SuccessFactors Learning – How to run the learning needs report

Purpose:

- Use this process guide as a Learner to run the Learning Needs Report which shows outstanding training requirement(s) for the item or items specified. *Note that the training needs to be assigned to the Learner for it to show up on the Learning Needs Report.*

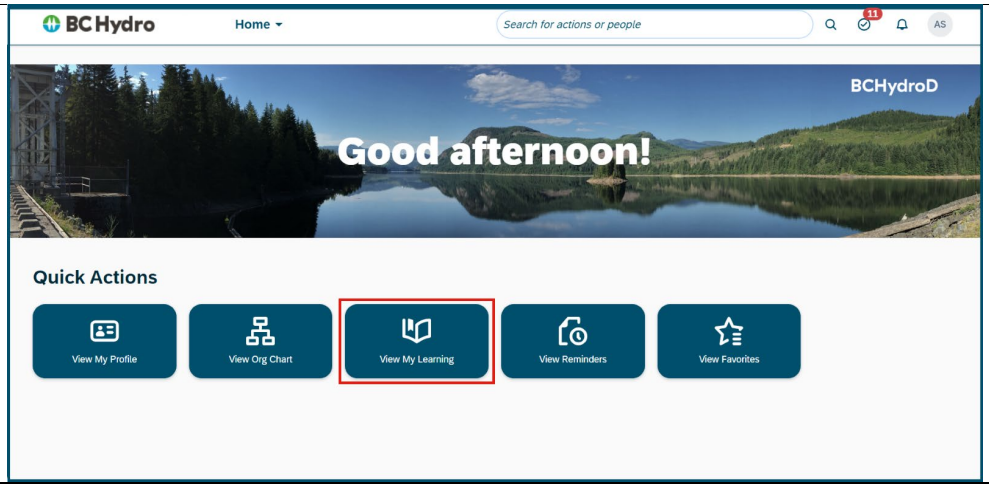
Tips

- Use this process guide as a Contractor to access SuccessFactors Learning via a browser. Suggested browser for desktop is Microsoft Edge. If you are using your mobile to access SuccessFactors Learning, we recommend using Safari browser instead of the SuccessFactors Mobile Application to access all the functionalities.
- When your computer enters sleep mode, it will lose internet connection. If you lose internet connection, your progress in a WBT will not be saved. If you're leaving your computer inactive for more than 30 minutes, **close the training to save your progress** and you can relaunch the course when you have time to complete it.

Monitoring Training

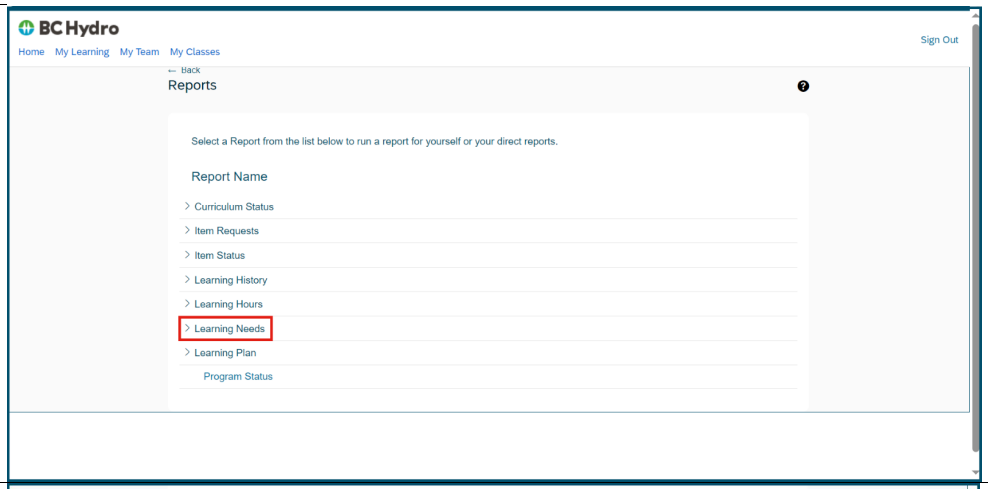
To monitor the outstanding training requirements for yourself, you will follow the SuccessFactors Learning Menu path to begin this procedure:

1. SuccessFactors → View My Learning → Learning → → Reports → Learning Needs

1. Access SuccessFactors Learning through the following link:	https://hcm17.sapsf.com/login?company=bchydro
2. Select the View My Learning tile from the Homepage to access the learning activities.	

