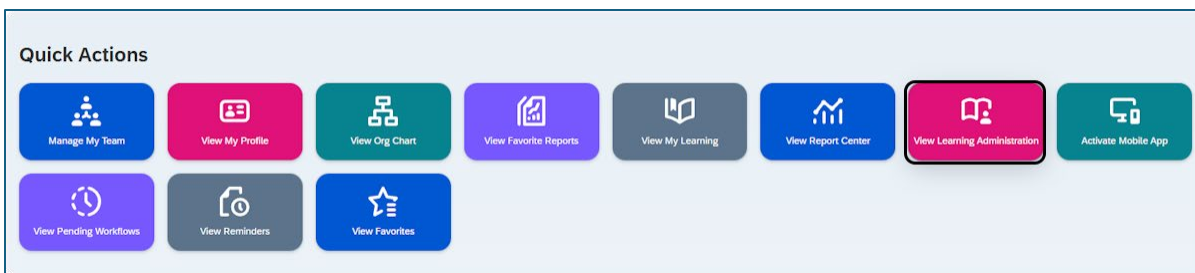


Use Program Status Reports in SuccessFactors to Identify MTR Supervisory Group Incompletes

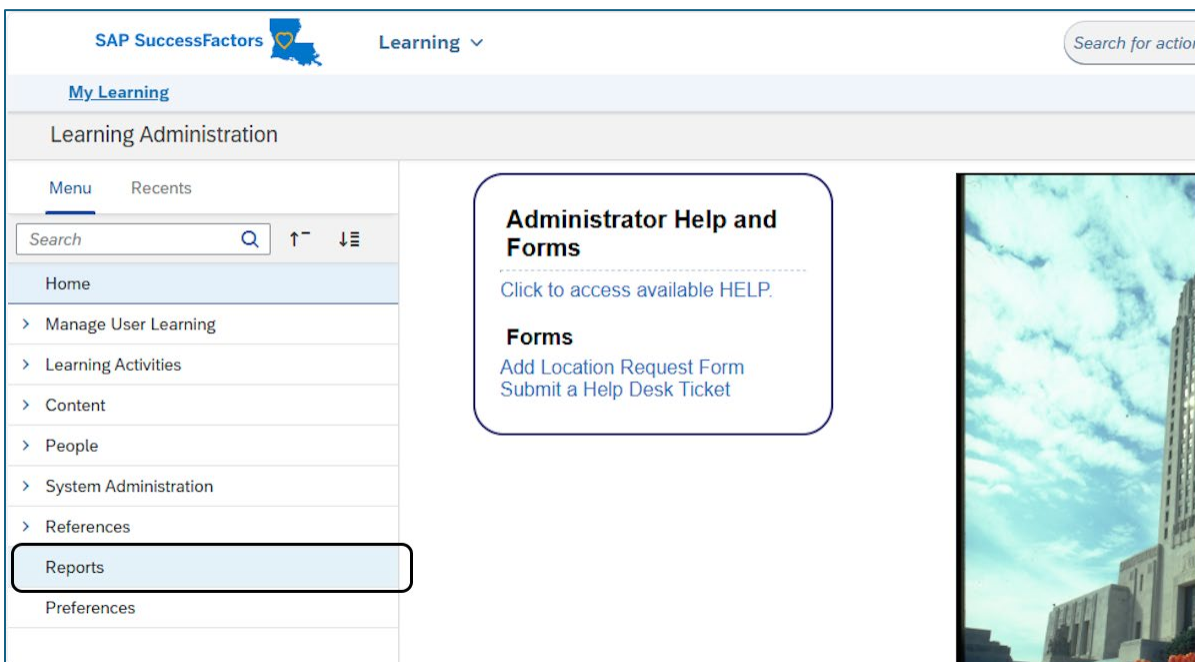
Use this guide to run Program Status Reports in SuccessFactors and determine which supervisors have not completed their SCS CPTP Mandatory Supervisory Training requirements.

