

How to Run Continuing Ed Report for 2023

15 Steps [View most recent version](#) 

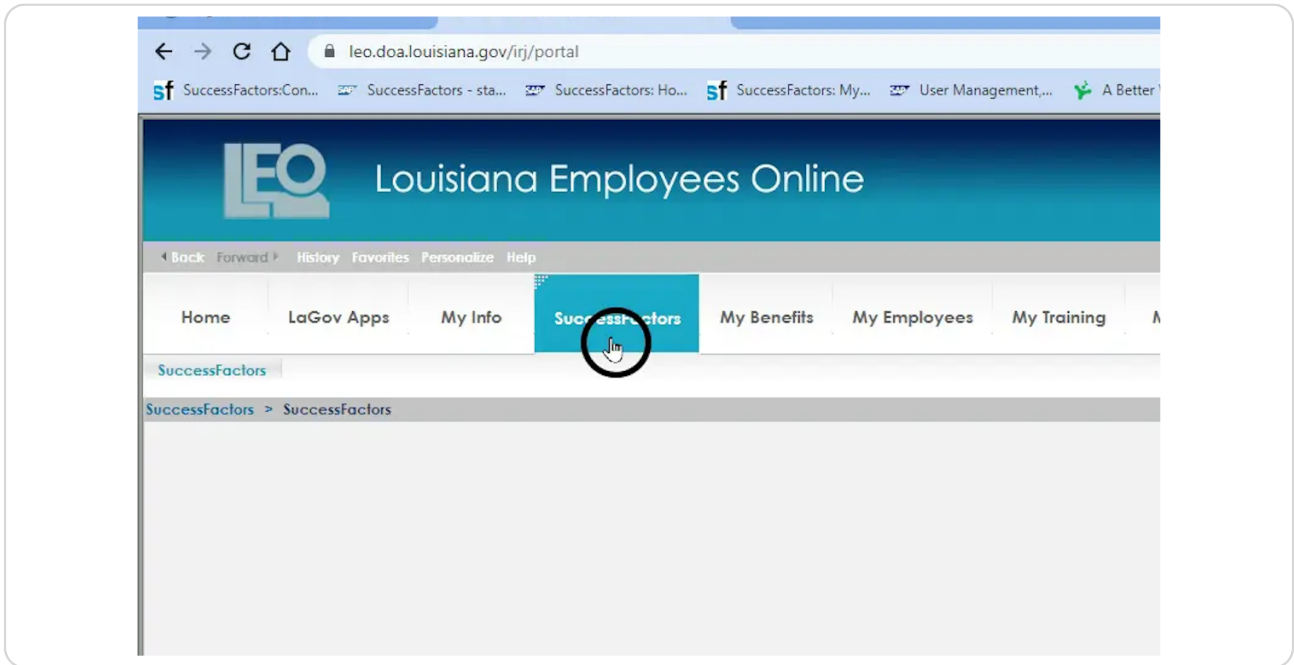
Created by
Laci Talley

