

How to Run Continuing Ed Report

15 Steps [View most recent version](#) 

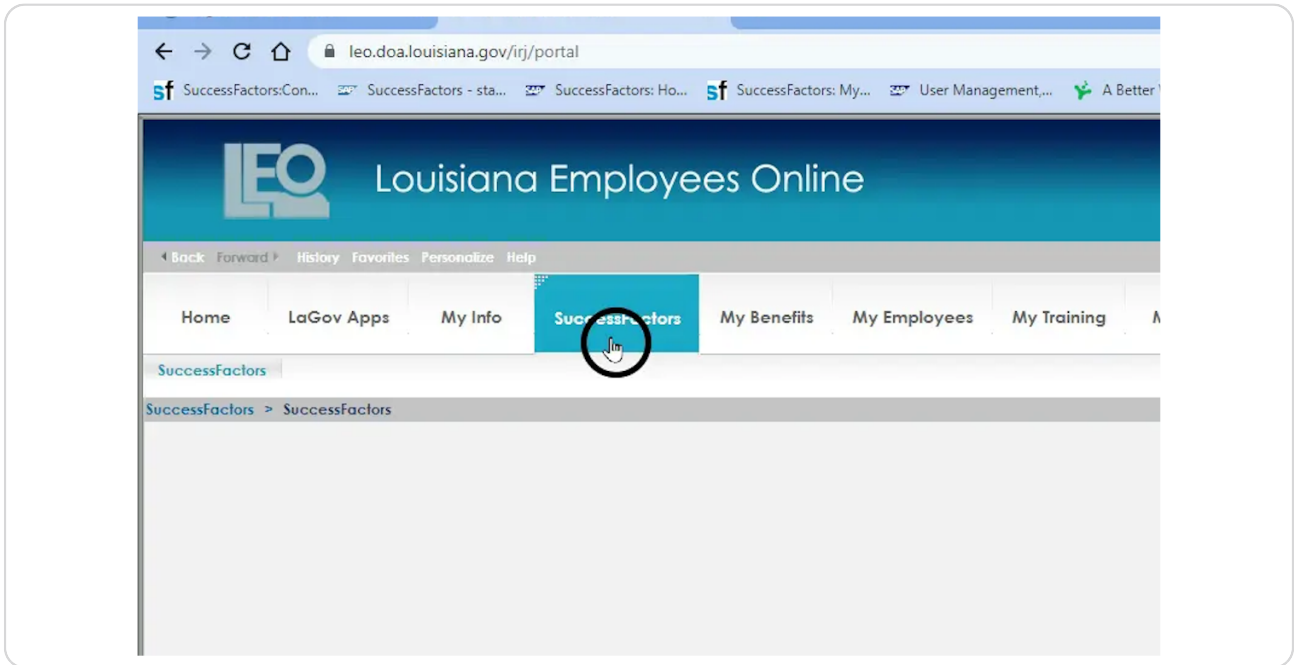
Created by
SCS

Creation Date
July 5, 2023

Last Updated
July 5, 2023

