REPORT - Certification status by DEPARTMENT
Saba LMS can be used to examine training compliance by department code. Instructions follow. Units may also apply for access to reports by manager at train@ora.msu.edu.

How to get the Department Code?
Method 1: Look up your unit/s on this google sheet - https://goo.gl/6Ofl90

1. Use Ctrl button + F key to open a search prompt. Enter part of the department name.
2. Note, there may be more than one unit with that word in the title. Note also this list is only updated periodically. Check COGNOS for most current ORG code.

Method 2: If you know someone in the department, run a report and grab their code.

Method 3: People Admins - If you know someone in the department, search for them and grab their code.

1. If you know someone in the department, look the person up by name.
2. Note the person’s department code.
Now you can run a department-wide report. Find a certification status for everyone in that unit.

1. From the Reports tab, enter “%department” and Search button.
2. Click Actions and Execute or Email.

3. Modify the options to filter your results further. For example, if you only want to see those people in a department who should have, but have not acquired the certification, choose Status (Does Not Equal) Does Not Equal Acquired. Or to get just those Overdue, choose Status (Equals) Overdue.

4. Enter Department code and click Generate Report button.

Some employees may NOT show up in your list.

- The employee may not yet be added to Saba. The system is updated from EDW only a few times/month, but if they login, Saba will create an account including their department code.
- The employee may be listed first in another department. Contact train@ora.msu.edu to get help searching the Department 2 and Department 3 fields.