Export Training Plans- Job Title Search

Step 1: Click Export Training Plans

| Training Plan List | | | | Export Training Plans |
|--------------------|------|--------|-------|-----------------------|
| ⊙ SHOW FILTERS | | | | Q Search |
| Title ↑ | Туре | Status | Owner | Assigned |

Step 2: Open up your exported Training Plans in Excel

| AutoSave ● CPI · · · · · · · · · · · · · · · · · · · | - Saved to this PC \checkmark | ♀ Search | Amanda Dellea 🗚 🖻 — 🗇 🗙 |
|------------------------------------------------------------------------------------------|----------------------------------|--------------------------------------|------------------------------------------|
| File Home Insert Page Layout Formulas Data Review | View Automate | Developer Help | 🖓 Comments 🖻 Share 🔶 |
| PROTECTED VIEW <u>Be careful—files from the Internet can contain viruses. Unless you</u> | u need to edit, it's safer to st | ay in Protected View. Enable Editing | × |
| A1 \checkmark : \checkmark f_x ExportTrainingPlans | | | ^ |
| | | | |
| | | | |
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| - 1 ExportTrainingPlans | | | |
| 2 ABC - Psychology and the Current Climate | | | |
| 3 Adult Mental Health | | | |
| 4 All Staff Annual Training | | | |

Step 3: Use the keyboard shortcut ctrl F to bring up the Find and Replace. Select Within Workbook from the dropdown to search all of the training plans

| Find and | Replace | — | | × |
|-------------------------------------------------|----------------------------------------------------------------------------|------|------------------|-------|
| Fin <u>d</u> Fi <u>n</u> d wha | Re <u>p</u> lace | Set | For <u>m</u> at | t • |
| Wit <u>h</u> in: <u>S</u> earch: Look in: | Workbook Imatch case Sheet Imatch entire cell contents Workbook Values | i | Op <u>t</u> ions | ; < < |
| | F <u>i</u> nd All <u>F</u> ind | Next | Clo | ose |

Step 4: In the 'Find What' bar type in the Job Title that you would like to find within the Training plan auto enrollments. This search is only successful if the Job Title is spelled the exact same as it is in Relias. You may find it more helpful to copy and paste from the system to ensure it matches.

| Find and Replace | | | | | × | |
|------------------------------------------------------------------------------------|-----------------------------------|----------|-------------------|----------------|-----------|--------------|
| Fin <u>d</u> Re <u>p</u> lace | | | | | | |
| Find what: Direct Care Staff | | No | Format Set | Form | at 🝷 | |
| Within: Workbook □ N Search: By Rows □ N Look in: Values ✓ | 1atch <u>c</u> ase 1atch entir | e cell c | <u>o</u> ntents | Op <u>t</u> io | ns < < | |
| | F <u>i</u> nd A | dl | <u>F</u> ind Next | (| Close | |
| Sheet | Name | Cell | Value | | | |
| ABC - Psychology and the Curren | | \$1\$5 | Direct Care | Staff | | |
| Child Mental Health | | \$1\$5 | Direct Care | Staff | | |
| Human Services Credential in Ch | | \$1\$5 | Direct Care | Staff | | |
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| Human Services Credential i (2) | | \$E\$2 | The Human | Services | Credentia | |
| Human Services Credential in In | | \$E\$2 | The Human | Services | Credentia | \mathbf{i} |
| Human Services Credential in Me | | SES2 | The Human | Services | Credentia | |
| Human Services Credential in Su | | \$E\$2 | The Human | Services | Credentia | |
| < | | | | | > | |
| 9 cell(s) found | | | | | | |

Step 5: The list of values shows each time the Job Title appears in an auto enrollment profile. Click on one to see the details of that training plan in the excel spreadsheet.