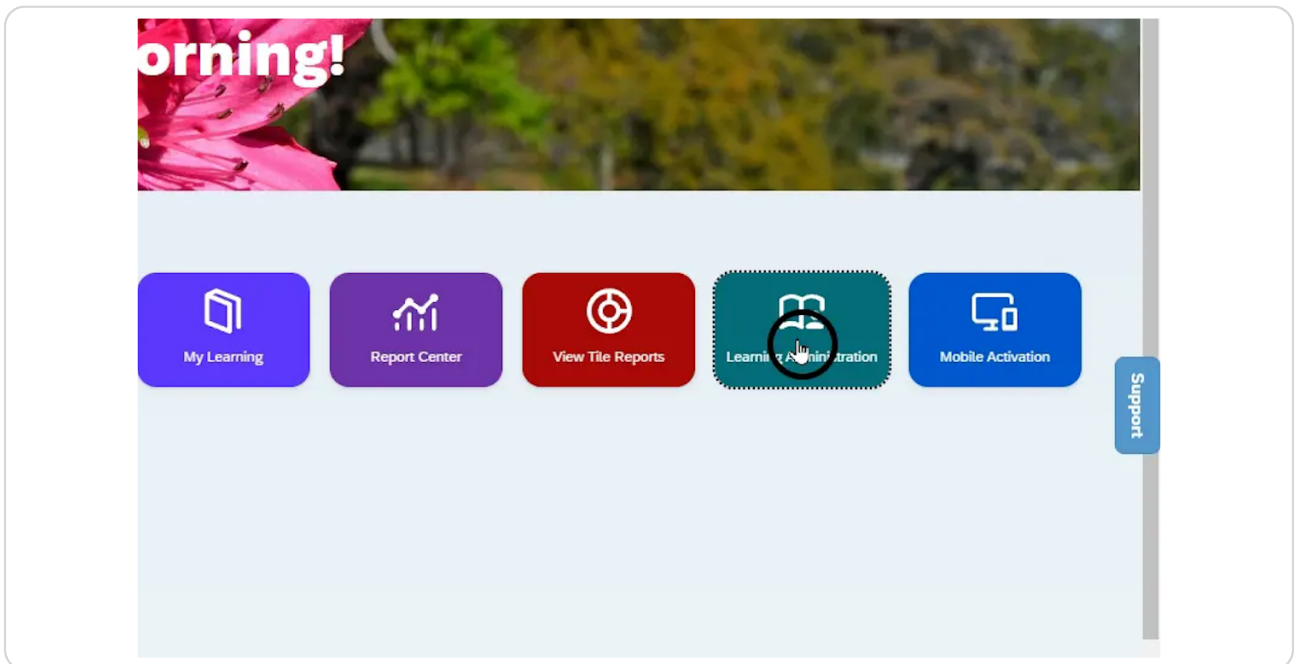
STEP 1

Log in to LaGov and click on "SuccessFactors."



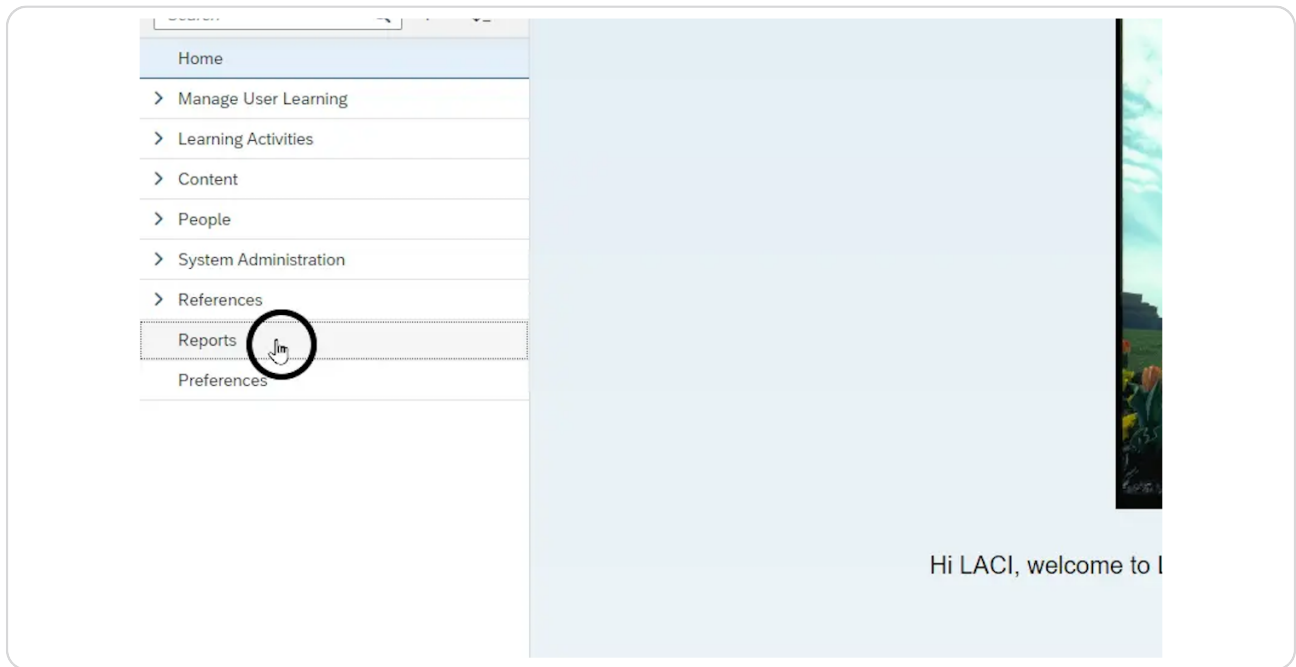
STEP 2

Click on "Learning Administration."



