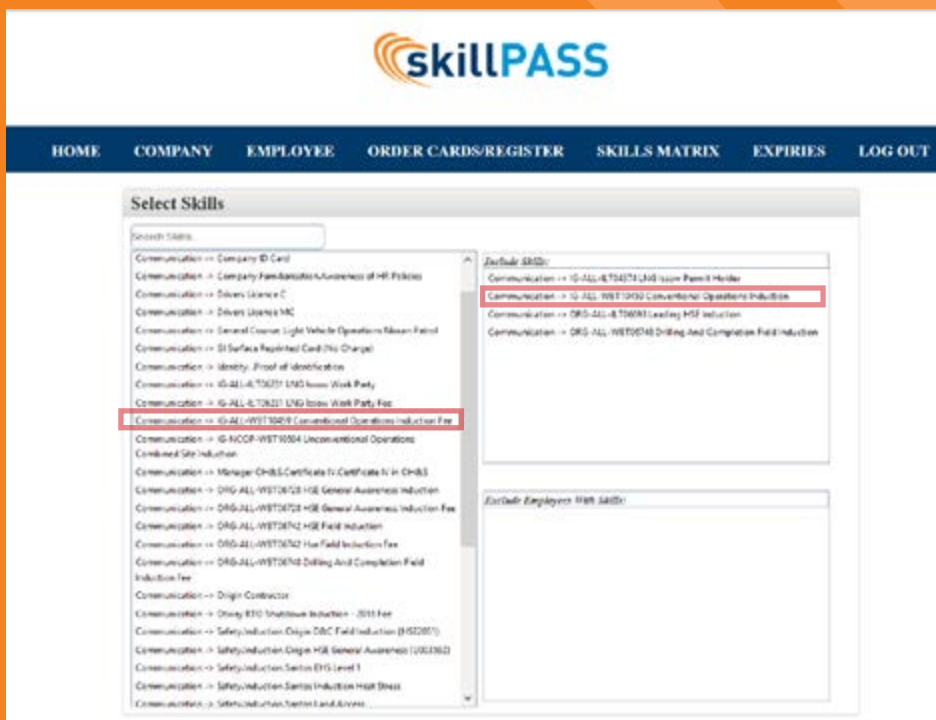




Click 'Skills Matrix' to access employee skills information.



Select which skills you would like to view from the list on the left hand side.

The skills will appear under the 'Include Skills' or 'Exclude Employees With Skills' box on the right hand side.

**Search Criteria**

Select Person(s): All Employees Selected  Show All Employees

Skill Acquired Between: 1/01/2000 - 1/01/2020

Skill Expiry Between: 13/10/2016 - 1/01/2000

**Search Options**

Card ID	Employee Name	Communication - Letter Of Competency	Qualifications - Drivers License C	Skill Name	Bradley, Cathy (81234)	Bredy, Lisa (81235)	Adams, Gregory (80123)
01234	Bradley, Cathy			Communication - Letter of Competency			
01235	Bredy, Lisa			Qualifications - Drivers License C			

Style:

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		28/11/2012 Essential Underground
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		4/04/2013 Qualified Team Site

Include skills that none of the selected employees have (increases time to generate)

Include Begin Date on Skills

Include department name

Display Employees on Screen    Export as PDF    Export as Spreadsheet

Select the 'Employee List' and 'Date Range' for the required skills information.

**Search Criteria**

Select Person(s): All Employees Selected  Show All Employees

Skill Acquired Between: 1/01/2000 - 1/01/2020

Skill Expiry Between: 13/10/2016 - 1/01/2000

**Search Options**

Card ID	Employee Name	Communication - Letter Of Competency	Qualifications - Drivers License C	Skill Name	Bradley, Cathy (81234)	Bredy, Lisa (81235)	Adams, Gregory (80123)
01234	Bradley, Cathy			Communication - Letter of Competency			
01235	Bredy, Lisa			Qualifications - Drivers License C			

Style:

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		28/11/2012 Essential Underground
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		4/04/2013 Qualified Team Site

Include skills that none of the selected employees have (increases time to generate)

Include Begin Date on Skills

Include department name

Display Employees on Screen    Export as PDF    Export as Spreadsheet

Choose which style to display the skills information.

**Search Criteria**

Select Period(s): All Employees Selected  Show All Employees

Skill Acquired Between: 1/01/2000 - 1/01/2020

Skill Expiry Between: 13/10/2016 - 1/01/2000

**Search Options**

Card ID	Employee Name	Communication - Letter of Competency	Qualifications - Drivers License C	Skill Name	Begin. Date (01/23/1)	Expiry Date (08/23/1)	Admin. Gregory (00123)
01234	Brady, Cathy		<input checked="" type="checkbox"/>	Communication - Letter of Competency			<input type="checkbox"/>
01235	Brady, Lisa			Qualifications - Drivers License C			
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>				29/11/2012 Barramouth Underpass			<input type="checkbox"/>
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>				4/04/2013 Rafaela Bush Site	1/01/2013 - 1/11/2016		

Include skills that none of the selected employees have (increases time to generate)

Include Begin Date on Skills

Include department name

Choose the export options which include :

- Display on Screen
- Export as PDF
- Export as Spreadsheet