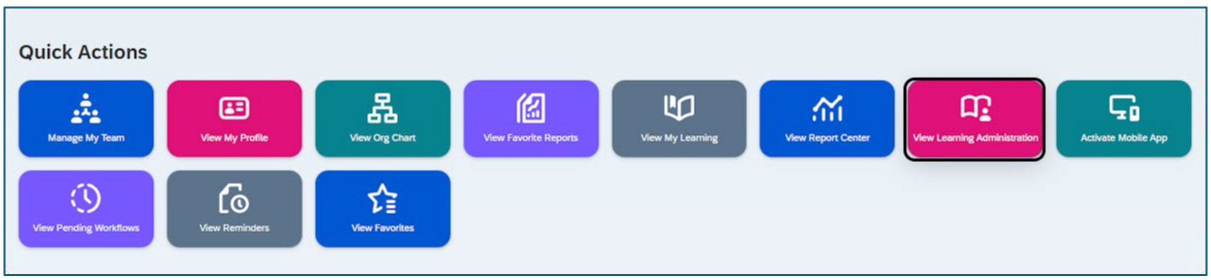
STATECIVILSERVICE
COMPREHENSIVE PUBLIC TRAINING PROGRAM

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

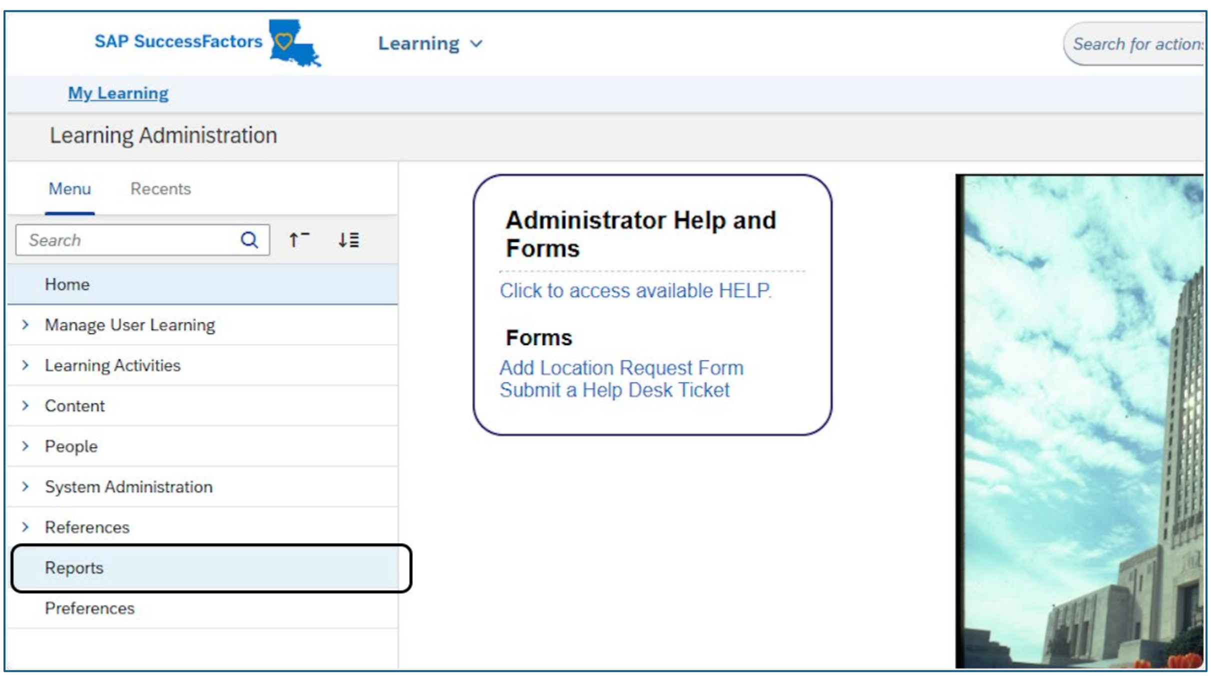
Use this guide to run Program Status Reports in SuccessFactors and determine which supervisors have not completed their SCS CPTP Mandatory Supervisory Training requirements.

Directions:

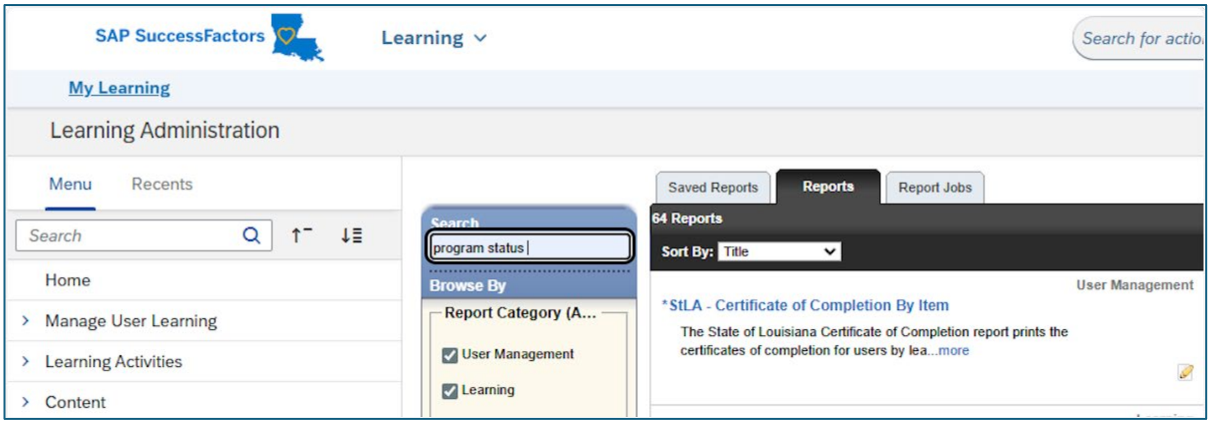
1. Click on "View Learning Administration" on your SuccessFactors dashboard.