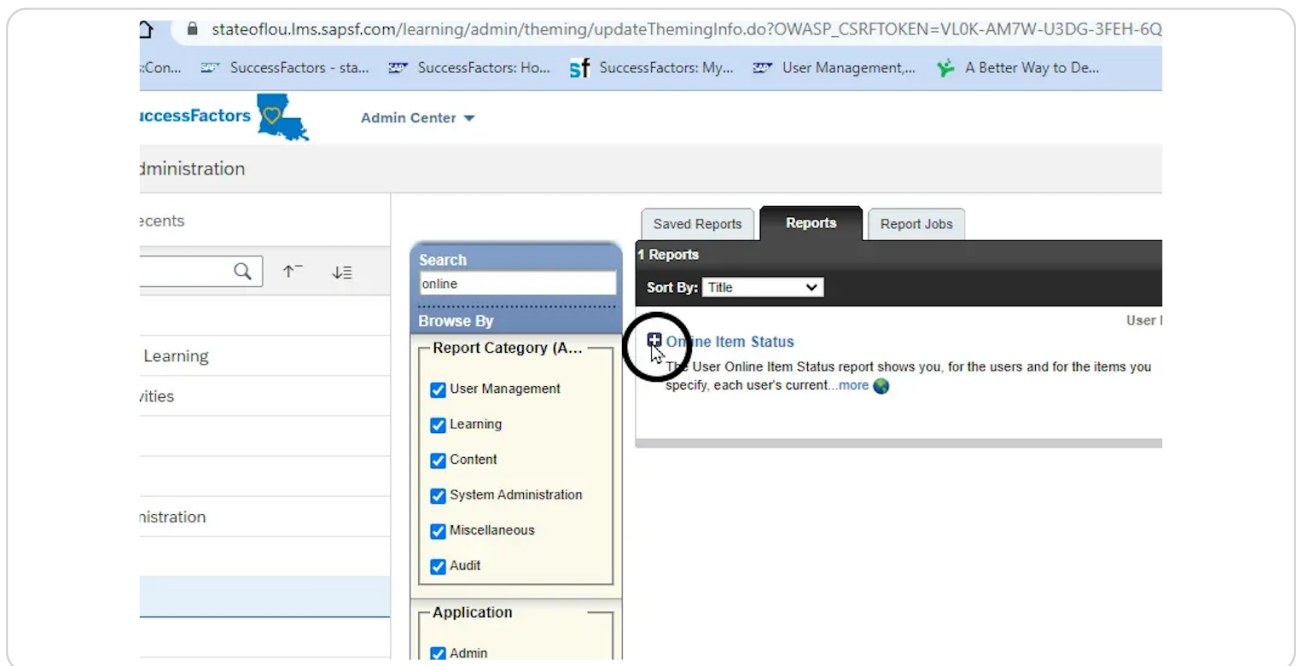
STEP 3

Click on "Reports."