Creation Date
July 5, 2023

Last Updated
July 5, 2023

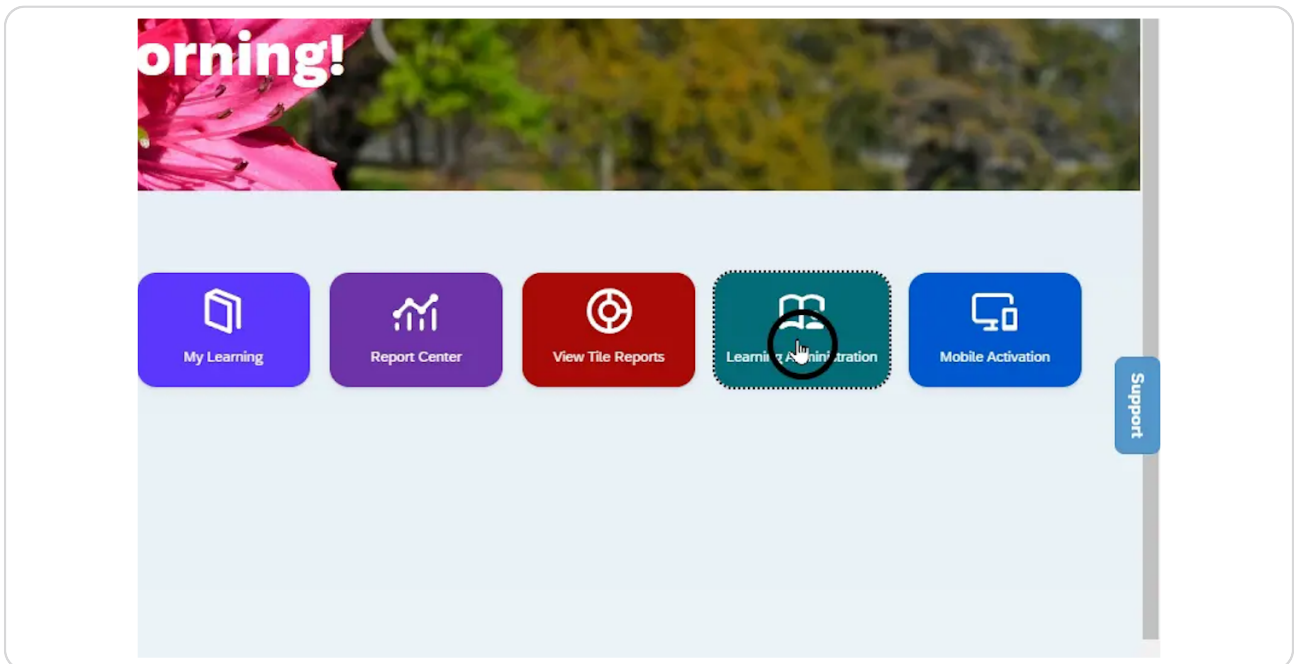
STEP 1

Log in to LEO and click on "SuccessFactors."



