LSO Supervisor Mandatory Assignment Report

As well as making mandatory assignments to your employees, you can also run a brief report to check on their progress. We'll look at how to do that next with the "Mandatory Assignments" report next.

From your "Employee Training" section:

1. Click the **"Mandatory Assignments Report"** link.
   The "Manage Required Courses" window appears.

2. Find the employee you want to run a Mandatory Assignment report on.

3. Enter the employee's personnel number in the **"Learner ID"** field.
   Helpful hint: If you don't know the employee's personnel number, use the following search procedure:

   a. Click the small box inside the **"Learner ID"** field.

   b. Type your employee's last name in the search field.

   c. Click the **"binoculars"** icon.
      The search results appear.

   d. Click the employee's name.
      The row is highlighted.

   e. Click the green **"Check Mark"** in the lower right-hand corner to confirm your selection.
      The **"Learner ID"** field populates with your employee's personnel number.

4. Click the **"Execute"** button at the top right.

   The resulting report will show you the employee's mandatory assignments and whether they have booked or completed them.

Please contact your agency training officer for assistance.