2. Click on "Reports."

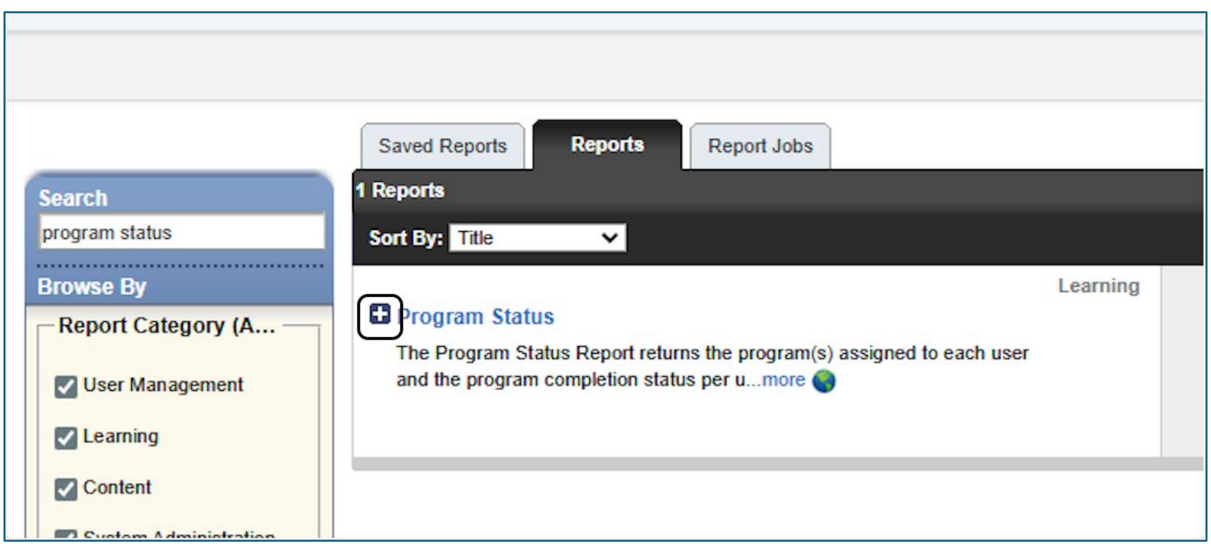


3. **Type "Program Status" in the search bar.**

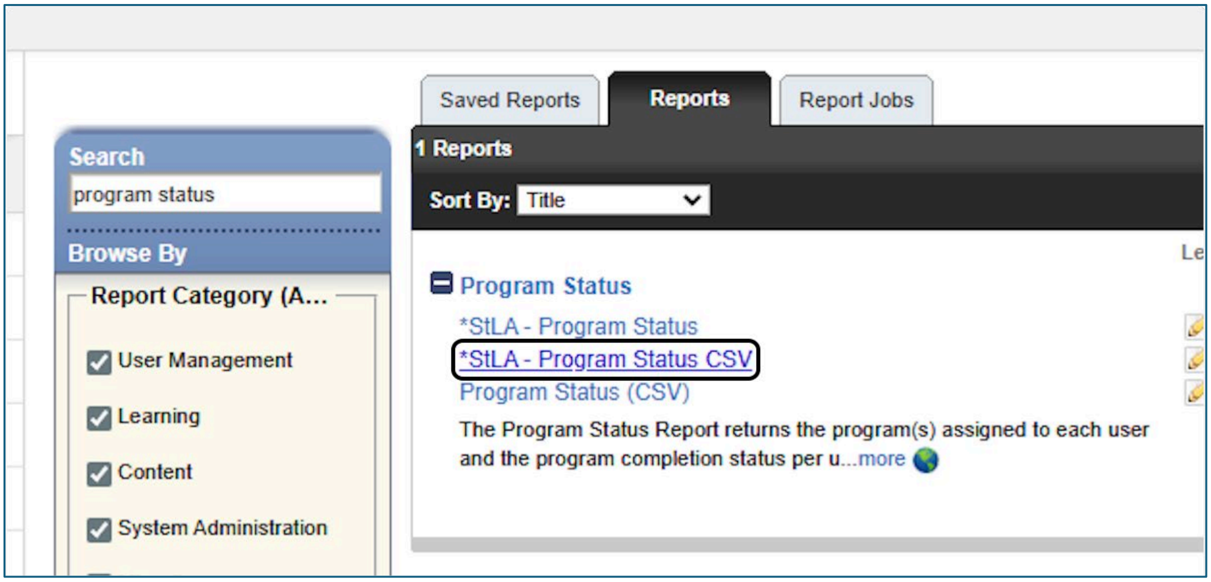


4. **Click on "Submit."**

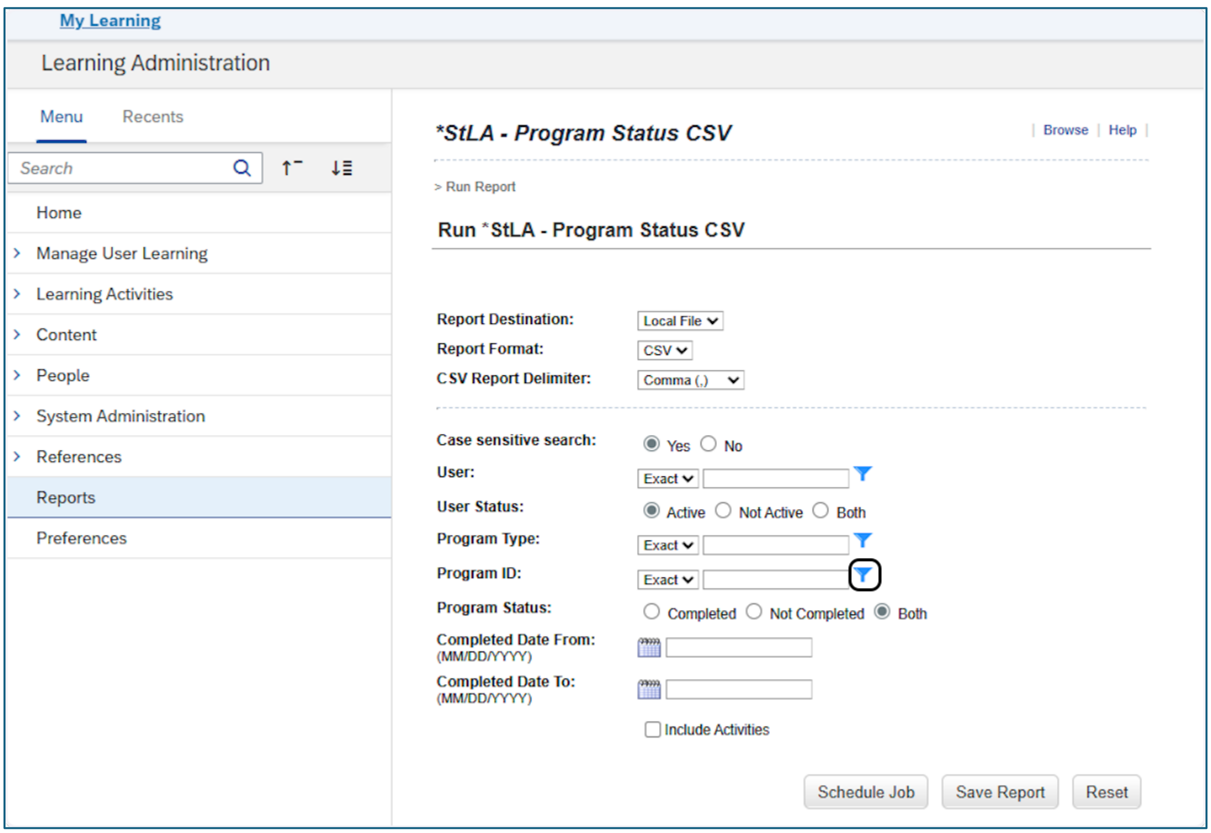
5. **In the Reports tab, click on the plus + icon next to Program Status to see the different Program Status reports available.**



