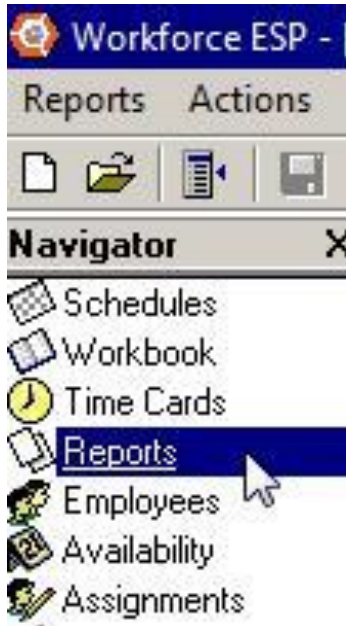




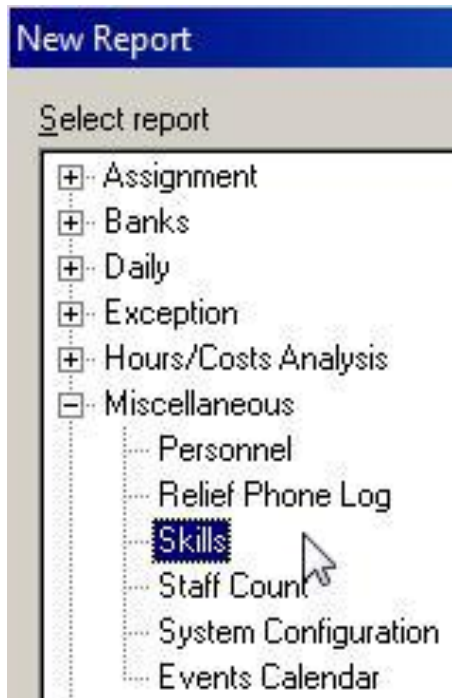
## Running Reports on ESP

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1. Click on **Reports**



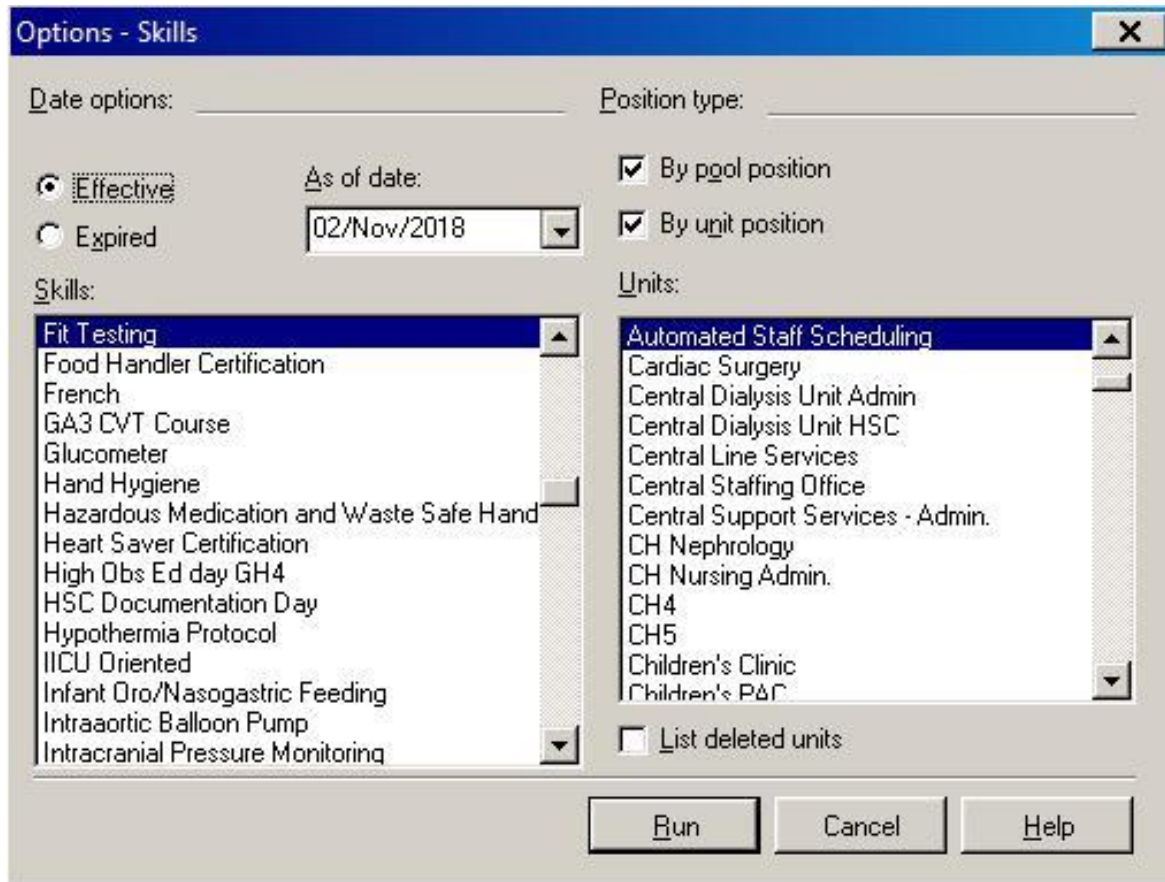
2. Click on **Miscellaneous** then double click on **Skills**



## Running Reports on ESP

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3. Depending on what you would like to report on (expired/effective), you can change the options. The only issue is if an employee didn't have the fit testing skill uploaded from SAP, you won't be able to report for either expired or effective.



**Options - Skills** [X]

Date options: \_\_\_\_\_ Position type: \_\_\_\_\_

Effective      As of date: 02/Nov/2018  
 Expired

By pool position  
 By unit position

Skills:      Units:

<ul style="list-style-type: none"> <li>Fit Testing</li> <li>Food Handler Certification</li> <li>French</li> <li>GA3 CVT Course</li> <li>Glucometer</li> <li>Hand Hygiene</li> <li>Hazardous Medication and Waste Safe Hand</li> <li>Heart Saver Certification</li> <li>High Obs Ed day GH4</li> <li>HSC Documentation Day</li> <li>Hypothermia Protocol</li> <li>IICU Oriented</li> <li>Infant Oro/Nasogastric Feeding</li> <li>Intraaortic Balloon Pump</li> <li>Intracranial Pressure Monitoring</li> </ul>	<ul style="list-style-type: none"> <li>Automated Staff Scheduling</li> <li>Cardiac Surgery</li> <li>Central Dialysis Unit Admin</li> <li>Central Dialysis Unit HSC</li> <li>Central Line Services</li> <li>Central Staffing Office</li> <li>Central Support Services - Admin.</li> <li>CH Nephrology</li> <li>CH Nursing Admin.</li> <li>CH4</li> <li>CH5</li> <li>Children's Clinic</li> <li>Children's P&amp;P</li> </ul>
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List deleted units