## How to export personal learning events to excel

## This is useful for preparation for 121s or PDRs

Select People in your links menu.

| 1.                    | People             | >   |
|-----------------------|--------------------|-----|
| P.V.                  | Management         | • • |
|                       | EQ Find iTrent pag | les |
| and the second second | · ANEL NA          |     |

Search for the employee if they don't appear in the left hand column

| PEOPLE<br>Results 1 Perso | n               | :              |
|---------------------------|-----------------|----------------|
|                           | Surname         | <del>,</del> Q |
| Select all                | Save this group |                |

Select Learning Events (pink box) followed by Personal Learning Event

|                        |                         | LINKS                             |
|------------------------|-------------------------|-----------------------------------|
| > Employment           | > Employee Details      | > Absence > Pay V Learning Events |
| Personal Learning Even | ts New Personal Learnin | ing Event                         |

The learning events for that person will appear in the left hand column. Click on the three dots followed by export to excel. A spreadsheet will appear in the bottom left hand corner of your screen.

| PERSONAL LEARNING EVENTS |
|--------------------------|
| Monthly 121              |
| Monthly 121              |
| End of Probation         |
| Monthly 121              |
| Monthly 121              |
|                          |

Remember you can expand the left hand screen here to view more information about the learning event.