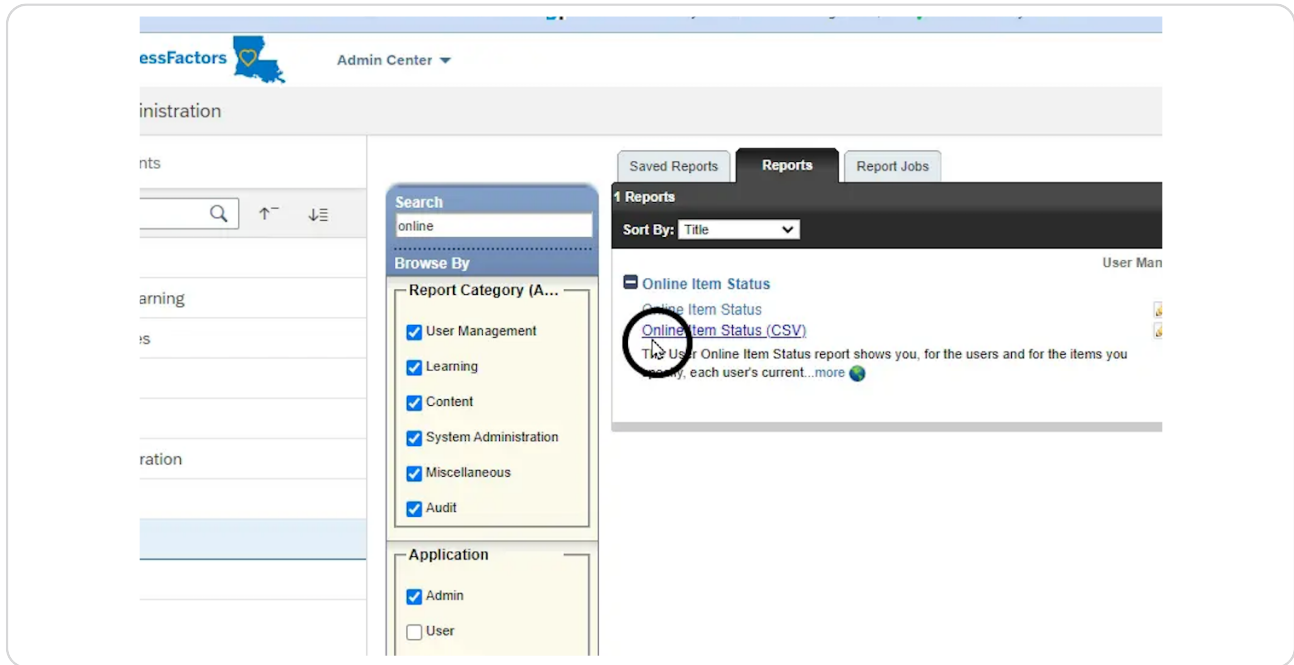
STEP 4

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



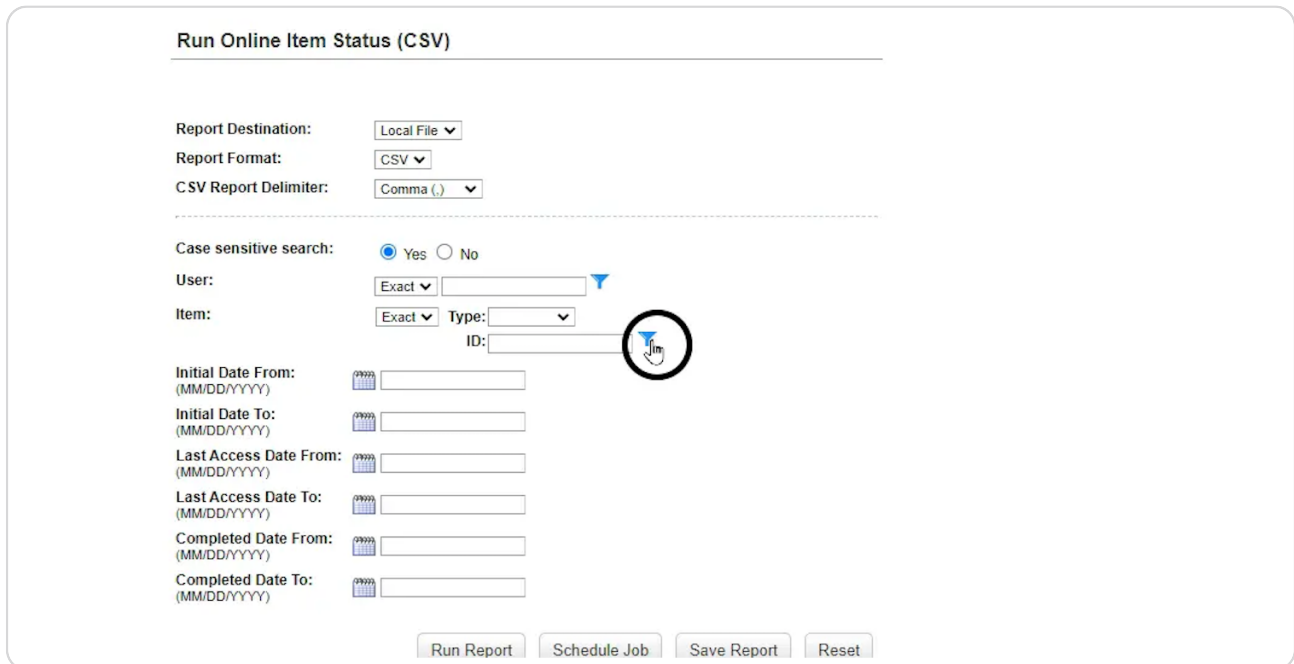
STEP 5

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



