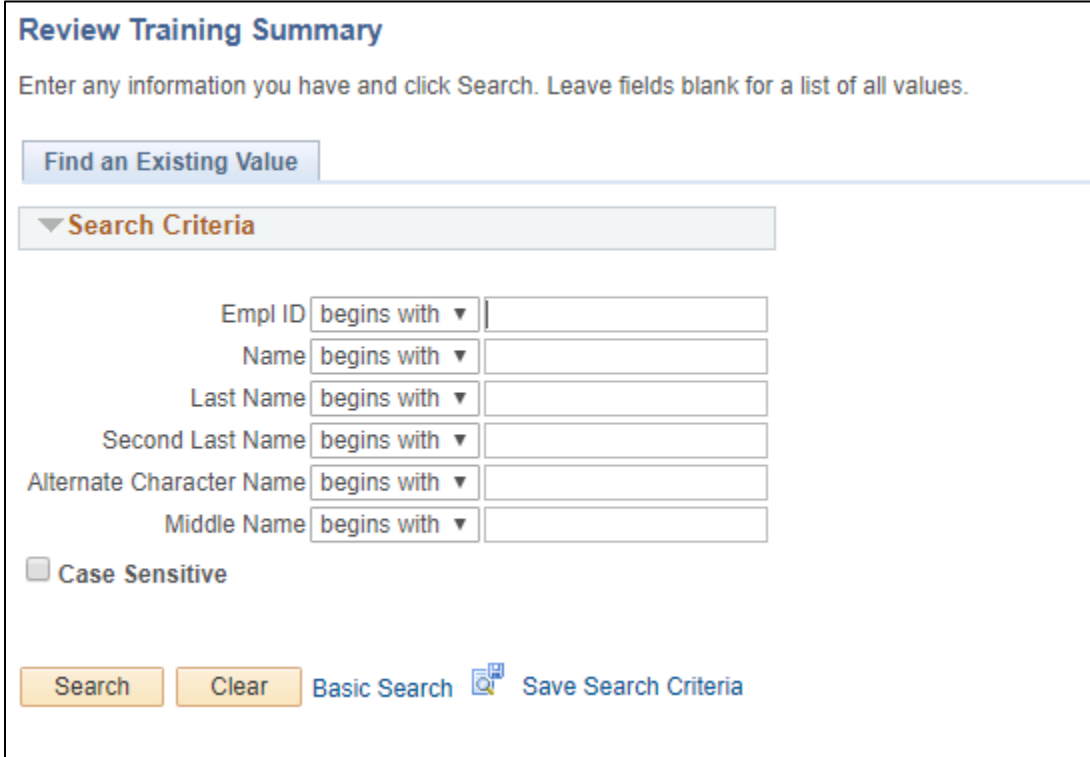


Human Capital Management: Step-by-Step Guide

Reviewing a Training Summary

To look up an employee's full record of completed training:

1. From the university portal home page, select the **HCM** tile.
2. Navigate to: **NavBar > Navigator > Administer Training > Result Tracking > Review Training Summary**. The Review Training Summary page appears:



The screenshot shows the 'Review Training Summary' search page. At the top, it says 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this is a 'Find an Existing Value' button. A 'Search Criteria' dropdown menu is expanded, showing several search fields: 'Empl ID begins with', 'Name begins with', 'Last Name begins with', 'Second Last Name begins with', 'Alternate Character Name begins with', and 'Middle Name begins with'. Each field has a dropdown menu and a text input box. There is also a 'Case Sensitive' checkbox. At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

3. Enter the **Empl ID** or **Name** of the employee and click **Search**. The employee's completed training records are displayed.

You can use the form's navigational tools to view and download the summary:

The screenshot shows a web interface for reviewing training. At the top, there is a header with 'Review Training Summary' and a user name 'John Siedzick'. Below the header, there are navigation options: 'Personalize', 'Find', 'View All', and a 'Print' icon. A 'Person ID 256217' is displayed. On the right, there are pagination controls: 'First', '1-25 of 48', and 'Last'. A 'Download to Excel' button is located above the table. The table has columns for 'Course', 'Title', 'Session Number', and 'Completion Date'. At the bottom, there are 'Return to Search' and 'Notify' buttons.

Callouts in the image include:

- 'View Session and Status together' pointing to the 'Session' and 'Status' tabs.
- 'Find a course or View All records' pointing to the 'Find' and 'View All' buttons.
- 'Navigate through multiple records' pointing to the pagination controls.
- 'Scroll through records' pointing to the vertical scrollbar on the right side of the table.

Course	Title	Session Number	Completion Date
U00190	CU: Child Abuse - WEB	0001	
U00185	HCM	0001	
U10072	CDS	0001	03/26/2019
U00171	Advance Committees Form-WEB	0001	09/19/2019
A00218	CU: Intro Advmt. Intelligence	0001	08/13/2019
A00213	HCM: Contract Pay Webinar	0001	05/03/2017
A00211	HCM: Funding Entry Webinar	0001	04/06/2017
U00145	HCM Fundamentals - WEB	0001	01/19/2017
A00172	CU: HCM Overview	0001	07/15/2015
U00134	Active Shooter Awareness-WEB	0001	12/08/2015
U00128	Veteran Educators Training-WEB	0001	07/18/2014
A00165	CU: Blue Ocean Philanthropy	0001	06/30/2014
U00115	Perf Mgmt Classified UCB-WEB	0001	05/07/2014
U00110	Advancement Gift AgreementsWEB	0001	11/22/2013
U00109	Advance Web-Nav and ReportsWEB	0001	07/18/2019