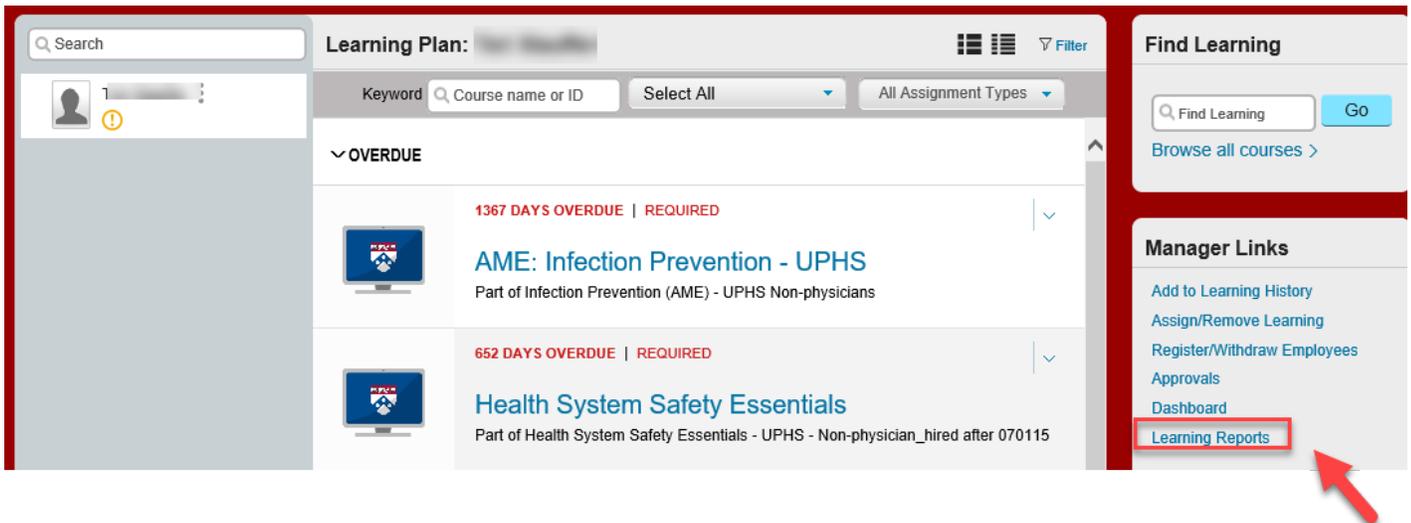




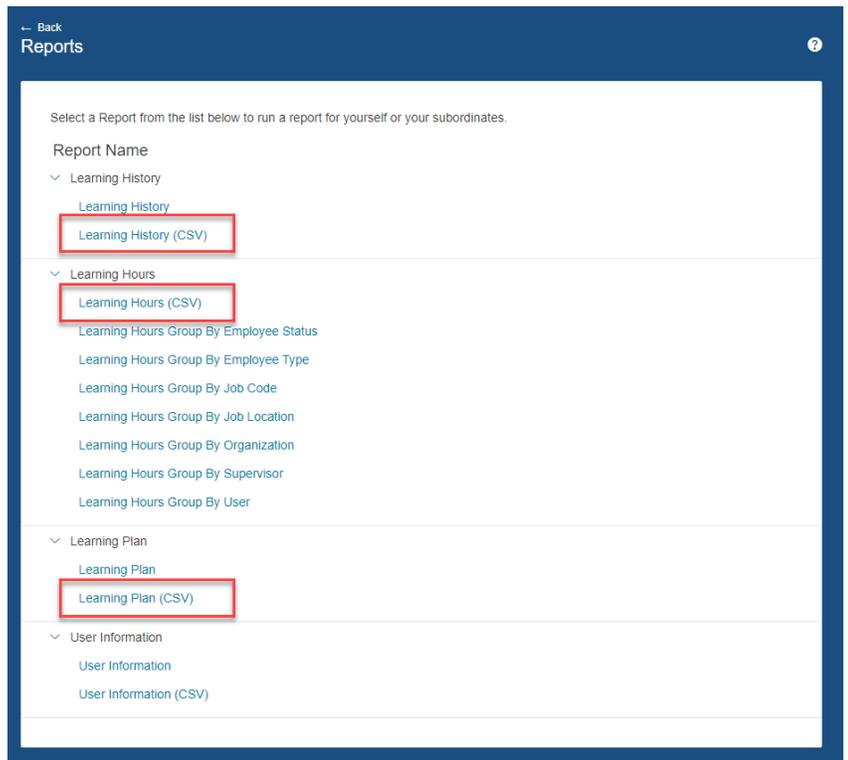
Purpose: This job aid provides steps for running reports from the Knowledge Link My Team tab.

Run Learning Reports

1. From your Knowledge Link My Learning page, select the **My Team** tab.
2. Under **Manager Links**, click **Learning Reports**.



3. On the Reports screen, select the report you wish to run.
 - Learning History (CSV): item completions
 - Learning Hours (CSV): item completions with credit and contact hours
 - Learning Plan (CSV): assigned learning, required and optional



4. Select the report criteria and click **Run Report**.

User criteria:

Self	The manager running the report
Direct Reports	All direct reports
All Direct Reports	All direct reports and their direct reports and so on (cascades all the way down the reporting hierarchy)
All	All subordinates plus the manager running the report

Run Learning History (CSV)

User: Self Direct Reports All Direct Reports All
 Include Alternate Direct Reports

Report Destination: Local File

Report Format: CSV

CSV Report Delimiter: Comma (,)

Completed Date From: (MM/DD/YYYY)

Completed Date To: (MM/DD/YYYY)

Report Type: Summary Detail

Include: Item Events External Events Program Events All

Print Comments: Yes No