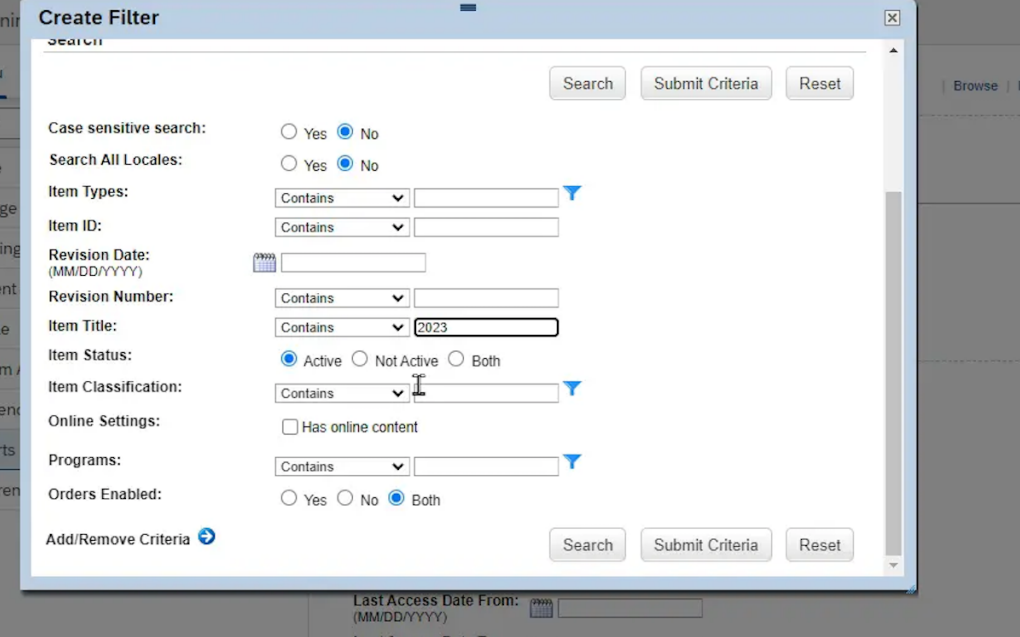
STEP 6

Click the filter icon on the Item ID.



STEP 7

In "Item Title," type the performance year for which you are running the report.