Directions:

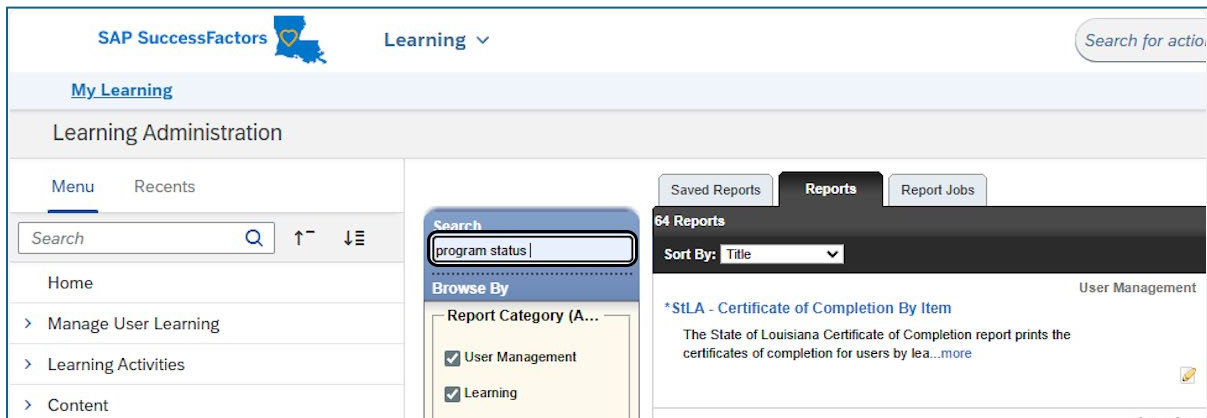
1. Click on "View Learning Administration" on your SuccessFactors dashboard.



2. Click on "Reports."



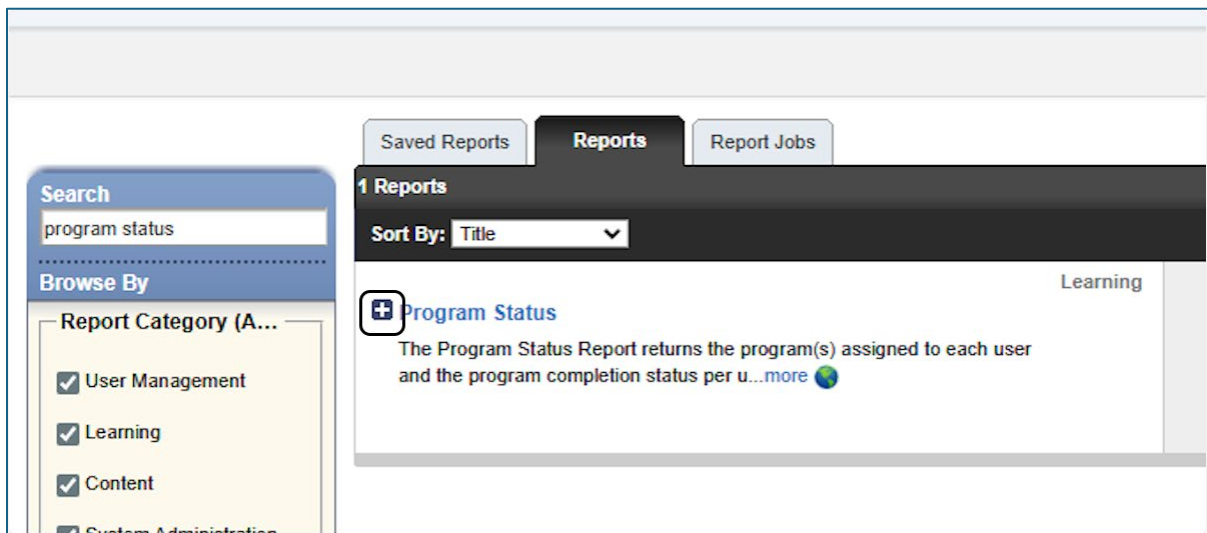
3. Type "Program Status" in the search bar.



