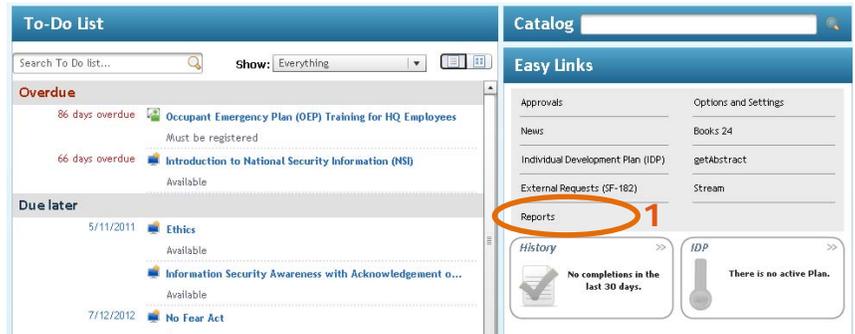


Before You Start:

IMPORTANT: All supervisors have access to reports which will show you employee training due dates. Your Training Coordinator can also run this report for you. This report can be used to determine who has not completed training or who has training due in the near future.

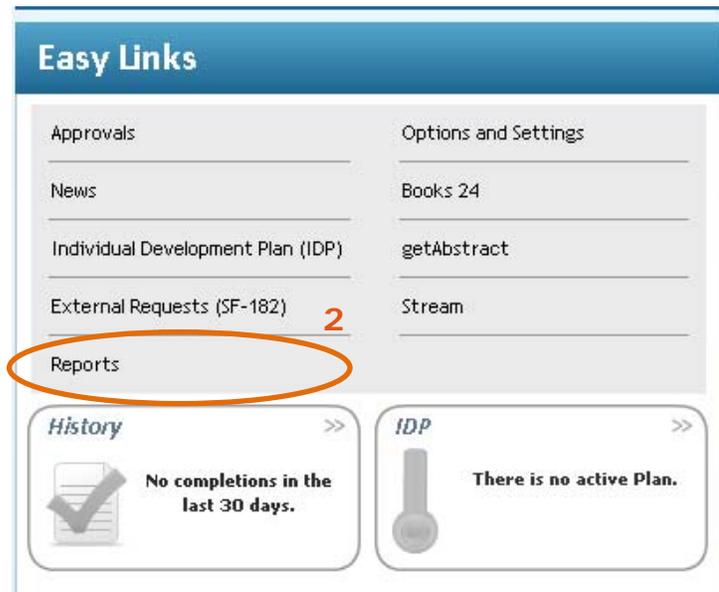
1.

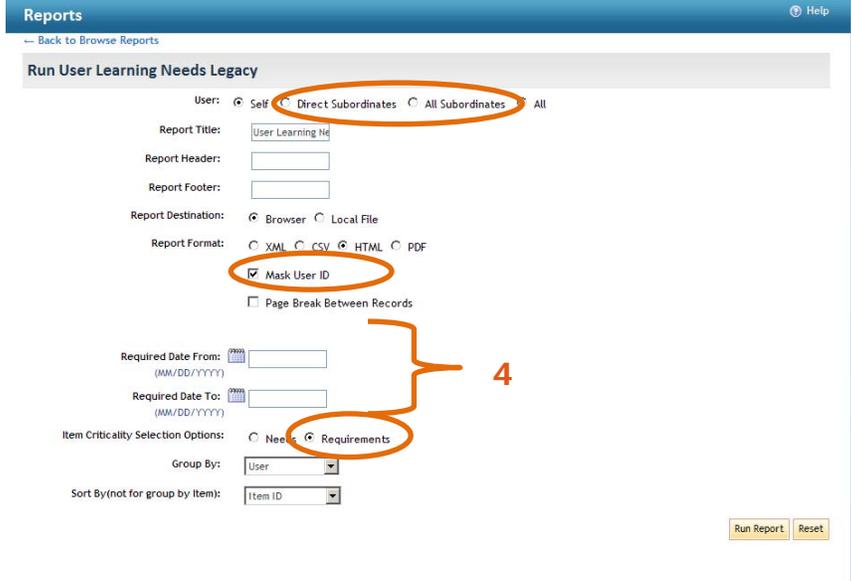
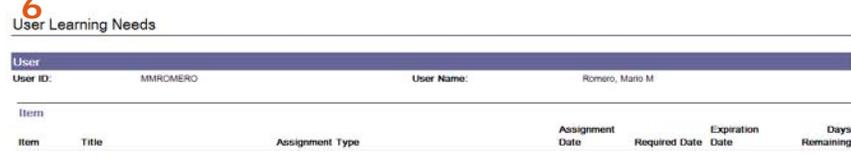
When you log in to **LearnATF**, you will see a **Reports** link under **Easy Links**.



2.

Click on the **Reports** link.



<p>3.</p>	<p>On the Reports page, Select Learning Needs.</p>	 <p>The screenshot shows the 'Reports' section with a list of report names: Individual Development Plans (IDP), Learning Needs, and Learning Plan. The 'Learning Needs' option is highlighted in yellow and circled in orange with a '3' next to it.</p>
<p>4.</p>	<p>If you are familiar with Microsoft Excel, you have the option to change the Report Format to CSV in order to sort your results in a spreadsheet.</p> <p>Uncheck Mask User ID, Select Direct Subordinates or All Subordinates the date range for which you would like to see due dates.</p> <p>A common search would be from today until the end of the month.</p> <p>Change the Item Criticality to Requirements.</p>	 <p>The screenshot shows the 'Run User Learning Needs Legacy' form. Several options are circled in orange: 'Direct Subordinates' under the User selection, 'Mask User ID' (which is checked), 'Requirements' under Item Criticality Selection Options, and the 'Run Report' button. A bracket labeled '4' groups the date range fields and the 'Requirements' option.</p>
<p>5.</p>	<p>Click on Run Report.</p>	 <p>This is a close-up of the 'Run Report' button, which is circled in orange with a '5' next to it. A 'Reset' button is also visible next to it.</p>
<p>6.</p>	<p>The User Learning Needs report displays. This will show you all employees who need training during the date period you specified and when it is due.</p>	 <p>The screenshot shows the 'User Learning Needs' report output. It includes a header for the user: 'User: User ID: MMRCMERO User Name: Romero, Mario M'. Below is a table with columns: Item, Title, Assignment Type, Assignment Date, Required Date, Expiration Date, and Days Remaining.</p>