

JOB AID Annual Mandatory Not Acquired Report

1

There are two ways to access the report.

Option 1

- a. Choose **Admin** from the Saba menu.

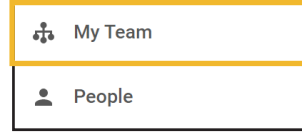


- b. Select **Analytics** from the top menu bar.



Option 2

- a. Choose **My Team** from the Saba menu.

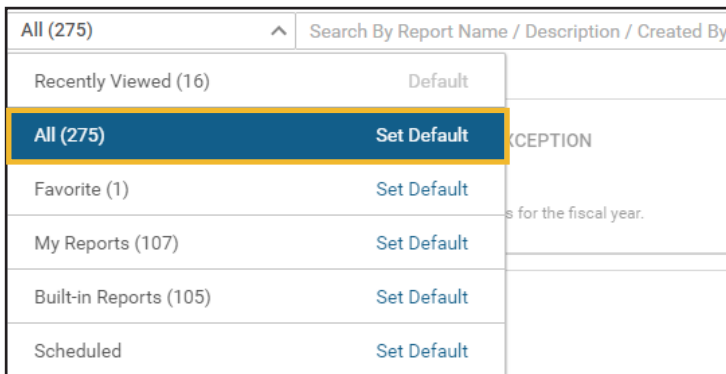


- b. Select the **Analytics Icon** from menu on the left.



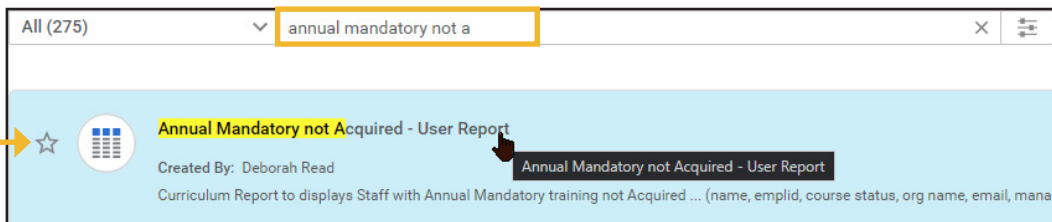
2

- a. Select **All** from the dropdown menu to the left of the search field.



- b. Type **“Annual Mandatory Not Acquired”** or a portion of the title into the search field to bring the report into view. **Click on the report name to open it.**

Click this star to make the report one of your Favorites.



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- Person Organization Name: Search for and select the **organization(s)** you would like a report on.
- Is Terminated: Leave as **No**.
- Click **Run**.

4

- The report lists staff and the courses that are not completed for their Annual Mandatory training.

Person Last Name	Person First Name	Person EEMPLID	Curricula learning item status	Curricula learning item name	Person Organization Name	Person E-mail	Manager E-mail
				WHT108-20 Building a Foundation: Discrimination Prevention and Title IX			
				WBT104-20 Infection Control for Clinical Staff			

- Click **Filter** to make any changes to the criteria.

- To export the report, click the **download arrow** on the upper right.
- Select **PDF** or **Excel** for the report type.
- Download** the report.