3. From the Learning page, under the tile, select **Reports**

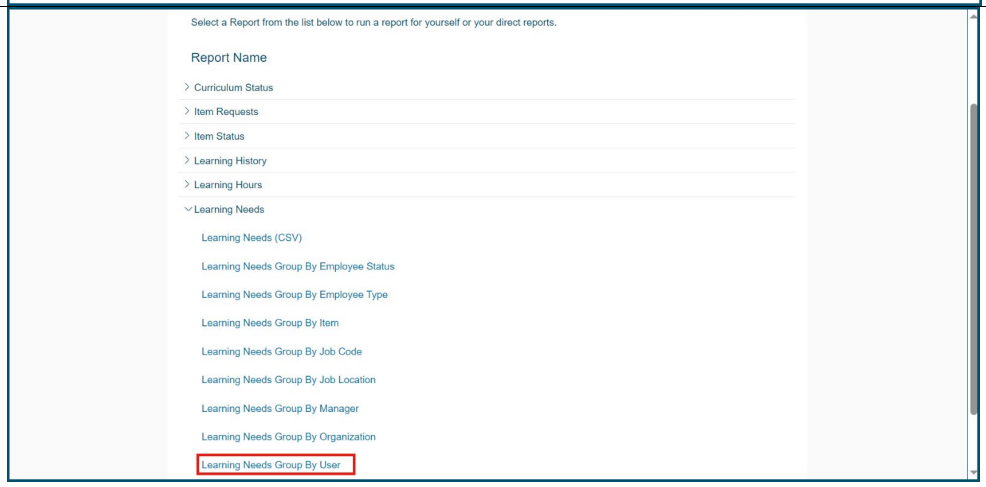
4. Select Learning Needs to view the reports under it.



5. Select the Learning Needs Group by User report.

Important Note: To export the report in Excel, click on Learning Needs (CSV).

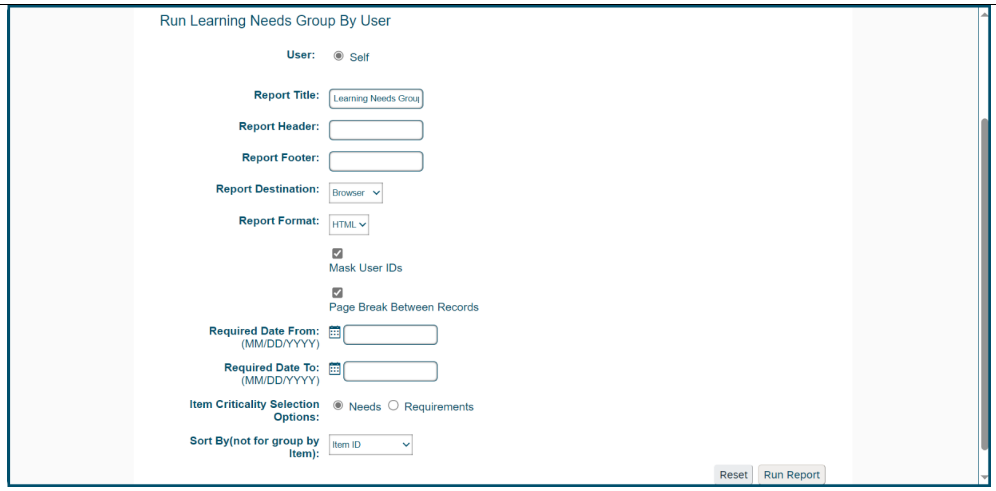
In addition to grouping the report by User, you can also choose to group by: Employee Status, Employee Type, Item, Job Code, Job Location, Manager, or Organization.



6. Review the report options and modify as applicable. Some key ones to be aware of are listed below:

Report Destination:

- Browser = will open the report in a new tab within your browser
- Local File = will export the report to save as a local file



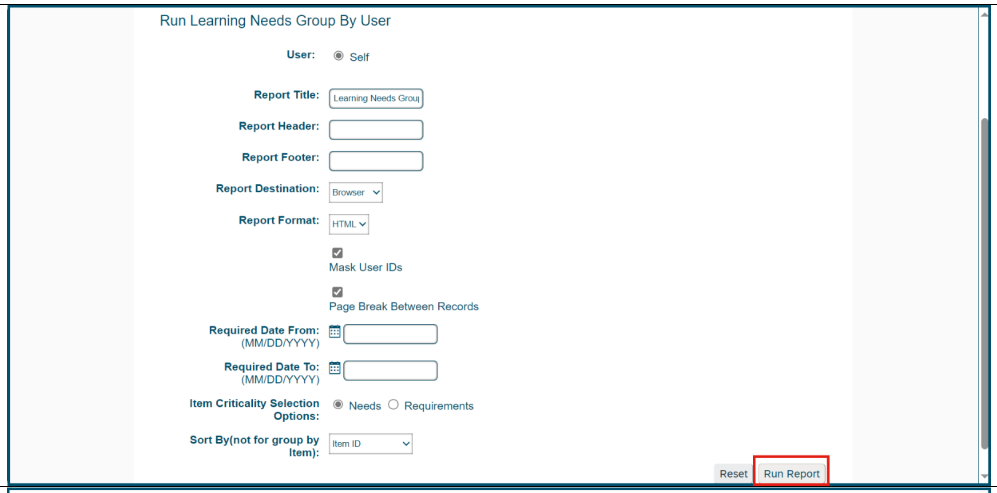
Report Format:

