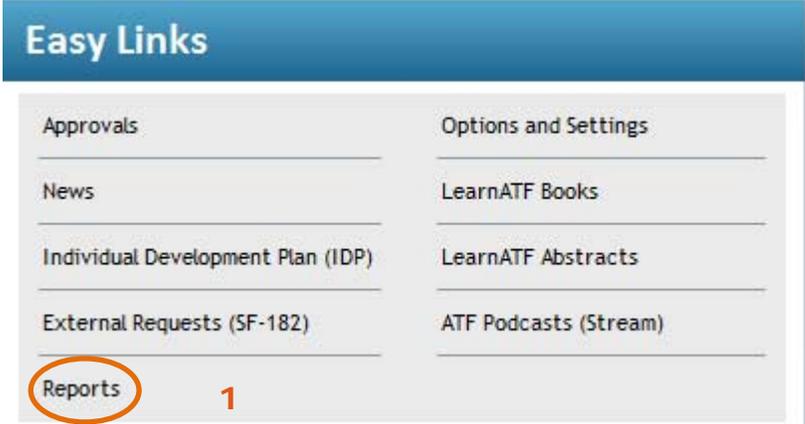


<p>Before You Start:</p>		<p>Supervisors have the ability to run a report to see which employees have submitted an IDP and the status of the IDP.</p>
<p>1.</p>	<p>On the Home page of LearnATF, go to your Easy Links and click on Reports.</p>	
<p>2.</p>	<p>In the Report list, click on Individual Development Plans (IDP).</p>	
<p>3.</p>	<p>Select whether you want to run the report for yourself, those who report directly to you or everyone in your reporting chain.</p>	

<p>4.</p>	<p>Decide whether you want to run your report to your Browser or to a Local File where you can save or print the report.</p> <p>If you are familiar with Microsoft Excel, you can run the report in CSV format and sort the report as needed.</p>	<p>Report Destination: <input checked="" type="radio"/> Browser <input type="radio"/> Local File</p> <p>Report Format: <input type="radio"/> XML <input type="radio"/> CSV <input checked="" type="radio"/> HTML <input type="radio"/> PDF</p> <p><input checked="" type="checkbox"/> Mask User ID</p> <p><input type="checkbox"/> Page Break Between Records</p> <p>4</p>
<p>5.</p>	<p>There are several options for searching, but it easiest to run the report by leaving the date perimeters empty and grouping the report by Plan Period.</p>	<p>Plan Period: <input type="text"/></p> <p>Plan Title: <input type="text"/></p> <p>Plan Status: <input type="text" value="All"/></p> <p>Version: <input type="text" value="(1000)"/></p> <p>Effective Date From: <input type="text" value="(MM/DD/YYYY)"/></p> <p>Effective Date To: <input type="text" value="(MM/DD/YYYY)"/></p> <p>Expiration Date From: <input type="text" value="(MM/DD/YYYY)"/></p> <p>Expiration Date To: <input type="text" value="(MM/DD/YYYY)"/></p> <p>5 Group By: <input type="radio"/> Plan Period <input checked="" type="radio"/> User</p>

<p>6.</p>	<p>You have additional options for including Notes that have been added to the plan by you or your employee, grouping Goals by Category or Priority and viewing any Changes that were made to the plan.</p> <p>Note: If you choose any of these options, it is best to run the report in HTML or PDF format instead of CSV.</p>	<p>6 Group By: <input type="radio"/> Plan Period <input checked="" type="radio"/> User</p> <p>Include Notes: <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Group Goals By: <input type="text" value="Section"/></p> <p>View Changes:: <input type="radio"/> Yes <input checked="" type="radio"/> No</p>
<p>7.</p>	<p>Once you have set up the way you want the report to run, click on Run Report.</p>	<p>7 </p>