4. Click on "Submit."



5. In the Reports tab, click on the plus + icon next to Program Status to see the different Program Status reports available.



6. Click on "StLA - Program Status CSV." This format was created by OTS and exports in an Excel spreadsheet.

Search
program status

Browse By
Report Category (A...
☒ User Management
☒ Learning
☒ Content
☒ System Administration

Saved Reports | **Reports** | Report Jobs

1 Reports
Sort By: Title

***StLA - Program Status CSV**
Program Status (CSV)
The Program Status Report returns the program(s) assigned to each user and the program completion status per u...more

7. Click on Filter By Criteria: Program ID.

My Learning
Learning Administration

Menu | Recents

Search

Home
> Manage User Learning
> Learning Activities
> Content
> People
> System Administration
> References
Reports
Preferences

***StLA - Program Status CSV** | Browse | Help |

> Run Report

Run *StLA - Program Status CSV

Report Destination: Local File
Report Format: CSV
CSV Report Delimiter: Comma (,)

Case sensitive search: ☒ Yes ☐ No

User: Exact

User Status: ☒ Active ☐ Not Active ☐ Both

Program Type: Exact

Program ID: Exact

Program Status: ☐ Completed ☐ Not Completed ☒ Both

Completed Date From: (MM/DD/YYYY)

Completed Date To: (MM/DD/YYYY)

☐ Include Activities

Schedule Job | Save Report | Reset

8. Type "Group," and then click "Search."

NOTE: The complete titles for each program are:

SCS CPTP Group 1 Supervisory Program and **SCS CPTP Group 2 Supervisory Program**.

Search criteria form with the following fields:

- Search: [Search] [Submit Criteria] [Reset]
- Active search: ☐ Yes ☒ No
- Locales: ☐ Yes ☒ No
- Contains: [Contains] [Text Box]
- Title: [Contains] [group]
- Description: [Contains] [Text Box]
- After: [Calendar Icon] [Text Box]
- Before: [Calendar Icon] [Text Box]
- After: [Calendar Icon] [Text Box]
- Program Status: ☐ Completed ☐ Not Completed ☒ Both

9. Check the box under "Select" next to the correct program.

NOTE: You can select both supervisory programs at one time. However, for larger agencies, we recommend you run separate reports for each because of the length/detail of the report.

Program selection table with the following columns:

Select All / Deselect All	Select
JDIT Group 1 Supervisory Program	<input type="checkbox"/>
JDIT Group 2 Supervisory Program	<input type="checkbox"/>
Group 1 Supervisory Program	<input checked="" type="checkbox"/>
Group 2 Supervisory Program	<input type="checkbox"/>
Group 1 Supervisor Mandatory Training Legacy Completion	<input type="checkbox"/>
Group 2 Supervisor Mandatory Training Legacy Completion	<input type="checkbox"/>

Buttons: [Add to Filter] [Reset]

Program Status: ☐ Completed ☐ Not Completed ☒ Both

10. Click on "Add to Filter."

► Filter: 0 Programs Submit Filter

appear in the Filter List. Select **Submit Filter** when ready to submit the filter

Add to Filter Reset

Select All / Deselect All

Program Title	Select
SCS CPTP AUDIT Group 1 Supervisory Program	<input type="checkbox"/>
SCS CPTP AUDIT Group 2 Supervisory Program	<input type="checkbox"/>
SCS CPTP Group 1 Supervisory Program	<input checked="" type="checkbox"/>
SCS CPTP Group 2 Supervisory Program	<input type="checkbox"/>

11. Click on "Submit Filter."

Search for actions on

Submit Filter

SCS CPTP Group 1 Supervisory

Filter List. Select **Submit Filter** when ready to submit the filter

Add to Filter Reset

Select All / Deselect All

12. Select "Not Completed" to see which supervisors have not completed the program.

NOTE: You may also run a report to see only completions (Completed) or a report that shows completions and non-completions (Both).