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



7. **Click on Filter By Criteria: Program ID.**



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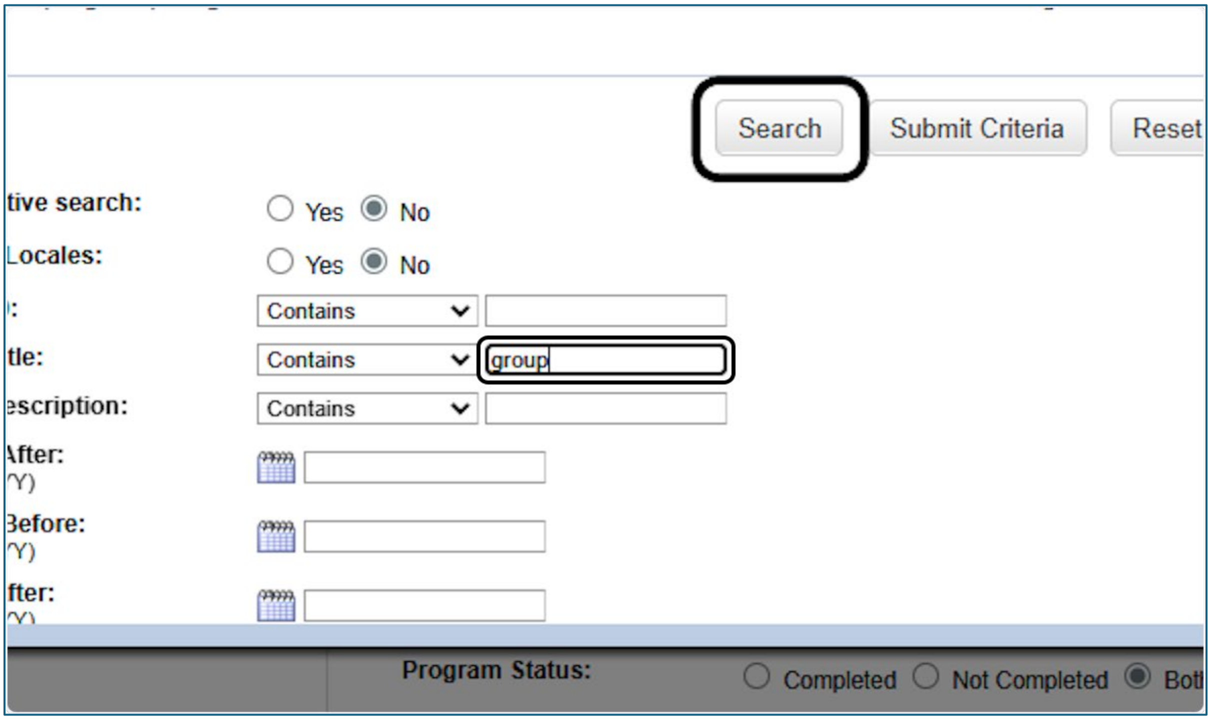
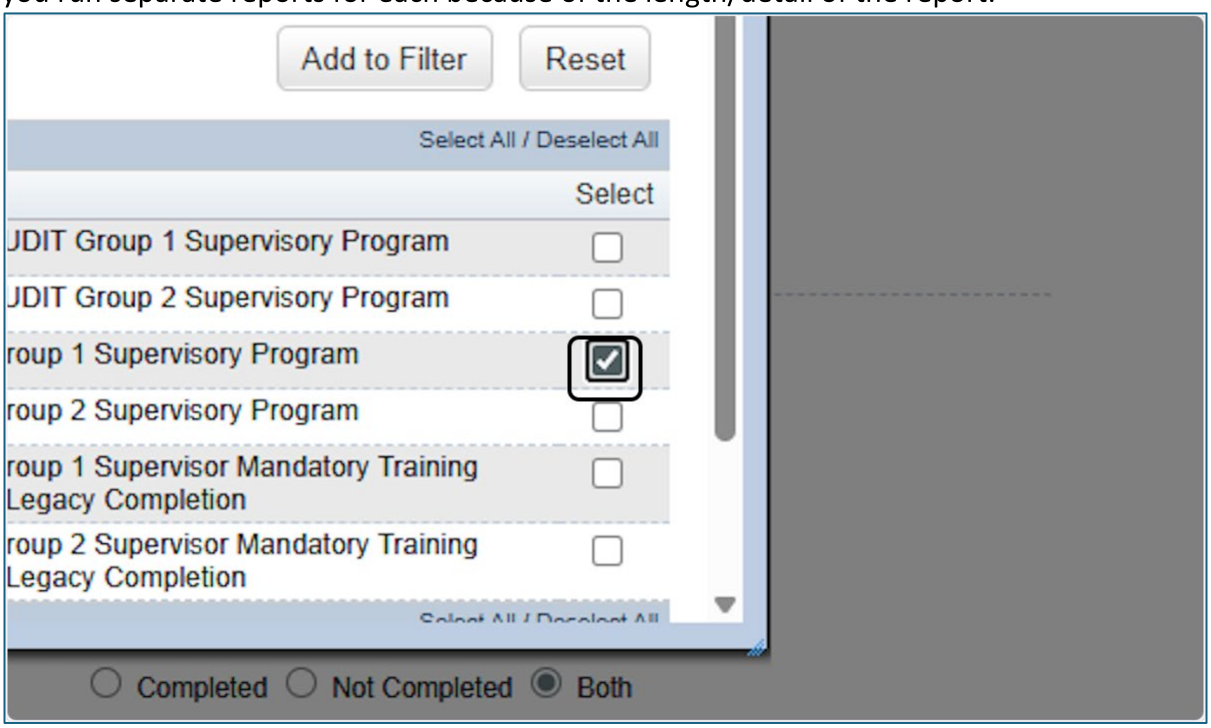
8. Type "Group," and then click "Search."

