Job Aid: Running Standard Reports

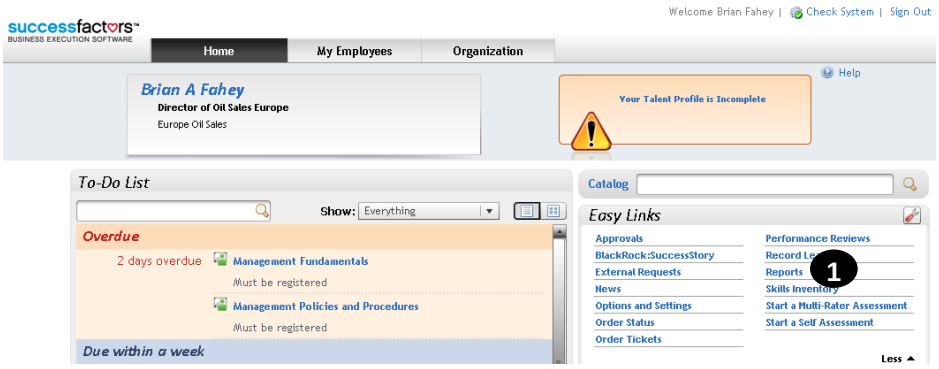
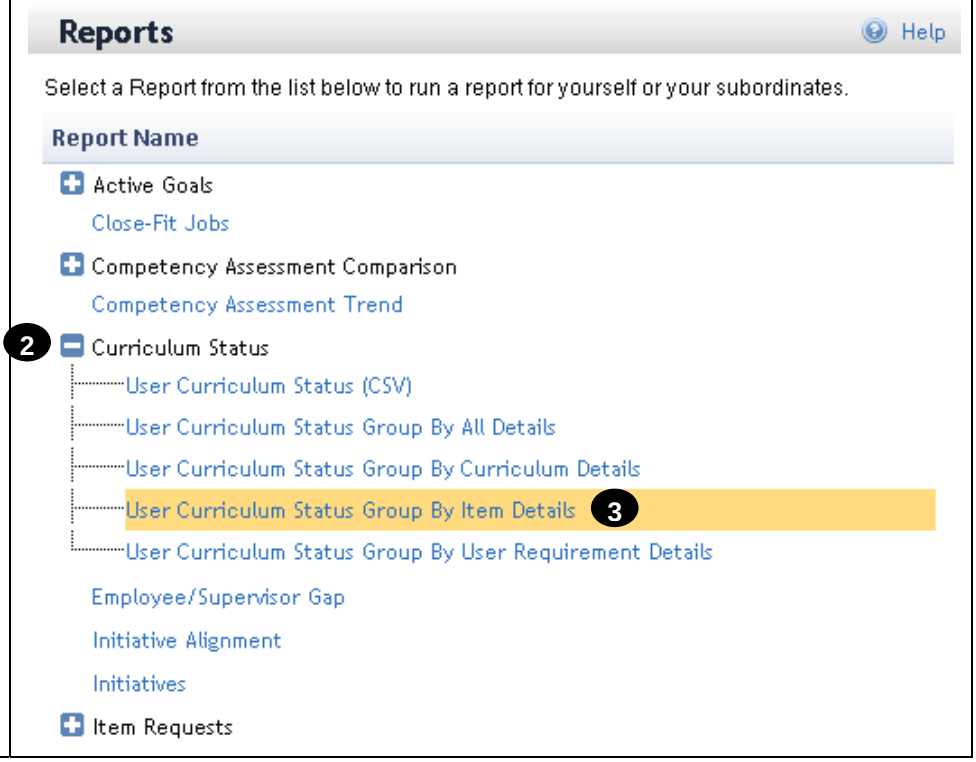
Purpose

The purpose of this job aid is to guide users through the step-by-step process of running standard reports in SuccessFactors Learning.

Task A

Run Standard Report
13 Steps

Task A. Run Standard Report

1	From the Home page, click the **Reports** easy link.	
	In the Report Name table, locate the report you want to generate.	
2	Click the **expand icon** (⊞) to expand the report group.	
3	Click the **title link**. For this example, select the **User Curriculum Status Group by Item Details** report. *Note: Click Help ( ) for additional information on reports.*	

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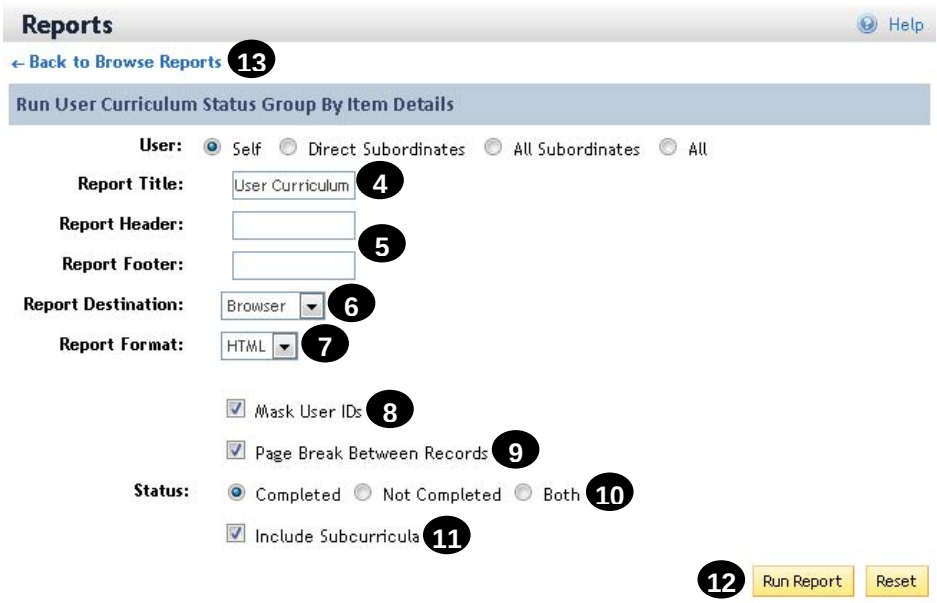
4 Modify the report title, if necessary. 5 Enter a header and footer for the report. 6 Select the report destination from the drop-down menu. 7 Select the report format from the drop-down menu. 8 To hide user IDs, check the **Mask User IDs** checkbox. 9 To insert page breaks between records returned, check the **Page Break Between Records** checkbox. 10 Select to include complete, incomplete or both curriculum status types. 11 To include subcurricula, check the **Include Subcurricula** checkbox. 12 Click **Run Report**. **or** 13 Click the **Back to Browse Reports** link to return to the list of reports.	 *Note: Available criterion will vary depending on the report.*

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