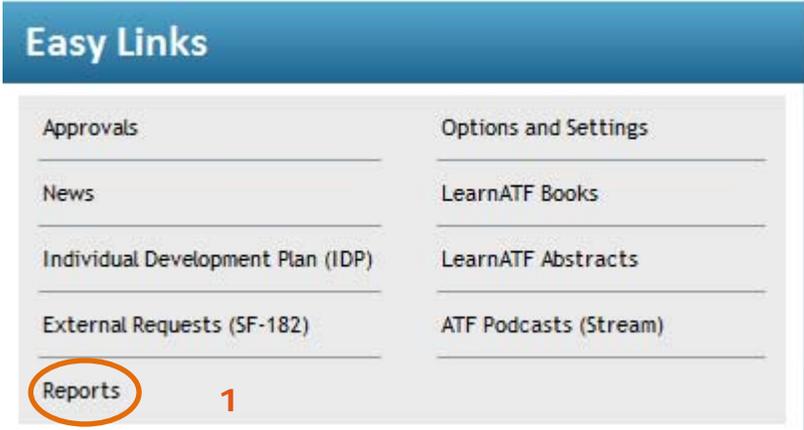


<h2 style="color: #C85130;">Before You Start:</h2>		<p>Supervisors have the ability to run a report to see what training an employee has completed. As a supervisor, you can either view an employee's record on the My Employees tab and click on the History Status Pod or you can run a full Learning History report as outlined below.</p>
<p>1.</p>	<p>On the Home page of LearnATF, go to your Easy Links and click on Reports.</p>	
<p>2.</p>	<p>In the Report list, click on Learning History.</p>	
<p>3.</p>	<p>Select whether you want to run the report for yourself, those who report directly to you or everyone in your reporting chain.</p>	

<p>4.</p>	<p>Decide whether you want to run your report to your Browser or to a Local File where you can save or print the report.</p> <p>If you are familiar with Microsoft Excel, you can run the report in CSV format and sort the report as needed.</p>	<p>Report Destination: <input checked="" type="radio"/> Browser <input type="radio"/> Local File</p> <p>Report Format: <input type="radio"/> XML <input type="radio"/> CSV <input checked="" type="radio"/> HTML <input type="radio"/> PDF</p> <p><input checked="" type="checkbox"/> Mask User ID</p> <p><input type="checkbox"/> Page Break Between Records</p> <p>4</p>
<p>5.</p>	<p>If you only want data from a specific time period, enter a Date range. Otherwise, you can leave this area blank to get a full history in your results.</p> <p>You can use the Calendar icon to select a date.</p>	<p>5</p> <p>Completed Date From:  <input type="text"/></p> <p>(MM/DD/YYYY)</p> <p>Completed Date To:  <input type="text"/></p> <p>(MM/DD/YYYY)</p>
<p>6.</p>	<p>You have additional options for including Details that have been added to the employee's history, showing only ATF Training (Item Events) or External Events (SF-182), and for printing Comments.</p> <p>Note: If you choose any of these options, it is best to run the report in HTML or PDF format instead of CSV.</p>	<p>Report Type: <input checked="" type="radio"/> Summary <input type="radio"/> Detail 6</p> <p>Include: <input type="radio"/> Item Events <input type="radio"/> External Events <input checked="" type="radio"/> Both</p> <p>Print Comments: <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Sort Items: <input checked="" type="radio"/> Completion Date <input type="radio"/> Item ID</p>

<p>7.</p>	<p>Once you have set up the way you want the report to run, click on <u>Run Report.</u></p>	<p>7 </p>
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