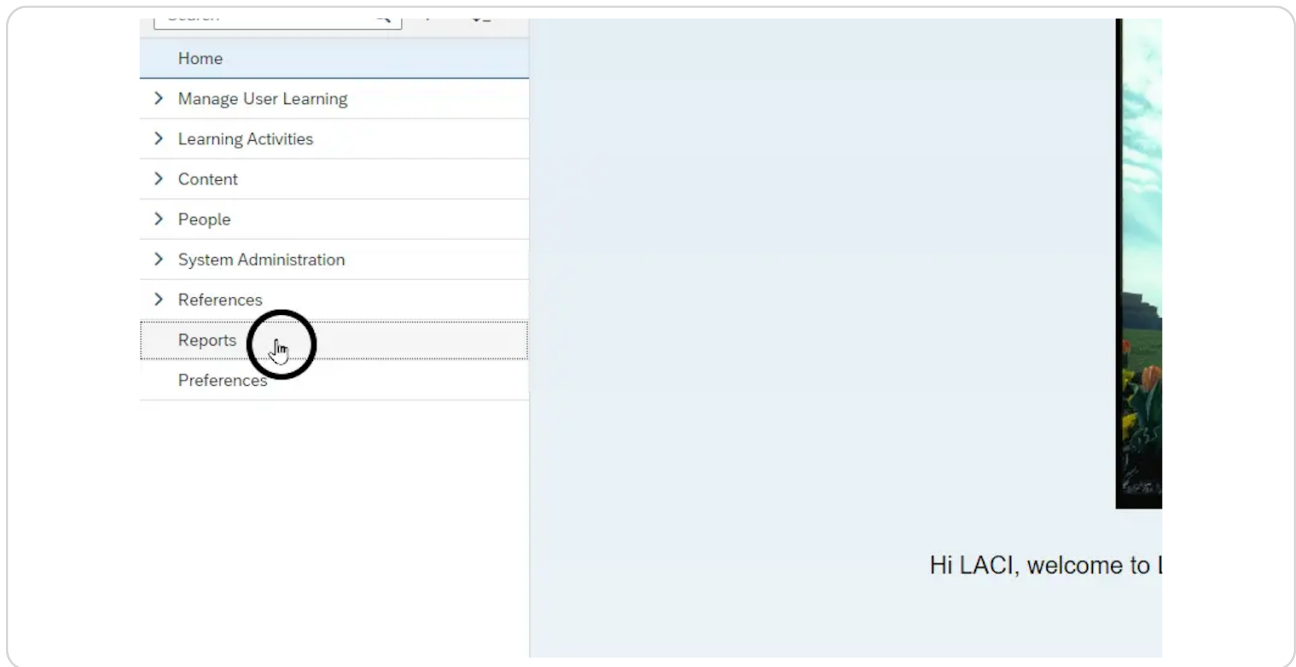
STEP 2

Click on "Learning Administration."



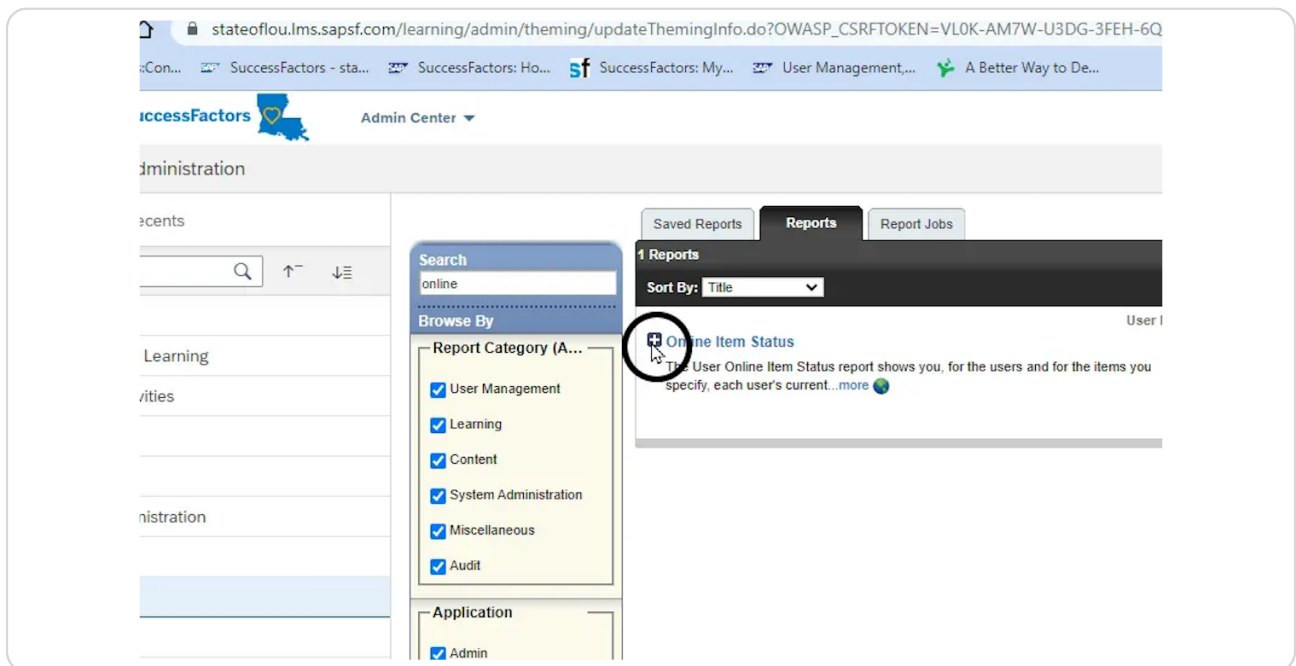
STEP 3

Click on "Reports."



