type="text" value="%HR TM WU"/></p> <p>Cost center: <input type="text"/></p> <p>WINDA ID: <input type="text"/></p> <p>Company: <input type="text"/></p> <p>Team: <input type="text"/></p> <p>Subteam: <input type="text"/></p> <p>Course number: <input type="text"/></p> <p>Qualification: <input type="text" value="SGTT Bolt Tightening Training eLearning GL"/></p>
% Search	If you want to search on all employees that you have access to, type in a '%' into any of the search functions and it will bring up a list of all of your employees so you can login to their accounts and view their training data.	