The screenshot shows a web application interface for generating reports. On the left is a sidebar with a menu containing 'System Administration', 'References', 'Reports' (highlighted), and 'Preferences'. The main area contains search and filter options: 'Case sensitive search' (radio buttons for Yes/No), 'User' (dropdown menu), 'User Status' (radio buttons for Active/Not Active/Both), 'Program Type' (dropdown menu), 'Program ID' (dropdown menu showing '[1 Selected]'), and 'Program Status' (radio buttons for Completed/Not Completed/Both). A large black arrow points to the 'Not Completed' radio button, which is selected. Below these are date pickers for 'Completed Date From' and 'Completed Date To', and a checkbox for 'Include Activities'. At the bottom right are three buttons: 'Schedule Job', 'Save Report', and 'Reset'.

13. Check "Include Activities" if you want to see which courses supervisors have completed or need to complete.

NOTE: For large agencies, run these reports in the background. Even then, you may have problems getting a complete report to generate, if you have a large number of supervisors.

This screenshot shows the same report generation interface as the previous one. In this view, the 'Include Activities' checkbox is checked. The 'Program Status' radio buttons are still set to 'Not Completed'. All other elements, including the sidebar and search filters, remain the same.

14. Click on "Schedule Job."

This is a close-up of the bottom right portion of the report generation interface. It shows the 'Status' radio buttons (Completed, Not Completed, Both), the 'Date From' and 'Date To' date pickers, the 'Include Activities' checkbox, and the three buttons: 'Schedule Job' (which is highlighted with a black border), 'Save Report', and 'Reset'.

15. From here, you can select "Run this job immediately, if allowable" or schedule a time for the job to be executed. You can also schedule the job to recur. After you have selected your parameters, click "Finish."

NOTE:

- You can change the name of the output file in the "Job Description" box.
- You do not have to wait for the report to complete. If you want to exit LaGov, you can click "Notify via email upon completion," add your contact email, and then click "Finish."

The screenshot shows the SAP SuccessFactors Learning Administration interface. The left sidebar contains a menu with options: Home, Manage User Learning, Learning Activities, Content, People, System Administration, References, Reports (highlighted), and Preferences. The main content area is titled '*StLA - Program Status CSV' and includes a 'Run Report' link. Below this is the 'Schedule Background Job' section. It contains a text box explaining that the user has opted to schedule the report to run in the background and provides instructions on how to schedule it. The form has two main sections: 'Run this job immediately, if allowable.' and 'Schedule this job to recur as follows:'. The first section is selected with a radio button. It includes fields for 'Date' (MM/DD/YYYY), 'Time' (hh:mm AM/PM), and 'Time Zone' (Central Standard Time (US/Central)). The second section is unselected. It includes options for 'Daily', 'Weekly' (with a 'Day' dropdown), and 'Monthly' (with a 'Date' dropdown). It also has fields for 'Time of Day' (hh:mm AM/PM) and 'Time Zone' (Central Standard Time (US/Central)). Below these sections is a 'Job Description' field containing '*StLA - Program Status CSV'. There is a checkbox for 'Notify via email upon completion' which is checked. Below this is a 'Contact Email Address' field and an 'Email the Report' checkbox which is unchecked. At the bottom right are 'Reset' and 'Finish' buttons. An arrow points from the 'Run this job immediately, if allowable.' section to the 'Job Description' field.

SAP SuccessFactors Learning

Search for actions or pe

My Learning

Learning Administration

Menu Recents

Search

Home

> Manage User Learning

> Learning Activities

> Content

> People

> System Administration

> References

Reports

Preferences

***StLA - Program Status CSV** | Browse | Help

> Run Report

Schedule Background Job

You have opted to schedule this report to run in the background. Please complete the following information if you want this action to run at a specific date and time. If you choose to be notified by email upon completion, please select "Notify via email upon completion" checkbox and specify an email address. If you wish, the report file can be emailed to you when it has been generated, or you can download the report file once the report is complete from the Background Report Jobs module or, if the report has been scheduled as a recurring job, you can download the report from the Recurring Report Jobs module.