NOTE: The complete titles for each program are:
SCS CPTP Group 1 Supervisory Program and **SCS CPTP Group 2 Supervisory Program**.

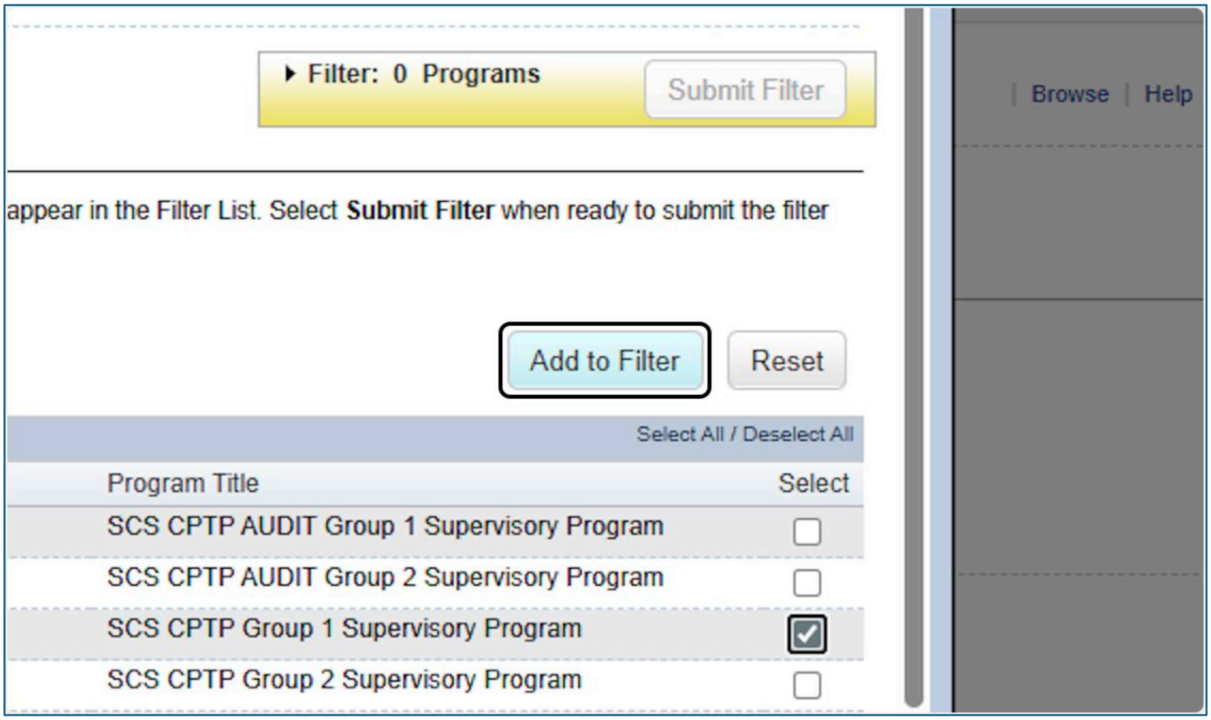


9. Check the box under "Select" next to the correct program.

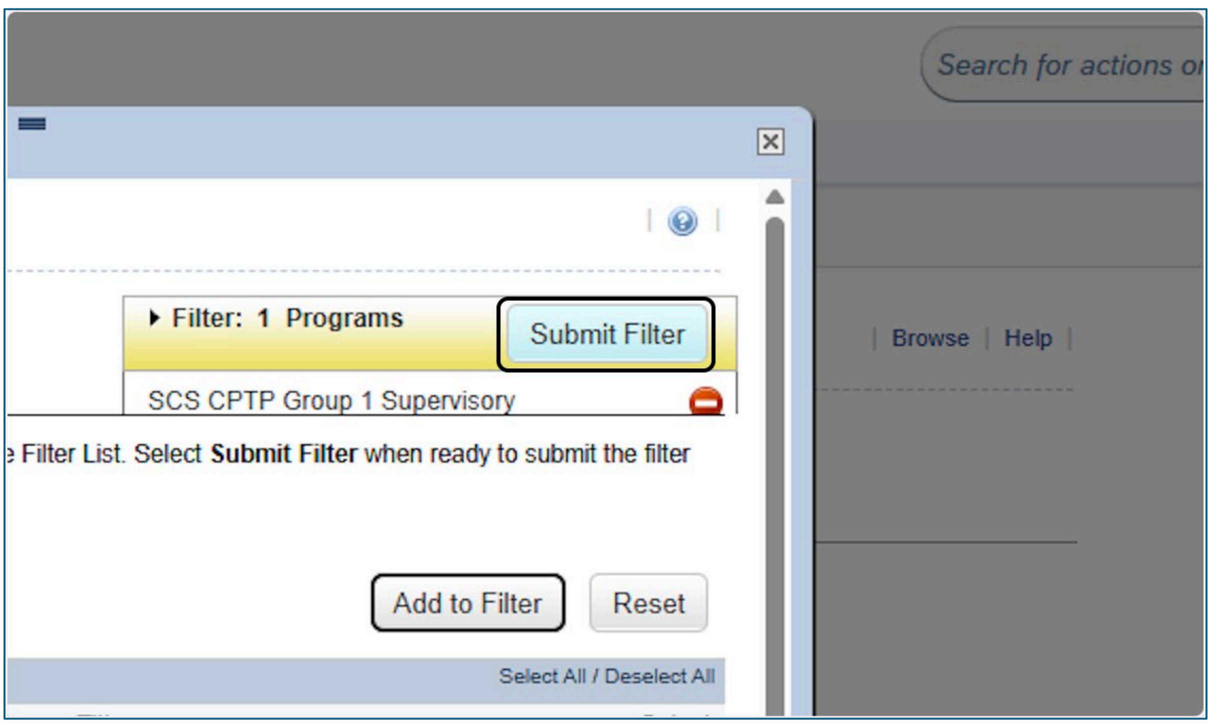
NOTE: You can select both supervisory programs at one time. However, for larger agencies, we recommend you run separate reports for each because of the length/detail of the report.