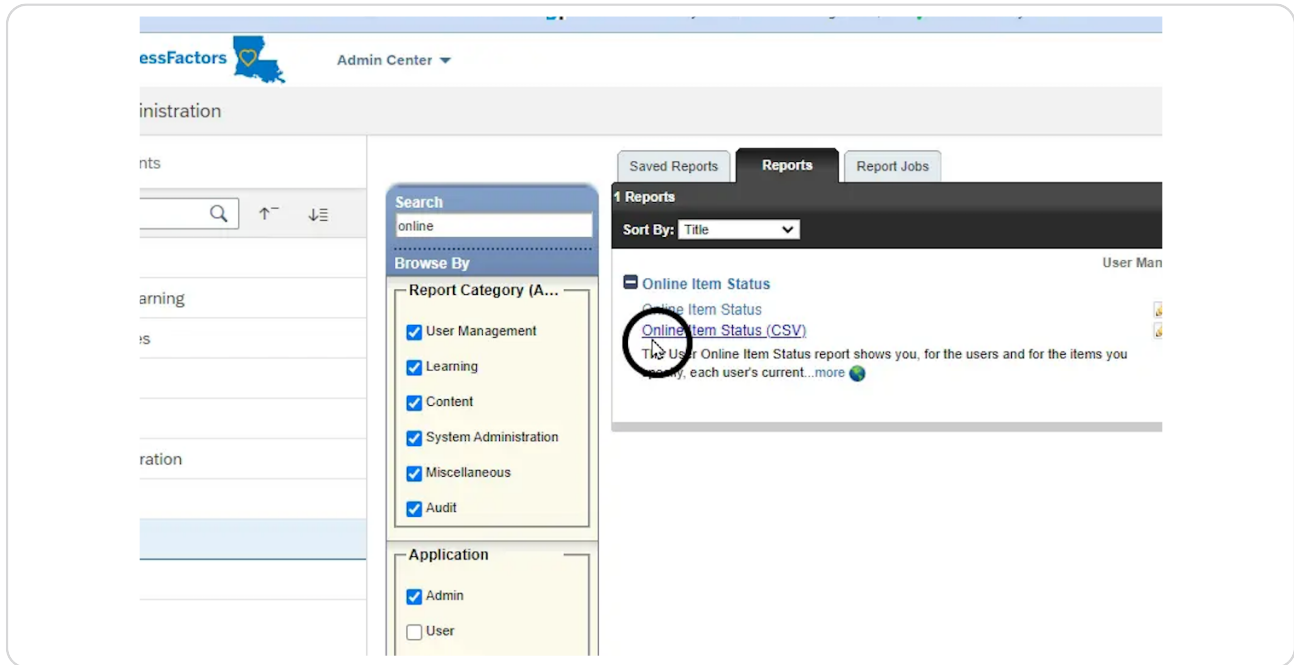
STEP 4

Search for the "Online Item Status Report." Then, click the plus to expand.



