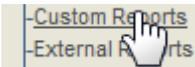
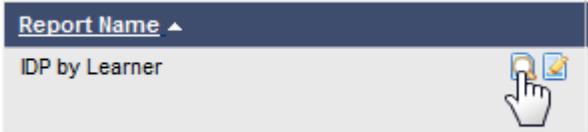


The IDP by Learner Report for a Single User

The IDP by Learner custom report can be run for a single user to view ALL IDP plans associated with the user and determine if any plans might be in a non-expired status and causing problems. Before you execute this procedure you'll need the AgLearn ID of the user.

Running the IDP by Learner Report

Step	Activity	View
1.	Click the Reports tab.	
2.	Click System Admin .	
3.	Click Custom Reports .	
4.	Type IDP into the Report name field.	Report Name: <input type="text" value="Starts With"/> <input type="text" value="IDP"/>
5.	Click Search .	
6.	Click the report's view icon.	
7.	Click Run .	
8.	Enter a title and place the person's name in the header if desired. Select PDF as the format and be sure to leave the Mask User ID field unchecked (you'll need the AgLearn ID for your ATS ticket).	Report Title: <input type="text" value="IDP Plans"/> Report Header: <input type="text" value="Mr. Stan Smith"/> Report Footer: <input type="text"/> Report Destination: <input checked="" type="radio"/> Browser <input type="radio"/> Local File Report Format: <input type="radio"/> XML <input type="radio"/> CSV <input type="radio"/> HTML <input checked="" type="radio"/> PDF <input type="checkbox"/> Mask User ID
9.	Enter the person's AgLearn ID in the ff field.	User: <input type="text" value="Exact"/> <input type="text" value="KD116979"/>
10.	Click Run Report .	

If you choose the PDF format, you can elect to save the file to your PC once the report displays. You can submit the file in an ATS ticket if necessary.

Running the IDP by Learner Report

Step	Activity	View
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11. This report will list all of the plans for this user. If any of the plans is in a **Submit/Pending status and** has an expiration date in the past, save the report and submit it along with your ATS ticket to request to have the plan deleted.

Plans

Users

User ID: *****

User Name: Cmg_Ads

My Plan

Plan Title:	Individual Development Plan	Plan Period:	7/1/2009 12:00 AM America/New York
Plan Status:	Draft	Effective Date:	
Expiration Date:	9/30/2009 12:00 AM America/New York	Approval Date:	

Plan Areas

Plan Area: Development

Plan Sections

Section Name: PRESENT POSITION GOALS

Goals

Goals	Target Date	Priority	Related Competency	Current	Target	Percent Toward Target (%)
Advancement	7/31/2009 12:00 AM America/New York			0.00		0.00