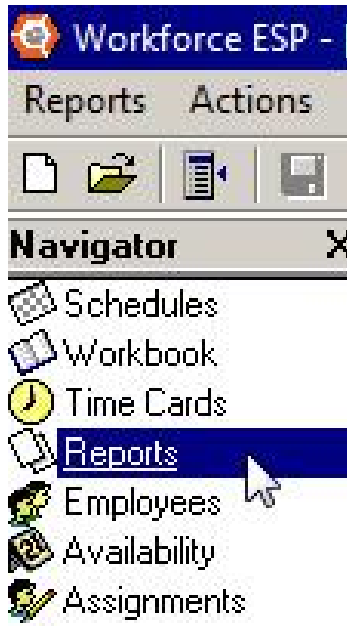
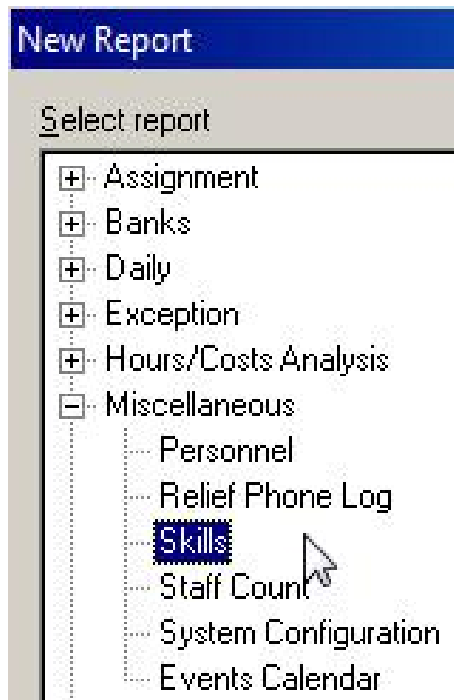


Running Reports on ESP

1. Click on **Reports**

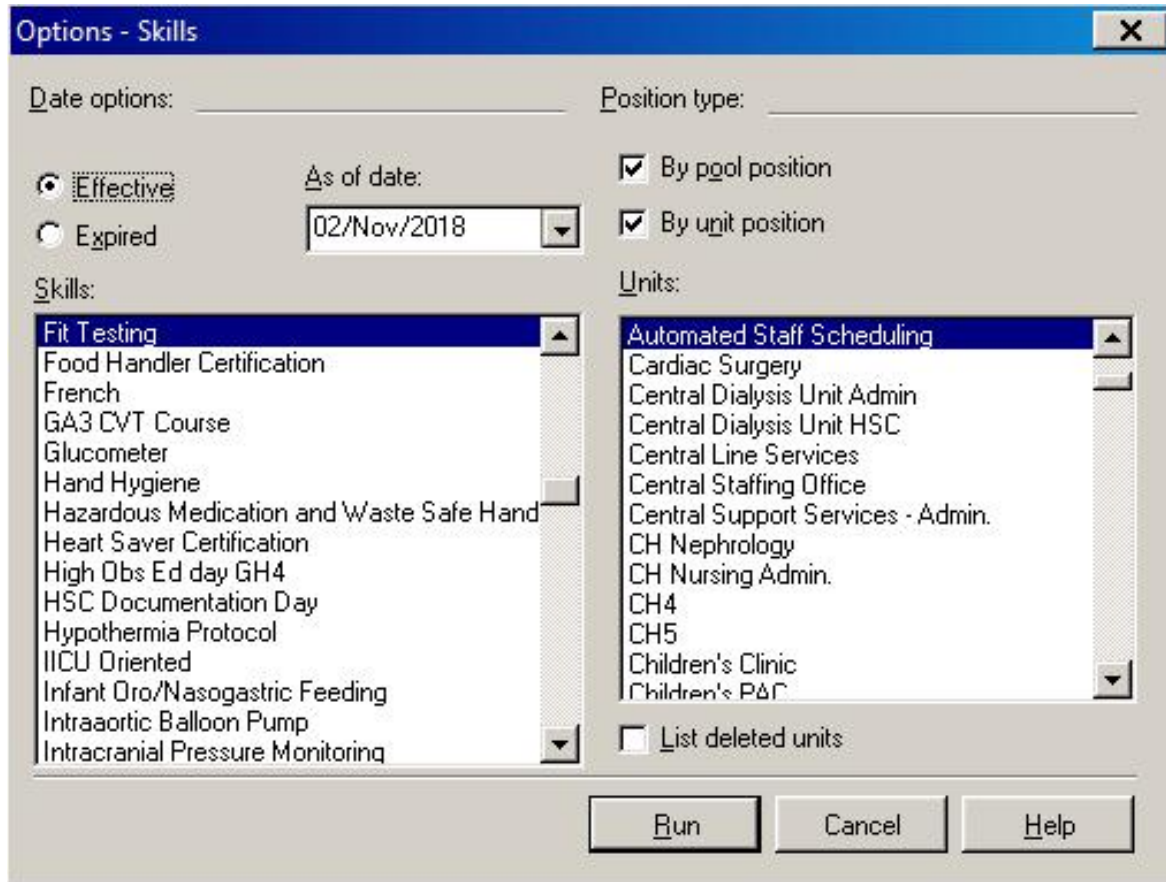


2. Click on **Miscellaneous** then double click on **Skills**



Running Reports on ESP

- Depending on what you would like to report on (expired/effective), you can change the options. The only issue is if an employee didn't have the fit testing skill uploaded from SAP, you won't be able to report for either expired or effective.



Options - Skills

Date options: _____ Position type: _____

Effective As of date: 02/Nov/2018
 Expired

By pool position
 By unit position

Skills: Units:

Skills	Units
Fit Testing	Automated Staff Scheduling
Food Handler Certification	Cardiac Surgery
French	Central Dialysis Unit Admin
GA3 CVT Course	Central Dialysis Unit HSC
Glucometer	Central Line Services
Hand Hygiene	Central Staffing Office
Hazardous Medication and Waste Safe Hand	Central Support Services - Admin.
Heart Saver Certification	CH Nephrology
High Obs Ed day GH4	CH Nursing Admin.
HSC Documentation Day	CH4
Hypothermia Protocol	CH5
IICU Oriented	Children's Clinic
Infant Oro/Nasogastric Feeding	Children's PAC
Intraaortic Balloon Pump	
Intracranial Pressure Monitoring	

List deleted units

Run Cancel Help