☒ Run this job immediately, if allowable.

☐ Schedule this job to be executed on: [View Available Time Frames](#)

Date: (MM/DD/YYYY)

Time: (hh:mm AM/PM)

Time Zone: Central Standard Time (US/Central)

☐ Schedule this job to recur as follows:

☒ Daily

☐ Weekly Day:

☐ Monthly Date:

Time of Day: (hh:mm AM/PM)

Time Zone: Central Standard Time (US/Central)

Job Description: *StLA - Program Status CSV

☒ Notify via email upon completion

Contact Email Address:

Email the Report ☐

Reset Finish

16. Once the report has finished running, click on "Report Jobs."

NOTE: You can also get to this by clicking "Reports" in the left sidebar, and then clicking the "Report Jobs" tab.

The screenshot shows the SAP SuccessFactors Learning Administration interface. The left sidebar contains a menu with options: Home, Manage User Learning, Learning Activities, Content, People, System Administration, References, Reports (highlighted), and Preferences. The main content area is titled 'Background Report Job Scheduled' and 'Background Report Job Status'. It displays the following information:

- Job Title: Report
- Description: *STLA - Program Status CSV
- Scheduled Start Date: 11/21/2025 01:47 PM US/Central
- Status: Succeeded (indicated by a green arrow pointing to the word 'Succeeded')

Below this information, a message states: 'This report job has completed. You can view the results and access the generated report through the [Report Jobs](#) list.' A 'Done' button is located at the bottom right of the main content area.

17. Click on "Download."

The screenshot shows the SAP SuccessFactors Learning Administration interface. The left sidebar is the same as in the previous screenshot, with 'Reports' highlighted. The main content area is titled 'Background Report Jobs' and includes links for 'Browse' and 'Help'. Below the title, there is a section 'View the Background Report Job' with the following details:

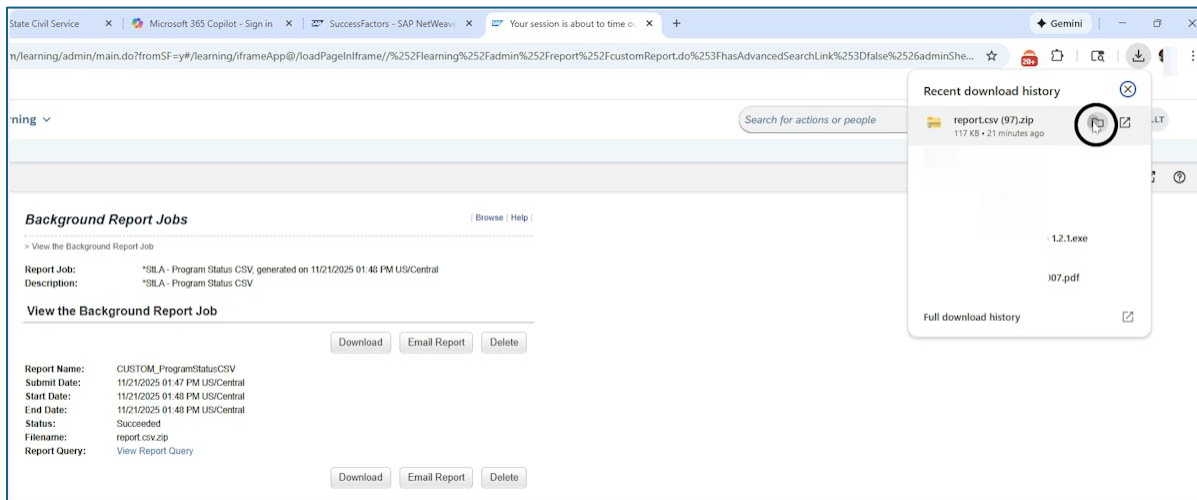
- Report Job: *STLA - Program Status CSV, generated on 11/21/2025 01:48 PM US/Central
- Description: *STLA - Program Status CSV