10. Click on "Add to Filter."



11. Click on "Submit Filter."



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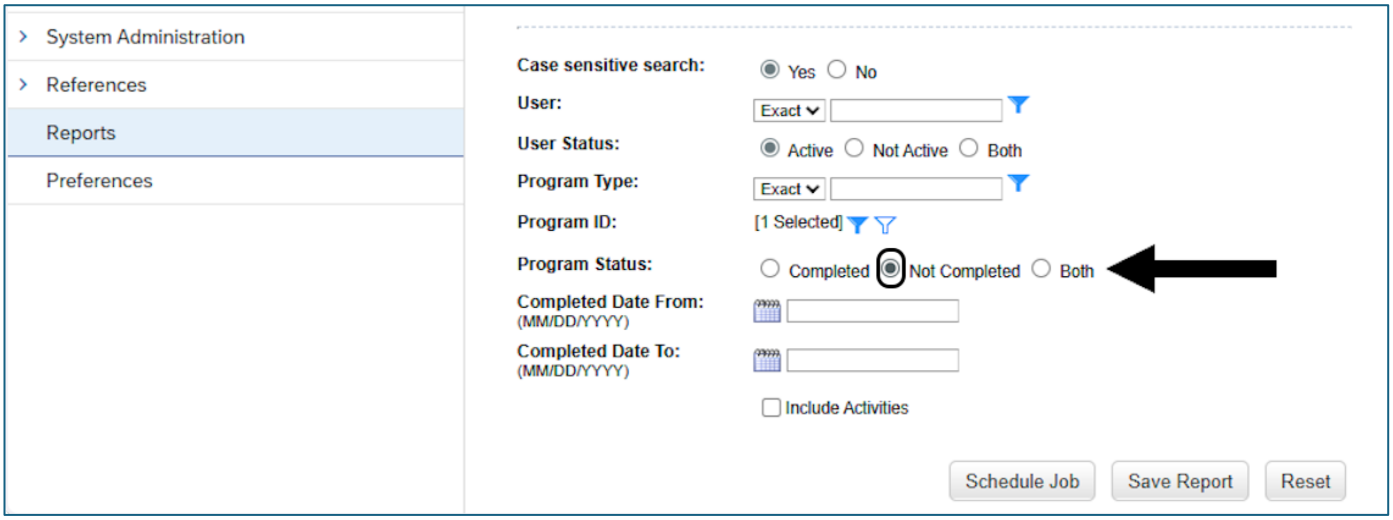
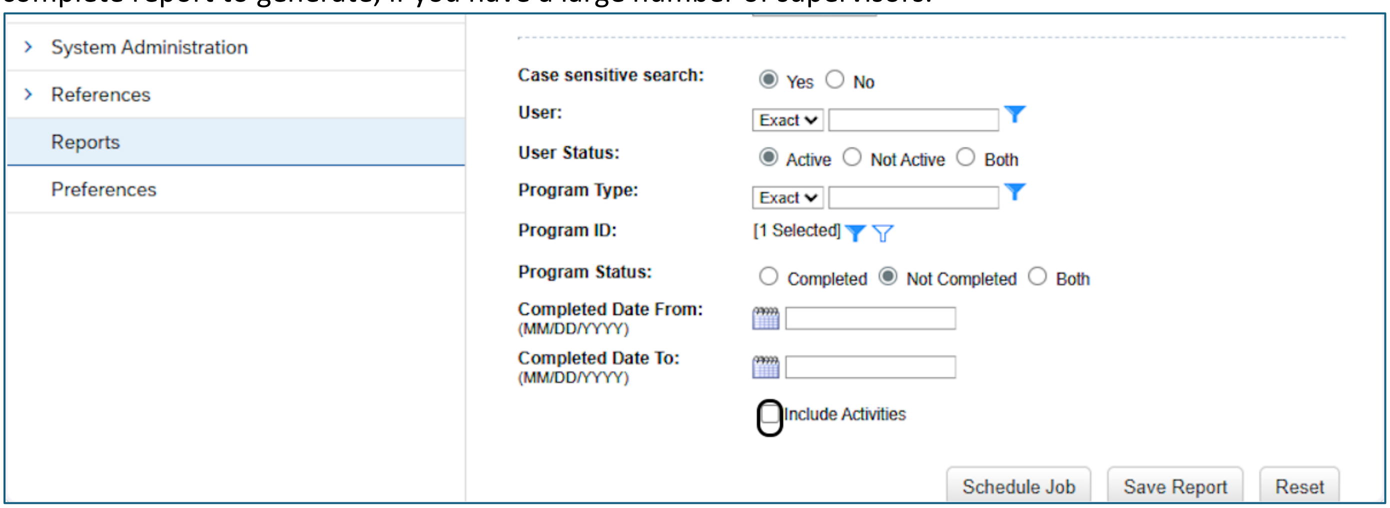
12. Select "Not Completed" to see which supervisors have not completed the program.

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

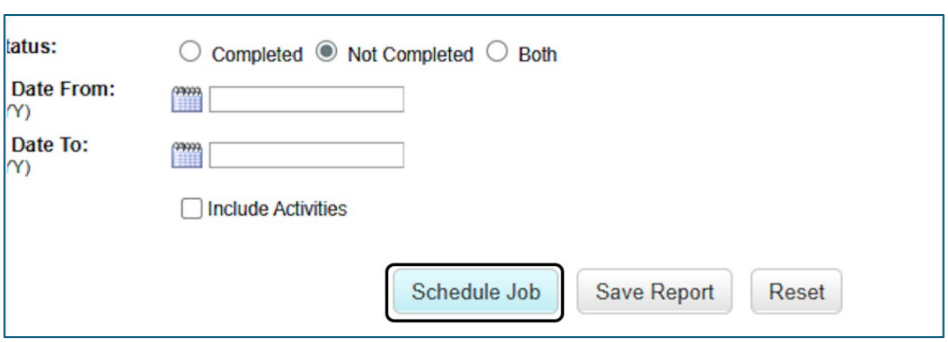


13. Check "Include Activities" if you want to see which courses supervisors have completed or need to complete.

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.