- HTML = select if opening the report in your browser
- PDF = select if exporting the report to PDF

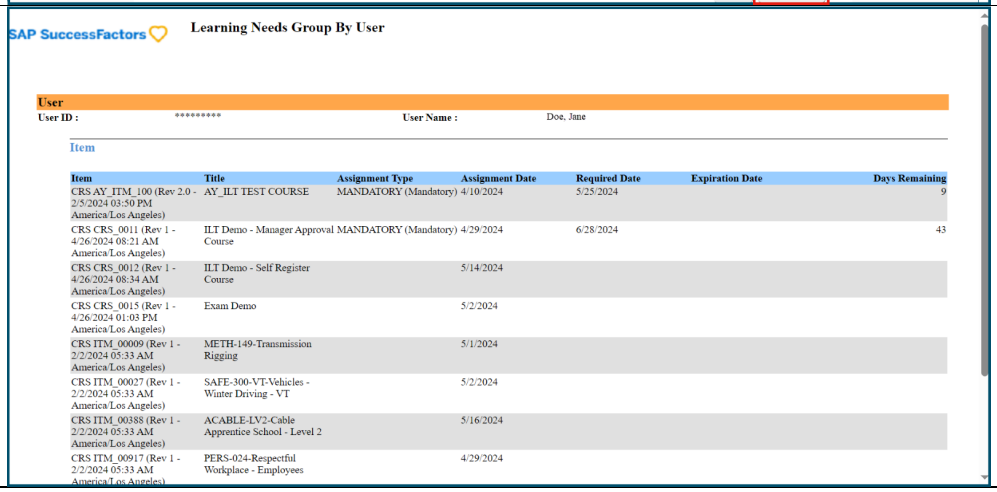
Mask User IDs:

- This box will automatically be checked off. To view User IDs in the report, uncheck this box.

7. Select Run Report



8. A new tab will open, displaying the report. This example shows a Learning Needs report in HTML format.



Item	Title	Assignment Type	Assignment Date	Required Date	Expiration Date	Days Remaining
CRS AY_ITM_100 (Rev 2.0 - 2/5/2024 03:50 PM America/Los Angeles)	AY_ILT TEST COURSE	MANDATORY (Mandatory)	4/10/2024	5/25/2024		9
CRS CRS_0011 (Rev 1 - 4/26/2024 08:21 AM America/Los Angeles)	ILT Demo - Manager Approval Course	MANDATORY (Mandatory)	4/29/2024	6/28/2024		43
CRS CRS_0012 (Rev 1 - 4/26/2024 08:34 AM America/Los Angeles)	ILT Demo - Self Register Course		5/14/2024			
CRS CRS_0015 (Rev 1 - 4/26/2024 01:03 PM America/Los Angeles)	Exam Demo		5/2/2024			
CRS ITM_00009 (Rev 1 - 2/2/2024 05:33 AM America/Los Angeles)	METH-149-Transmission Rigging		5/1/2024			
CRS ITM_00027 (Rev 1 - 2/2/2024 05:33 AM America/Los Angeles)	SAFE-300-VT-Vehicles - Winter Driving - VT		5/2/2024			
CRS ITM_00388 (Rev 1 - 2/2/2024 05:33 AM America/Los Angeles)	ACABLE-LV2-Cable Apprentice School - Level 2		5/16/2024			
CRS ITM_00917 (Rev 1 - 2/2/2024 05:33 AM America/Los Angeles)	PERS-024-Respectful Workplace - Employees		4/29/2024			

Questions?

- If you have questions about training topics, email training@bchydro.com
- If you have technical issues with SuccessFactors Learning, please contact **SuccessFactors Learning Help Desk**: SAPSuccessFactorsSupport@bchydro.com or 604-528-1444 (71444), then press 2, then press 5 to speak with an agent.