

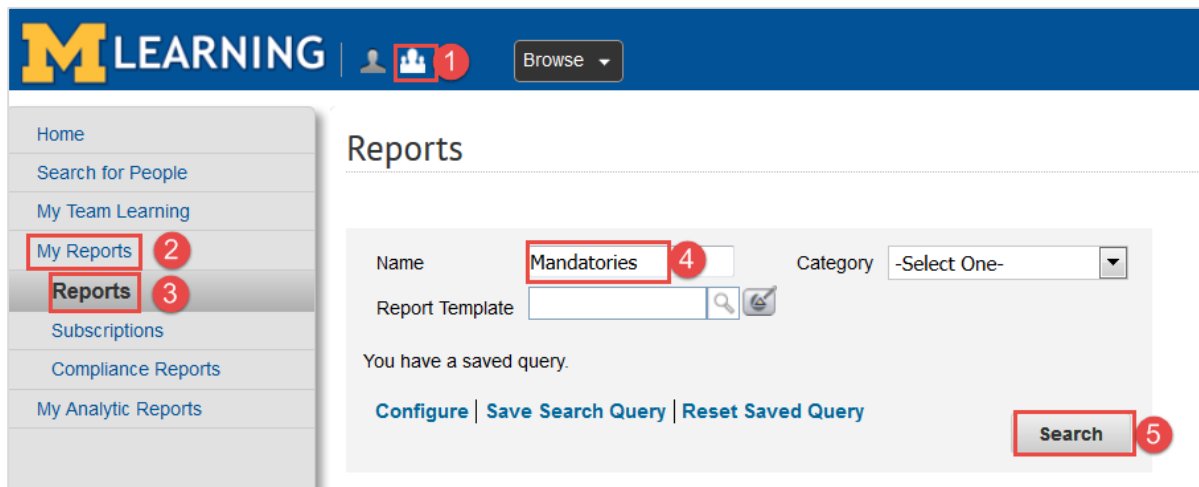
## Executing and/or Subscribing to Overdue Mandatories (and Other Certifications) By Manager

This process describes (for both managers and facilitators) how to **Access** (Section I), **Execute** (Section II), and **Subscribe** (Section III) to this report.

### Section I: Accessing the Report

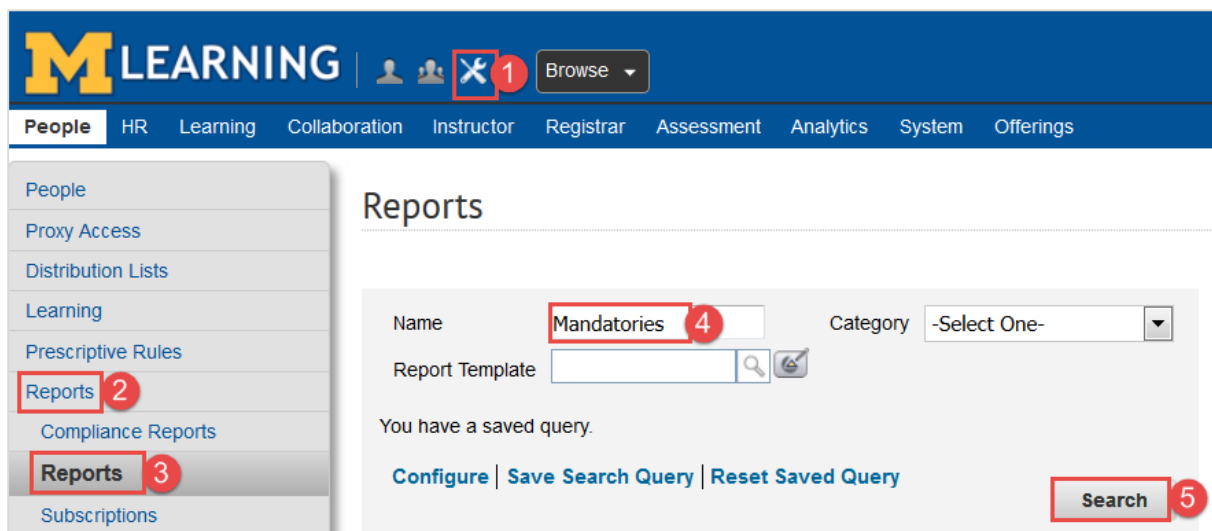
**Managers:** To Access the MLearning Ad Hoc reports as a **Manager** complete the following steps:

1. **Manager** Icon.
2. **My Reports** link (left navigation)
3. **Reports** link (left navigation – under My Reports)
4. Enter “Mandatories” in the **Name** field
5. **Search**



**Facilitators:** To Access the MLearning Ad Hoc reports as a **Facilitator** complete the following steps:

1. **Admin Tool** Icon.
2. **Reports** link (left navigation)
3. **Reports** link (left navigation – under Compliance Reports)
4. Enter “Mandatories” in the **Name** field
5. **Search**



## Executing and/or Subscribing to Overdue Mandatories (and Other Certifications) By Manager

Next steps are the same for both **Managers** and **Facilitators**.