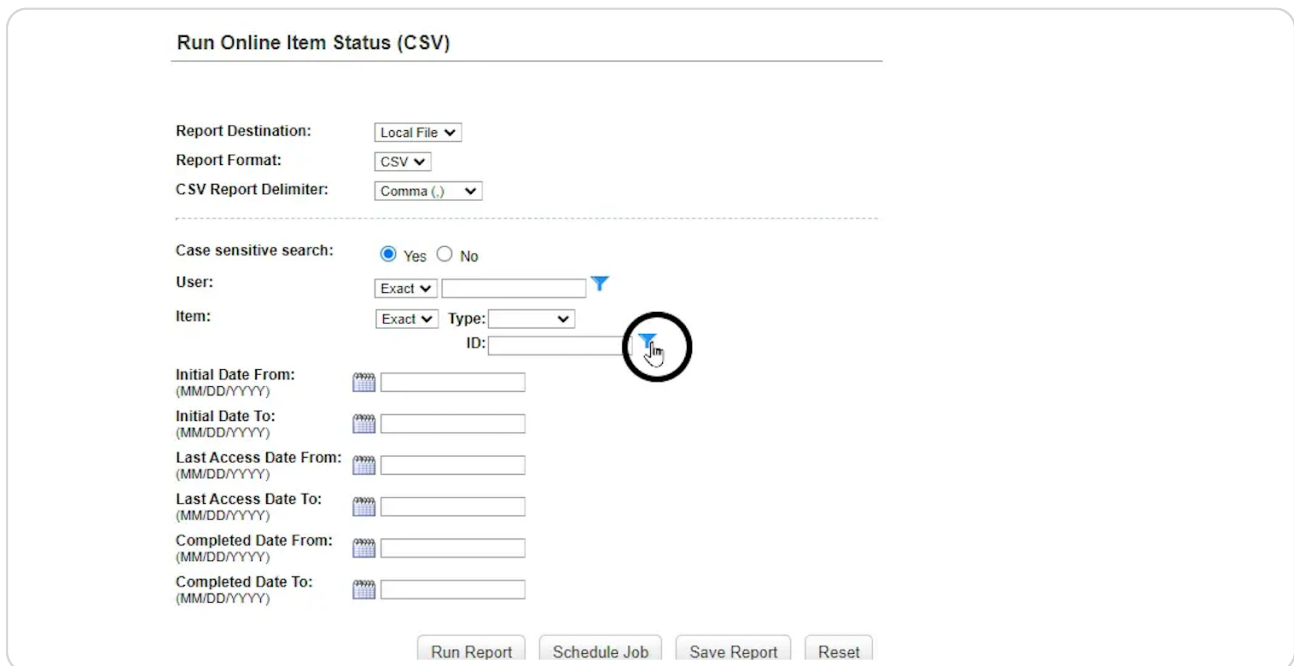
STEP 5

Select the "Online Item Status (CSV)" for an Excel spreadsheet.



STEP 6

Click the filter icon on the Item ID.



STEP 7

Type "2023."

Create Filter

SEARCH

Search Submit Criteria Reset

Case sensitive search: Yes No

Search All Locales: Yes No

Item Types: Contains []

Item ID: Contains []

Revision Date: (MM/DD/YYYY) []

Revision Number: Contains []

Item Title: Contains [2023]

Item Status: Active Not Active Both

Item Classification: Contains []

Online Settings: Has online content

Programs: Contains []

Orders Enabled: Yes No Both

Add/Remove Criteria

Search Submit Criteria Reset

Last Access Date From: (MM/DD/YYYY) []

STEP 8

Click "Not Active."

Create Filter

SEARCH

Search Submit Criteria Reset

Case sensitive search: Yes No

Search All Locales: Yes No

Item Types: Contains []

Item ID: Contains []

Revision Date: (MM/DD/YYYY) []

Revision Number: Contains []

Item Title: Contains [2023]

Item Status: Active Not Active Both

Item Classification: Contains []

Online Settings: Has online content

Programs: Contains []

Orders Enabled: Yes No Both

Add/Remove Criteria

Search Submit Criteria Reset

Last Access Date From: (MM/DD/YYYY) []

Last Access Date To: (MM/DD/YYYY) []

STEP 9

Click "Search."

The screenshot shows a search criteria form with the following fields and options:

- Item ID: Contains []
- Creation Date: (MM/DD/YYYY) []
- Item Number: Contains []
- Item Title: Contains [] 2023
- Item Status: Active Not Active Both
- Item Classification: Contains []
- Item Settings: Has online content
- Item Tags: Contains []
- Item Versions Enabled: Yes No Both
- Remove Criteria []

Buttons: Search (circled), Submit Criteria, Reset

Additional fields below the form:

- Last Access Date From: (MM/DD/YYYY) []
- Last Access Date To: (MM/DD/YYYY) []
- Completed Date From: (MM/DD/YYYY) []
- Completed Date To: (MM/DD/YYYY) []

Buttons: Run Report, Schedule Job, Save Report, Reset

STEP 10

Select the box next to "SCS CPTP Continuing Education 2023."

