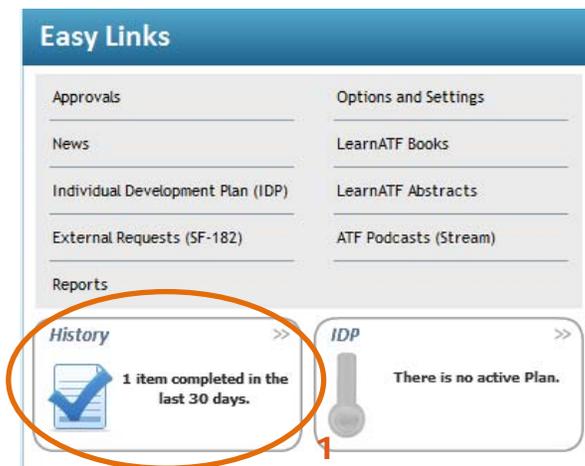


Before You Start:

This job aid reviews two ways to access your Learning and/or Assessment **History** as well as the basic options for filtering **Reports**.

1.

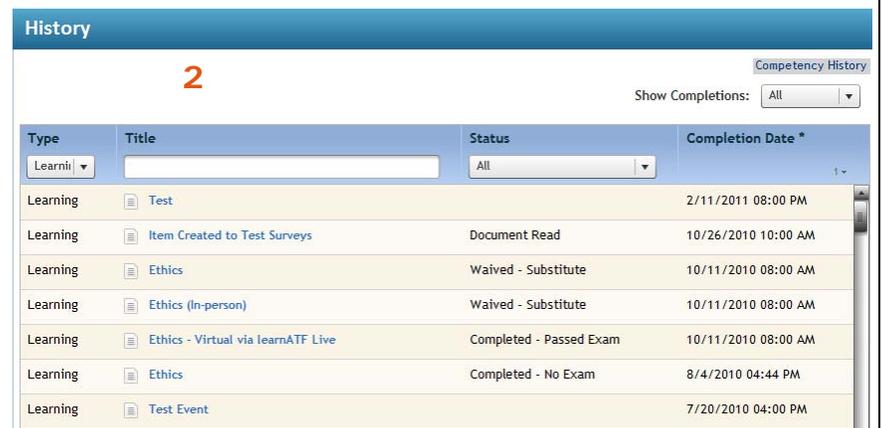
On the Home page of **LearnATF**, navigate to the **History** Status Pod and click on the pod.



2.

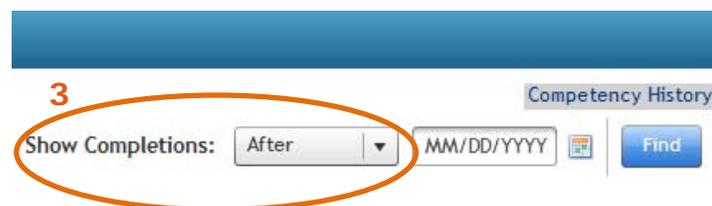
A complete **History** overview will appear with options to **Search** for a particular course or to view by completion **Type** or **Status** using the drop-down menus. You can also click on **Completion Date** to sort by the earliest or most recent date in your History.

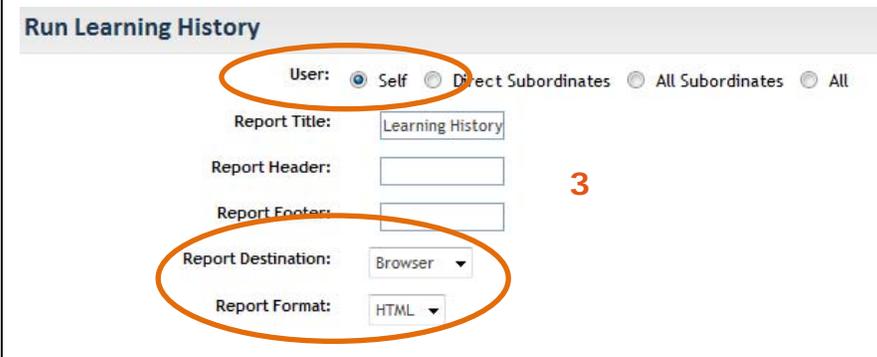
Note: If you have been through any Assessment processes such as Agent OJT, your Assessments will also appear in the History Status Pod.



3.

If you would like to view your **History** for a specific time period, use the **Show Completions** drop-down to select a search qualifier, enter a date and click on **Find**.



<h2>Reports:</h2>		Use the instruction below to run specific sortable and printable reports beyond what you can see in your History Status Pod.
<h1>1.</h1>	To access Reports , click on the Reports link under the Easy Links on your Home page.	
<h1>2.</h1>	Click on Learning History to access the Learning History report.	
<h1>3.</h1>	<p>Select Direct Subordinates or All Subordinates. Note: You will only have this option if you are a supervisor.</p> <p>Select whether to run the report to your Browser or to run it in a Local File if you would like to Print or Save the report.</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>4.</p>	<p>Uncheck Mask User ID.</p> <p>Enter a Date range if you would like to limit your search to a specific period of time.</p> <p>Select whether you want a report with Details or a cleaner looking format which would be the Summary.</p> <p>You can shoes to only include ATF training (Item Events) , to include External Training or to include Both.</p> <p>You can also select whether to include any Comments that were added by the training administrator.</p> <p>Click on Run Report</p>	<p>3</p>
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