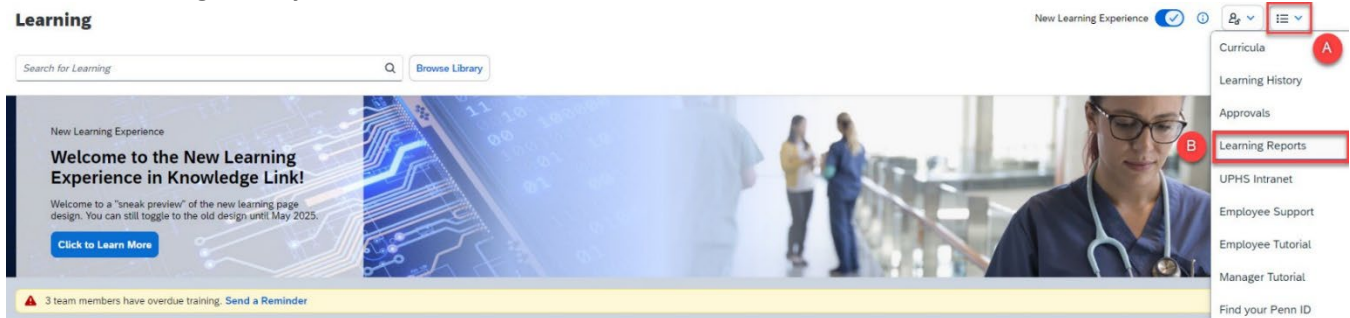# KNOWLEDGELINK

Purpose: This job aid provides steps for running reports from the Knowledge Link Team View tab.
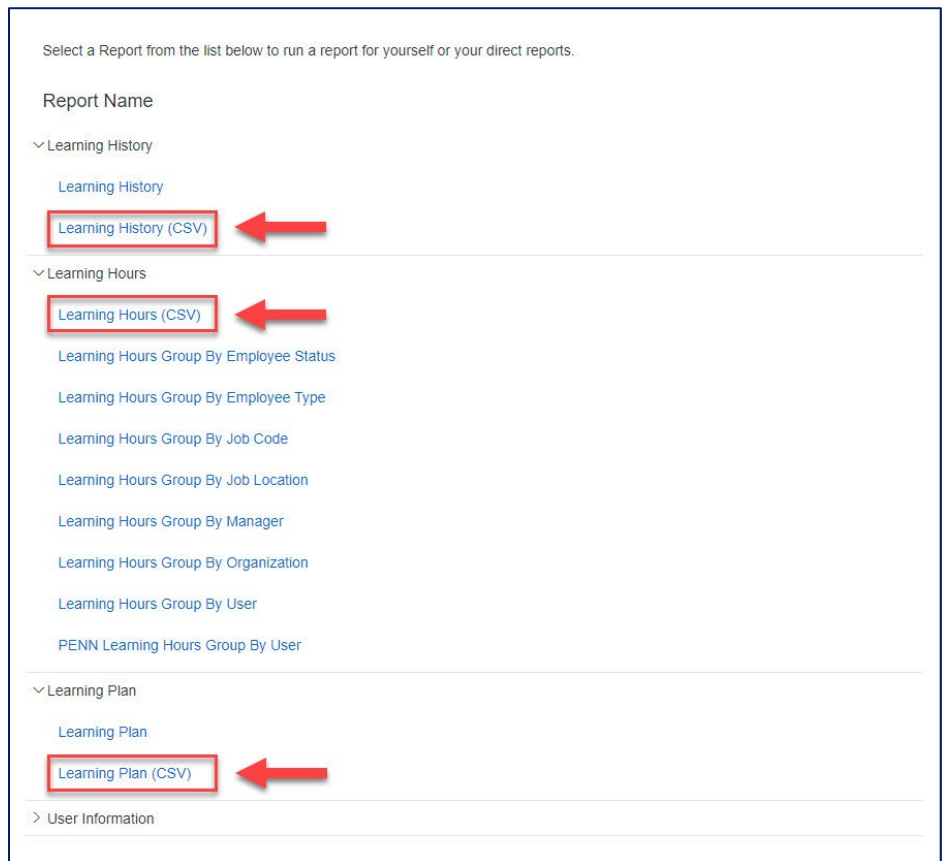
Run Learning Reports

1. From your Knowledge Link My Learning page,
    a. Select the **bullet list drop down**.
    b. Click on **Learning History**

2. 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

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

User Criteria:

"Self"	The manager running the report
"Direct Reports"	All direct reports
"All Direct and Indirect 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