The screenshot shows the 'Create Filter' dialog box in SAP SuccessFactors. The dialog is titled 'Online Item Status (CSV)' and has a 'Filter: 0 Items' indicator. Below the title, there is a 'Select Item from List' section with instructions: 'As you select entities to include in your filter, they will appear in the Filter List. Select Submit Filter when ready to submit the filter and return to your base search criteria.' Below this, there is a search bar with '<< Search Again' and 'Add to Filter' and 'Reset' buttons. A table lists the items:

Item ID	Title	Select All / Deselect All
SELF 1285 (Rev 1 - 4/4/2023 03:00 PM) USICentral	SCS CPTP Continuing Education 2023	<input checked="" type="checkbox"/>

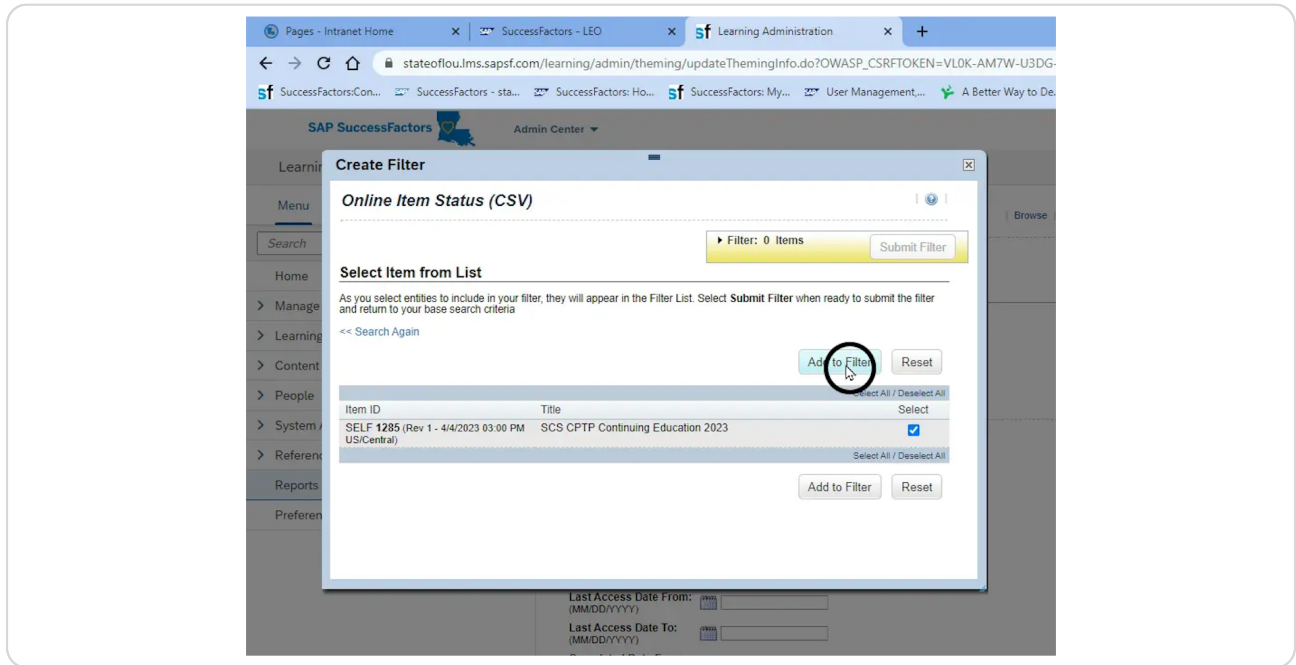
Buttons: Add to Filter, Reset

Background fields (partially visible):

- Last Access Date From: (MM/DD/YYYY) []
- Last Access Date To: (MM/DD/YYYY) []
- Completed Date From: (MM/DD/YYYY) []