Below the details, there is a section 'View the Background Report Job' with the following information:

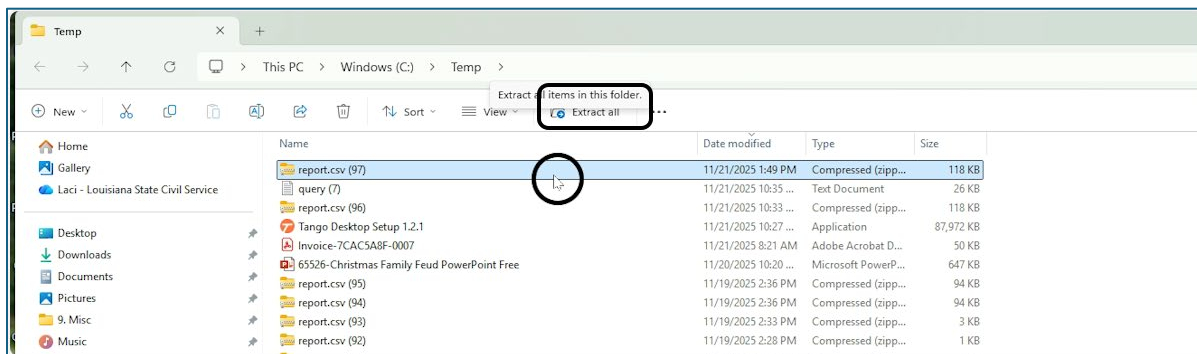
- Report Name: CUSTOM_ProgramStatusCSV
- Submit Date: 11/21/2025 01:47 PM US/Central
- Start Date: 11/21/2025 01:48 PM US/Central
- End Date: 11/21/2025 01:48 PM US/Central
- Status: Succeeded
- Filename: report.csv.zip
- Report Query: [View Report Query](#)

At the bottom of the main content area, there are three buttons: 'Download' (highlighted with a red box), 'Email Report', and 'Delete'.

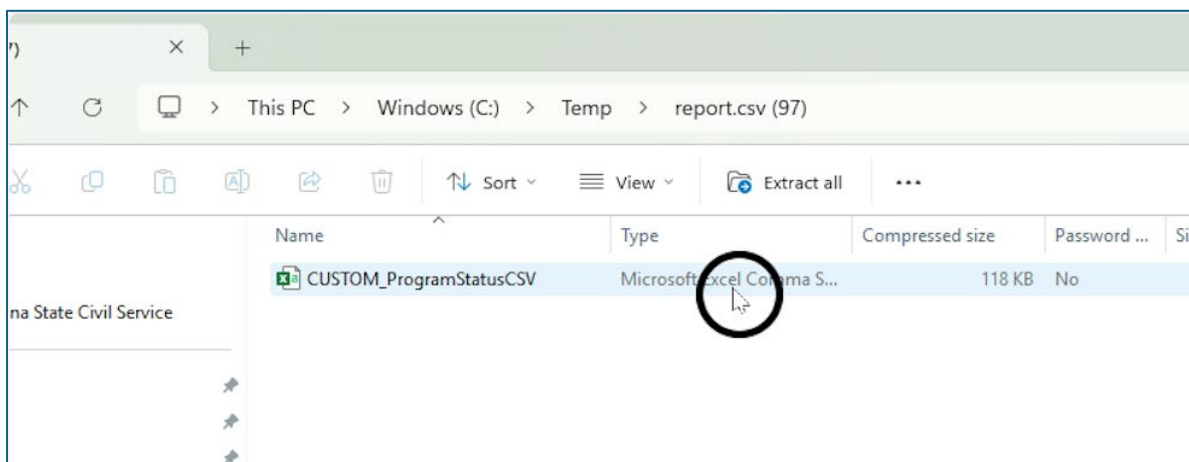
18. Click the download icon or open the folder where downloaded files are sent.