### Section II: Executing the Report

**Note:** Use this feature for a one-time view.

Continuing from page one, locate the **Overdue Mandatories (and Other Certifications) By Manager** Report.

Hover over **Actions** and click the action needed:

- **Execute** the report for viewing

1. Click **Execute**

Overdue/Expired Mandatories and Other Certifications By Organization	Enter your organization code and get a list of everyone who has any mandatory in an expired or overdue status. If you remove 'YES' from the mandatory field, you'll get all certifications that are either overdue or expired.	Saba Ad hoc	Certification Template for Administrators	Actions
Overdue Mandatories (and Other Certifications) By Manager	Enter your Uniqname and get a list of everyone who has any mandatory in an expired or overdue status.	Saba Ad hoc	Certification Template for Administrators	Actions

2. Enter Manager's **Uniqname**
3. Click **Generate Report** and review report results

Report Parameters - Overdue Mandatories (and Other Certifications) By Manager

Manager - Include Child Hierarchy (Equals)

Student Certification - Status (Equals)

Once you enter the Uniqname, there will be a search performed. When the name appears you can select it by clicking on it.

## Executing and/or Subscribing to Overdue Mandatories (and Other Certifications) By Manager

### Section III: Subscribing to the Report

**Note:** Use this feature for subscribing to a report if you want to receive it on a regular basis.

Continuing from page one, locate the **Overdue Mandatories (and Other Certifications) By Manager** Report.

Hover over **Actions** and click the action needed:

- **Subscribe** the report for viewing

#### 1. Click **Subscribe**

The screenshot shows a table of reports. The second report, "Overdue Mandatories (and Other Certifications) By Manager", is highlighted with a red box. An "Actions" dropdown menu is open over the "Actions" link of this report, with the "Subscribe" option highlighted and a red circle containing the number "1".

Overdue/Expired Mandatories and Other Certifications By Organization	Enter your organization code and get a list of everyone who has any mandatory in an expired or overdue status. If you remove 'YES' from the mandatory field, you'll get all certifications that are either overdue or expired.	Saba Ad hoc	Certification Template for Administrators	Actions
<b>Overdue Mandatories (and Other Certifications) By Manager</b>	Enter your Uniqname and get a list of everyone who has any mandatory in an expired or overdue status.	Saba Ad hoc	Certification Template for Administrators	<b>Actions</b>

#### 2. Click **New Report Subscription**

The screenshot shows the "Report Subscription for Overdue Mandatories (and Other Certifications) By Manager" page. The "New Report Subscription" button is highlighted with a red box and a red circle containing the number "2". Below the button, it says "No items found."

Run Reports > Report Subscri...

**Report Subscription** [New Report Subscription](#)

No items found.

## Executing and/or Subscribing to Overdue Mandatories (and Other Certifications) By Manager

3. Create a name.
4. Create a description.
5. Enter the Manager's Uniquename
6. Enter email address (es).
7. Enter email text.
8. Choose how often you will receive report.
9. No adjustment necessary unless you choose "weekly" or "monthly", then you can enter specific day of the week or month you wish to receive the report.
10. This defaults to "once", unless you prefer to receive the report more than once a day, week or month.
11. Enter the time you want your report delivered.
12. Enter the start date.
13. Click **Save**.

### Report Subscription for Overdue Mandatories (and Other Certifications) By Manager

Run Reports > Report Subscri... > Report Subscri... \* = required

**Name\***  3 Create a name and description for your new report subscription, ex. "My Team's Overdue Mandatories".

**Description\***  4

**Manager - Include Child Hierarchy (Equals)**    5 Use the pen picker to find the Manager's Uniquename

**Student Certification - Status (Equals)** Overdue

**To\***  6 Enter email address (es) for recipient (s) of this report. If two or more addresses are needed, separate email addresses with a semi-colon.

Character Limit:255

**Subject\***  7 Enter email text that will help you identify the purpose of the report. This will be in the text body of the email you receive.

**Mail Text\***  7

Character Limit:255

**Occurs** 8  Daily  Weekly  Monthly Occurs Daily

**Every\***   9 This will change based upon your selection in step 8.

**Frequency**  Once 10  Every 1

**Start Time\***     A.M.  P.M. 11 Choose a specific time you want your report emailed to you.

**Start Date\***   12 Choose a specific date you want your subscription to begin.

13

The default is set to once, so you will not need to change this field unless you desire the report more than once a day, week or month.

\*If you need to make any updates or changes to the subscription, use the same steps as indicated above.