How to Run Continuing Ed Report for 2023

15 Steps <u>View most recent version</u>

Created by

Creation Date

Last Updated July 5, 2023

Laci Talley

July 5, 2023

Log in to LEO and click on "SuccessFactors."



STEP 2

Click on "Learning Administration."



Click on "Reports."

Home	2
> Manage User Learning	5.
> Learning Activities	
> Content	
> People	
> System Administration	
> References	
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STEP 4

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

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STEP 5
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	Admin	

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

STEP 6

Click the filter icon on the Item ID.

Run Online Item St	atus (CSV)
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Programs:	Contains 🗸	T	
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STEP 8

Click "Not Active."

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Click "Search."

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STEP 10

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

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Click "Add to Filter."



STEP 12

Click "Submit Filter."

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Enter the dates for the performance year.

 > Learning Activities > Content > People 	Report Destination: Local File V Report Format: CSV V CSV Report Delimiter: Comma (,,)
> System Administration	
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	Completed Date To: (MM/DD/YYYY) 6/30/2023

STEP 14

Click "Run Report."

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Report will download automatically to the location designated for downloads.