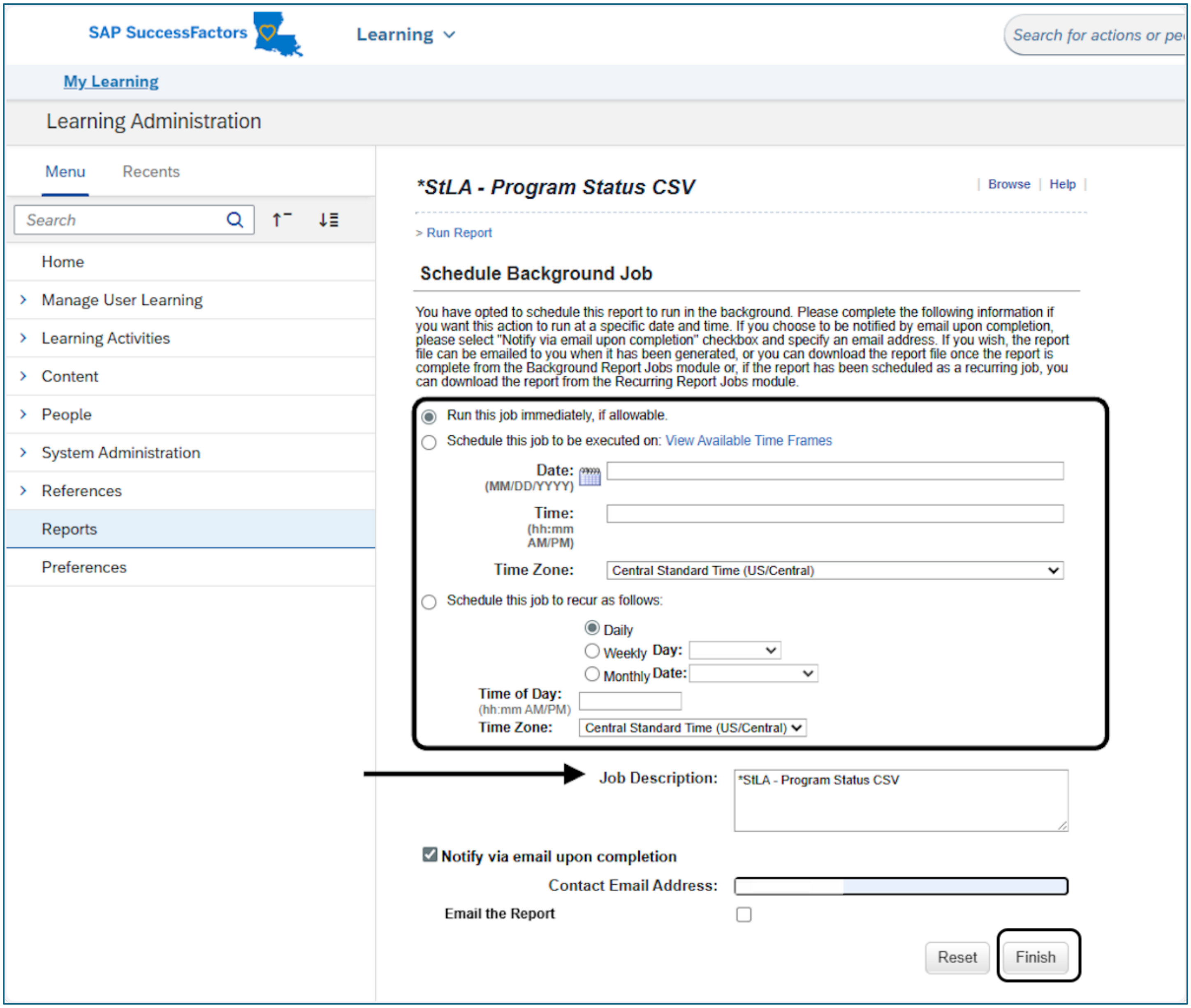
14. Click on "Schedule Job."



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."

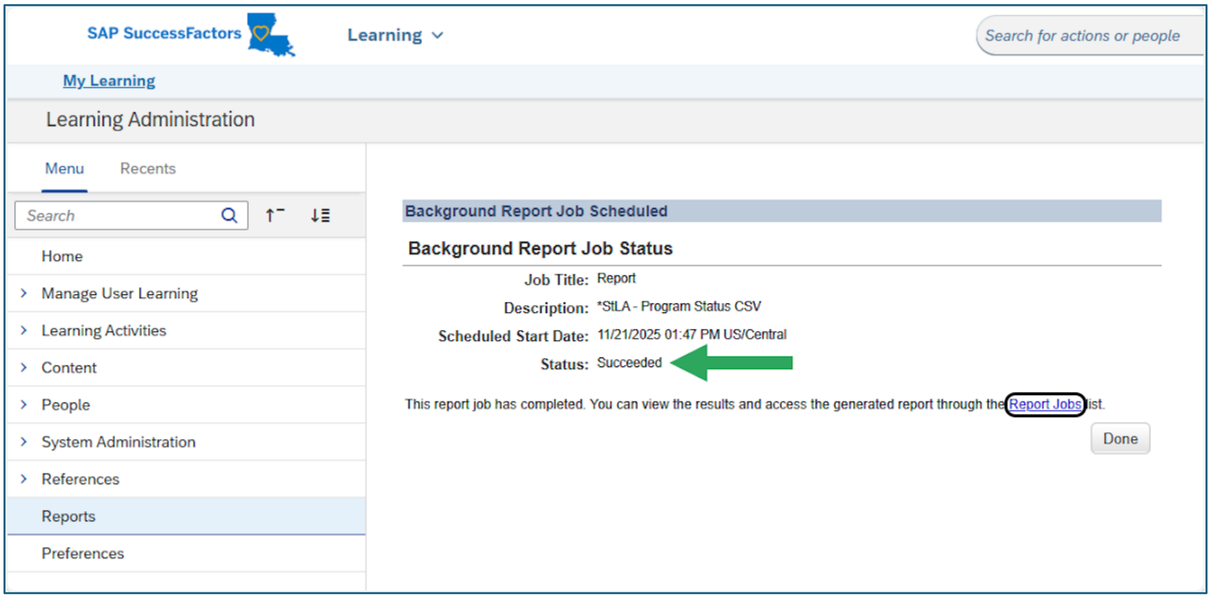
NOTE:

- 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."