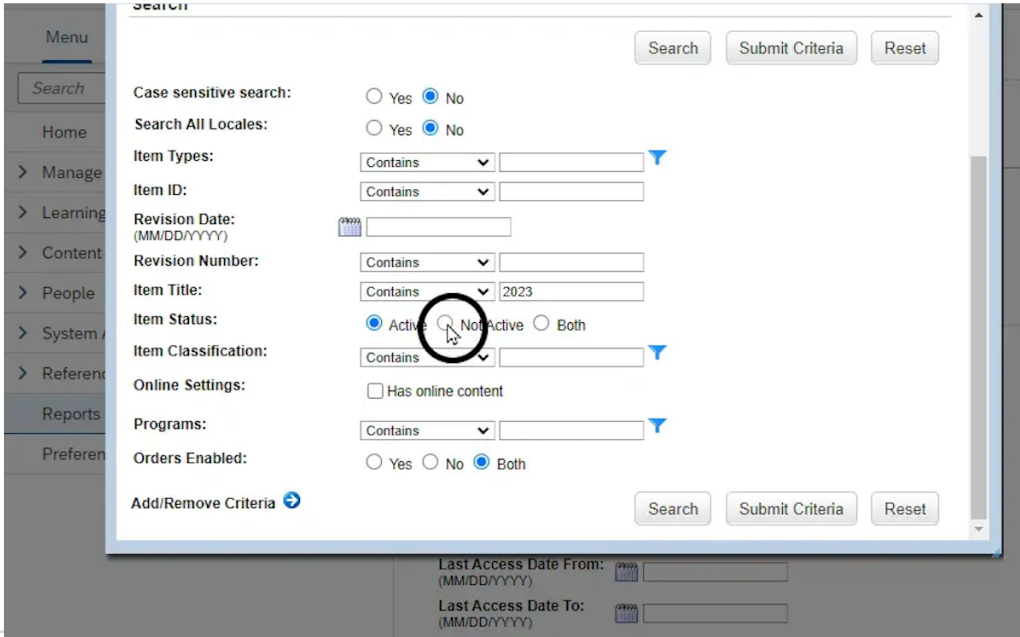


The screenshot shows a 'Create Filter' dialog box with the following fields and options:

- 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]

STEP 8

If you are running the report during the performance year, click "Active."
If you are running the report AFTER the performance year, click "Not Active."



The screenshot shows the 'Create Filter' dialog box with the following fields and options:

- 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]

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 202x."

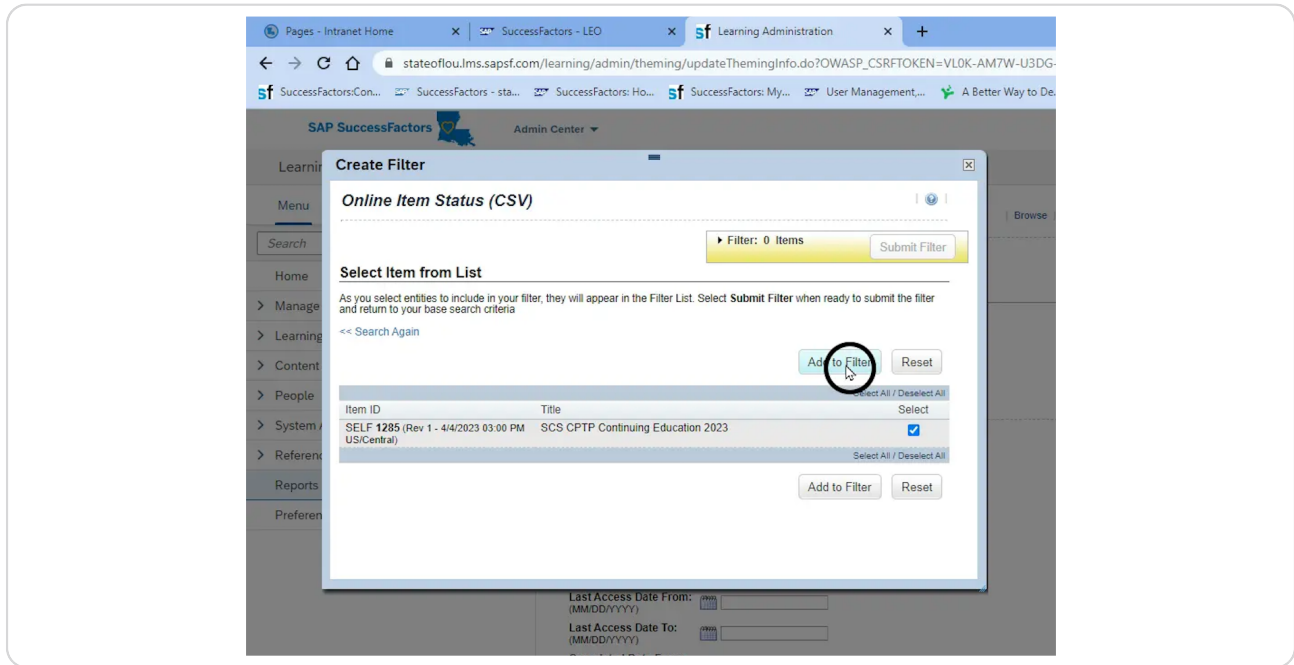
The screenshot shows a 'Create Filter' dialog box titled 'Online Item Status (CSV)'. The dialog contains the following elements:

- Filter: 0 Items (Submit Filter)
- Select Item from List
- 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
- << Search Again
- Buttons: Add to Filter, Reset
- Table with columns: Item ID, Title, Select All / Deselect All, Select
- Table Row: SELF 1285 (Rev 1 - 4/4/2023 03:00 PM) SCS CPTP Continuing Education 2023 (USICentral) [] []
- Buttons: Add to Filter, Reset

The 'Select' checkbox for the item 'SCS CPTP Continuing Education 2023' is circled.