19. Highlight the file and click "Extract all."



20. Double click on the file name to open.



21. On the spreadsheet, you will see the start date, ID #, name, etc. for each supervisor.

NOTE: The third column from the right indicates the "% of Completion." Use this to gauge how much of the program each supervisor has completed.

AutoSave Off CUSTOM_ProgramStatusCSV - Read-Only Search

File Home Insert Page Layout Formulas Data Review View Automate Developer Help Acrobat

A1 Program ID

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
1	Program	Program	Program	Program	Program	Program	User ID	Last Na	First Na	Middle	Domain	Domain	Organiz	Job Cla	Job Title	Alt Job	Alt Job	Positio	Assign	Assign	% of Co	Comple
2	SCS-CPTP	SCS CPTP	Duration-1729 Days	12/20/2022	12/18/2022	H5					0601	LSU A & M College	00129230	MAINTEN/ SUPGRP1	SUPERVISORY GROU	REQUIRED	#####				81.25	
3	SCS-CPTP	SCS CPTP	Duration-1729 Days	9/15/2025	9/14/2027	H5					0601	LSU A & M College	00105990	HORTICUL SUPGRP1	SUPERVISORY GROU	REQUIRED	9/15/2025				0	
4	SCS-CPTP	SCS CPTP	Duration-1729 Days	6/25/2023	6/23/2025	H5					0731	L.E.Fletcher Tech Cor	00129230	MAINTEN/ SUPGRP1	SUPERVISORY GROU	REQUIRED	6/25/2023				0	
5	SCS-CPTP	SCS CPTP	Duration-1729 Days	12/20/2022	12/18/2022	H5					0601	LSU A & M College	00129510	PLUMBER/ SUPGRP1	SUPERVISORY GROU	REQUIRED	#####				31.25	
6	SCS-CPTP	SCS CPTP	Duration-1729 Days	12/20/2022	12/18/2022	H5					0601	LSU A & M College	00129230	MAINTEN/ SUPGRP1	SUPERVISORY GROU	REQUIRED	#####				75	
7	SCS-CPTP	SCS CPTP	Duration-1729 Days	12/20/2022	12/18/2022	H5					0601	LSU A & M College	00105990	HORTICUL SUPGRP1	SUPERVISORY GROU	REQUIRED	#####				6.25	
8	SCS-CPTP	SCS CPTP	Duration-1729 Days	12/20/2022	12/18/2022	H5					0601	LSU A & M College	00172300	MAINTEN/ SUPGRP1	SUPERVISORY GROU	REQUIRED	#####				37.5	
9	SCS-CPTP	SCS CPTP	Duration-1729 Days	12/20/2022	12/18/2022	H5					0609	LSU-Pennington Bior	00169720	POLICE SE SUPGRP1	SUPERVISORY GROU	REQUIRED	#####				0	
10	SCS-CPTP	SCS CPTP	Duration-1729 Days	9/7/2023	19/5/2025	1 H5					0601	LSU A & M College	00175920	CUSTODIA SUPGRP1	SUPERVISORY GROU	REQUIRED	9/7/2023				12.5	
11	SCS-CPTP	SCS CPTP	Duration-1729 Days	12/20/2022	12/18/2022	H5					0601	LSU A & M College	00131950	GUARD SU SUPGRP1	SUPERVISORY GROU	REQUIRED	#####				81.25	
12	SCS-CPTP	SCS CPTP	Duration-1729 Days	12/20/2022	12/18/2022	H5					0607	LSU-Agriculture Cent	00114530	RESEARCH SUPGRP1	SUPERVISORY GROU	REQUIRED	#####				31.25	
13	SCS-CPTP	SCS CPTP	Duration-1729 Days	9/7/2023	19/5/2025	1 H5					0601	LSU A & M College	00175920	CUSTODIA SUPGRP1	SUPERVISORY GROU	REQUIRED	9/7/2023					