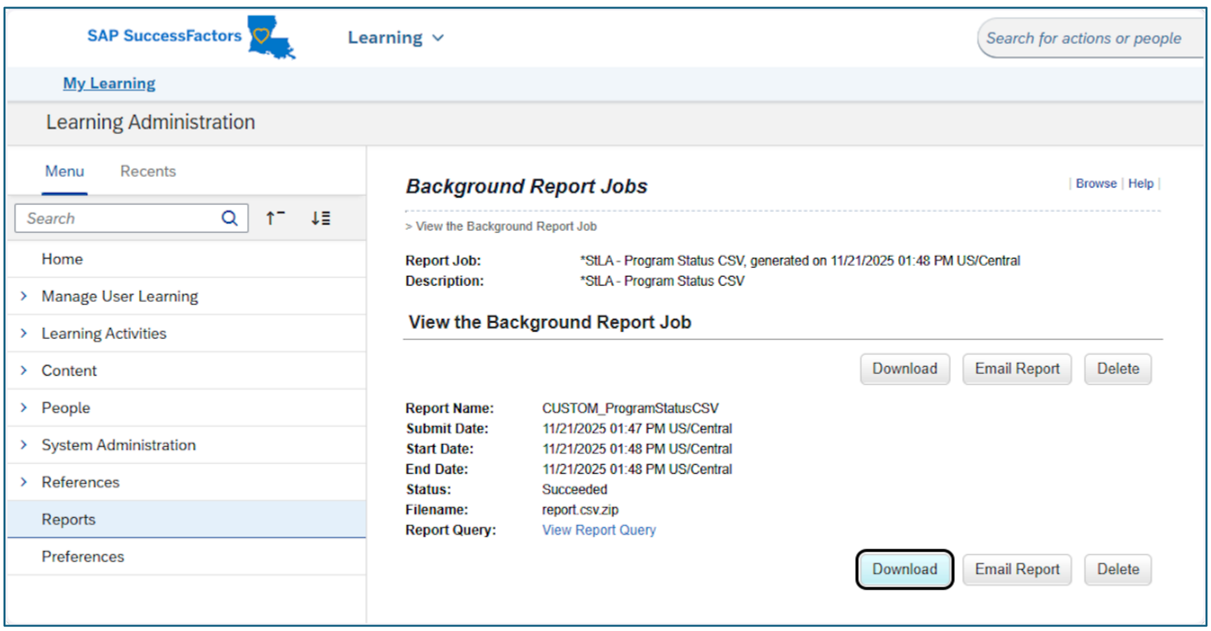


16. Once the report has finished running, click on "Report Jobs."

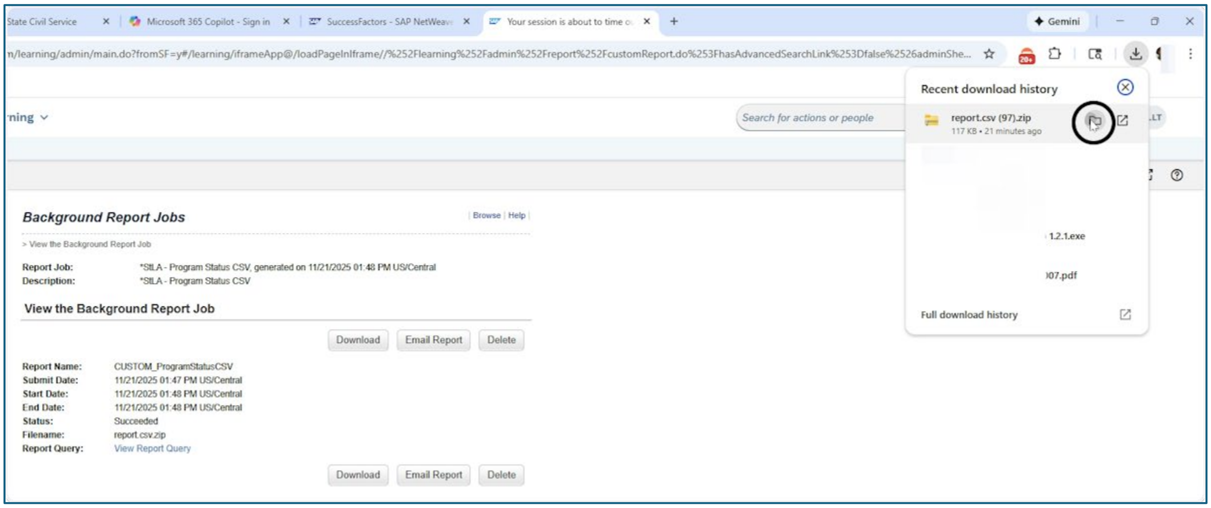
NOTE: You can also get to this by clicking "Reports" in the left sidebar, and then clicking the "Report Jobs" tab.



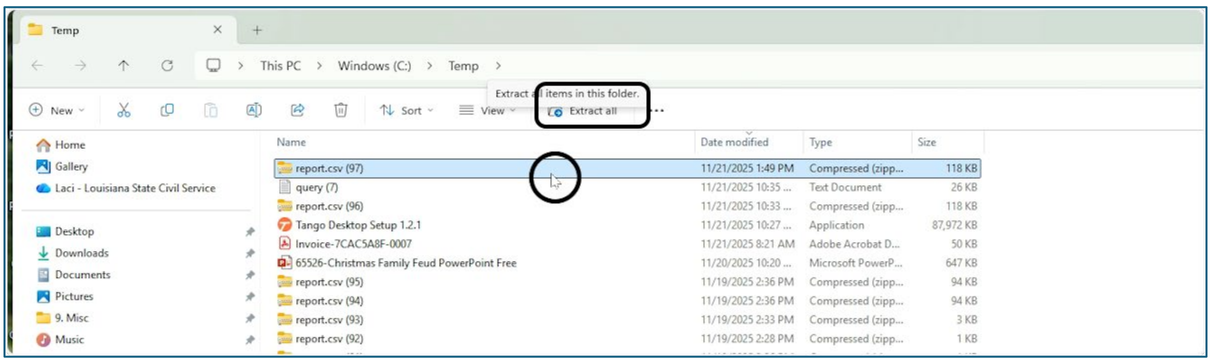
17. Click on "Download."



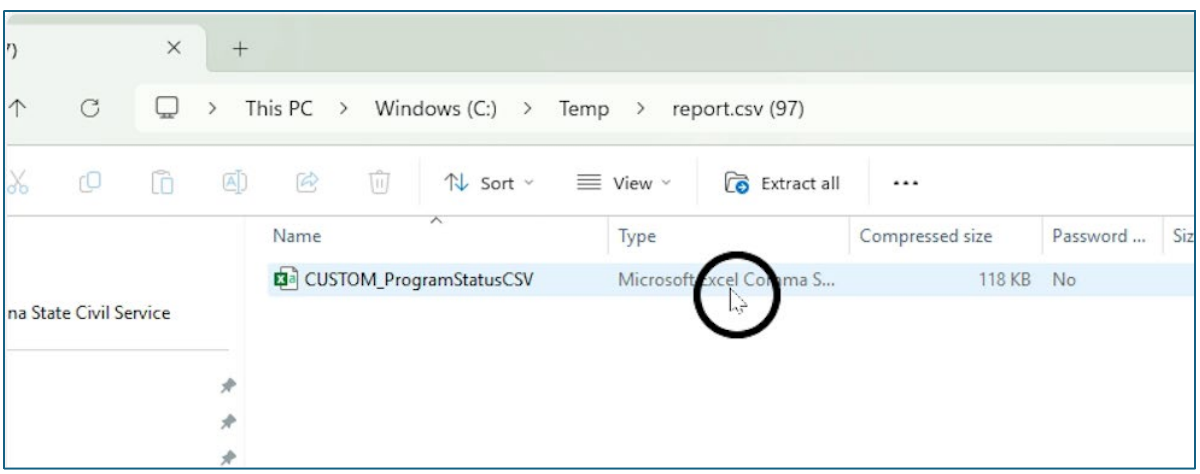
18. Click the download icon or open the folder where downloaded files are sent.