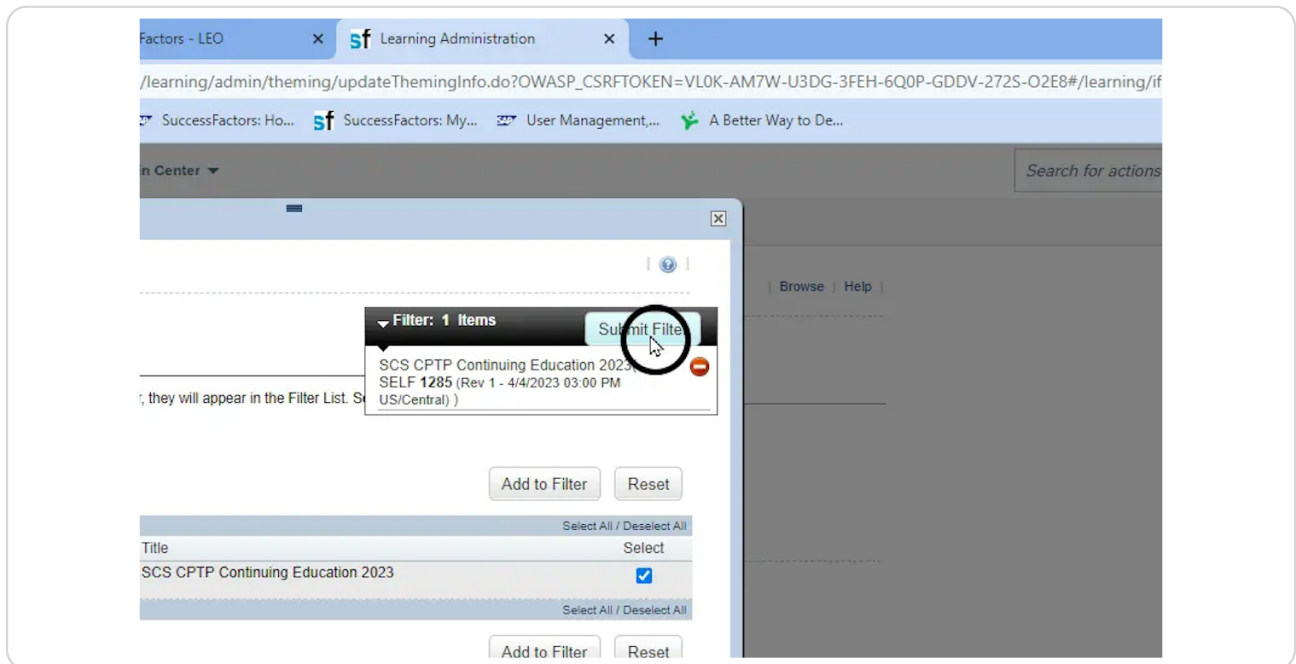
STEP 11

Click "Add to Filter."



STEP 12

Click "Submit Filter."



STEP 13

Enter the dates for the performance year.

> Learning Activities

> Content

> People

> System Administration

> References

Reports

Preferences

Report Destination: Local File

Report Format: CSV

CSV Report Delimiter: Comma (,)

Case sensitive search: Yes No

User: Exact

Item: [1 Selected]

Initial Date From: (MM/DD/YYYY)

Initial Date To: (MM/DD/YYYY)

Last Access Date From: (MM/DD/YYYY)

Last Access Date To: (MM/DD/YYYY)

Completed Date From: (MM/DD/YYYY) 7/1/2022

Completed Date To: (MM/DD/YYYY) 6/30/2023

STEP 14

Click "Run Report."

item: [1 Selected]

Initial Date From: (MM/DD/YYYY)

Initial Date To: (MM/DD/YYYY)

Last Access Date From: (MM/DD/YYYY)

Last Access Date To: (MM/DD/YYYY)

Completed Date From: (MM/DD/YYYY) 7/1/2022

Completed Date To: (MM/DD/YYYY) 6/30/2023

Run Report

Schedule Job

Save Report

Reset

Get Adobe Reader

Windows taskbar: Search, File Explorer, Microsoft Edge, Word, Chrome

STEP 15

Report will download automatically to the location designated for downloads.