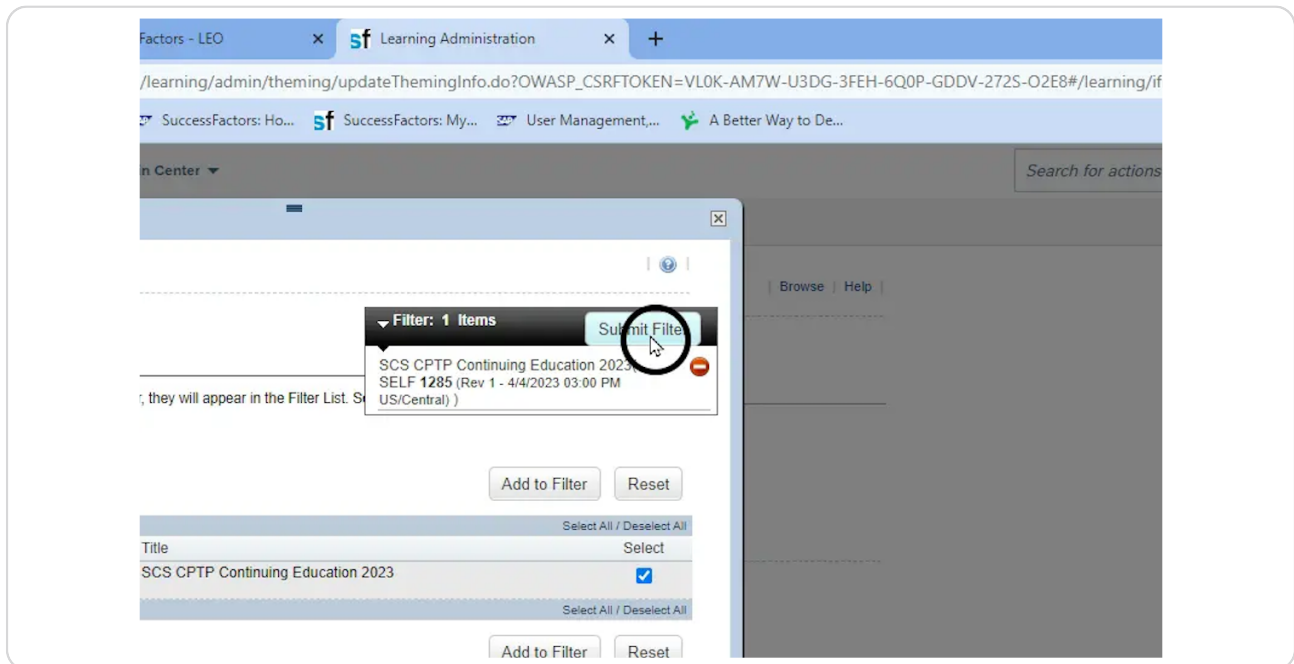
STEP 11

Click "Add to Filter."



STEP 12

Click "Submit Filter."



STEP 13

Enter the dates for the performance year.

The screenshot shows a web interface for configuring a report. On the left is a navigation menu with the following items: Learning Activities, Content, People, System Administration, References, Reports (highlighted), and Preferences. The main area contains the following settings:

- Report Destination: Local File
- Report Format: CSV
- CSV Report Delimiter: Comma (,)
- Case sensitive search: Yes (selected)
- 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: 7/1/2022
- Completed Date To: 6/30/2023

STEP 14

Click "Run Report."

This screenshot shows the same report configuration interface as in Step 13, but with the "Run Report" button highlighted by a red circle and a mouse cursor. The "Completed Date To" field is now populated with "6/30/2023". Below the configuration fields, there are four buttons: "Run Report", "Schedule Job", "Save Report", and "Reset". At the bottom of the window, a Windows taskbar is visible with the search bar and several application icons.

STEP 15

Report will download automatically to the location designated for downloads.