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



20. Double click on the file name to open.



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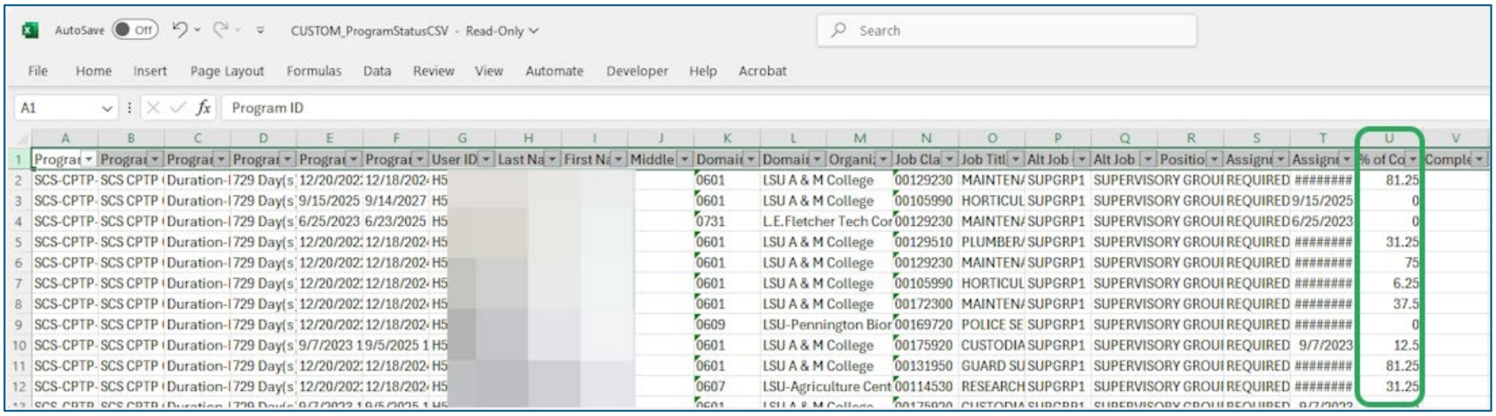
21. On the spreadsheet, you will see the start date, ID #, name, etc. for each supervisor.

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



	Prograı	Prograı	Prograı	Prograı	Prograı	Prograı	User ID	Last Na	First Na	Middle	Domaiı	Domaiı	Organi:	Job Cla	Job Titl	Alt Job (	Alt Job	Positio	Assignı	Assignı	% of Co	Comple
2	SCS-CPTP-	SCS CPTP (	Duration-I	729 Day(s	12/20/202:	12/18/202	H5	[illegible]	[illegible]		0601	LSU A & M College		00129230	MAINTEN/	SUPGRP1	SUPERVISORY GROUI	REQUIRED	########	81.25	
3	SCS-CPTP-	SCS CPTP (	Duration-I	729 Day(s	9/15/2025	9/14/2027	H5	[illegible]	[illegible]		0601	LSU A & M College		00105990	HORTICUL	SUPGRP1	SUPERVISORY GROUI	REQUIRED	9/15/2025	0	
4	SCS-CPTP-	SCS CPTP (	Duration-I	729 Day(s	6/25/2023	6/23/2025	H5	[illegible]	[illegible]		0731	L.E.Fletcher Tech Cor		00129230	MAINTEN/	SUPGRP1	SUPERVISORY GROUI	REQUIRED	6/25/2023	0	
5	SCS-CPTP-	SCS CPTP (	Duration-I	729 Day(s	12/20/202:	12/18/202	H5	[illegible]	[illegible]		0601	LSU A & M College		00129510	PLUMBER/	SUPGRP1	SUPERVISORY GROUI	REQUIRED	########	31.25	
6	SCS-CPTP-	SCS CPTP (	Duration-I	729 Day(s	12/20/202:	12/18/202	H5	[illegible]	[illegible]		0601	LSU A & M College		00129230	MAINTEN/	SUPGRP1	SUPERVISORY GROUI	REQUIRED	########	75	
7	SCS-CPTP-	SCS CPTP (	Duration-I	729 Day(s	12/20/202:	12/18/202	H5	[illegible]	[illegible]		0601	LSU A & M College		00105990	HORTICUL	SUPGRP1	SUPERVISORY GROUI	REQUIRED	########	6.25	
8	SCS-CPTP-	SCS CPTP (	Duration-I	729 Day(s	12/20/202:	12/18/202	H5	[illegible]	[illegible]		0601	LSU A & M College		00172300	MAINTEN/	SUPGRP1	SUPERVISORY GROUI	REQUIRED	########	37.5	
9	SCS-CPTP-	SCS CPTP (	Duration-I	729 Day(s	12/20/202:	12/18/202	H5	[illegible]	[illegible]		0609	LSU-Pennington Bior		00169720	POLICE SE	SUPGRP1	SUPERVISORY GROUI	REQUIRED	########	0	
10	SCS-CPTP-	SCS CPTP (	Duration-I	729 Day(s	9/7/2023 1	9/5/2025 1	H5	[illegible]	[illegible]		0601	LSU A & M College		00175920	CUSTODIA	SUPGRP1	SUPERVISORY GROUI	REQUIRED	9/7/2023	12.5	
11	SCS-CPTP-	SCS CPTP (	Duration-I	729 Day(s	12/20/202:	12/18/202	H5	[illegible]	[illegible]		0601	LSU A & M College		00131950	GUARD SU	SUPGRP1	SUPERVISORY GROUI	REQUIRED	########	81.25	
12	SCS-CPTP-	SCS CPTP (	Duration-I	729 Day(s	12/20/202:	12/18/202	H5	[illegible]	[illegible]		0607	LSU-Agriculture Cent		00114530	RESEARCH	SUPGRP1	SUPERVISORY GROUI	REQUIRED	########	31.25	