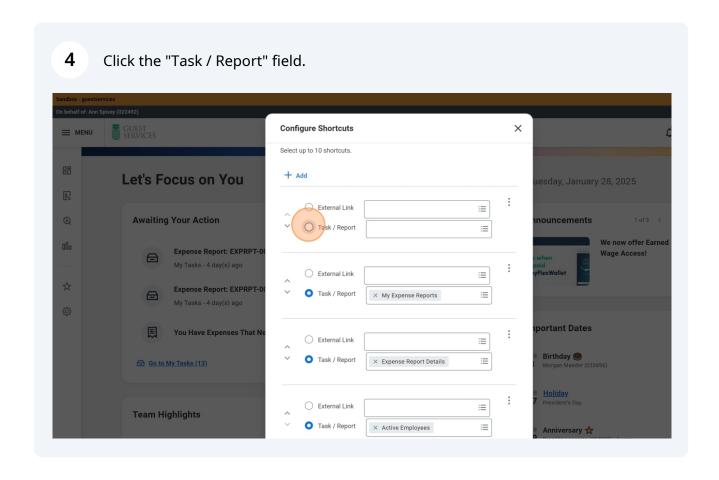
How To Track Training Using "Learning Completion Percentage" Report

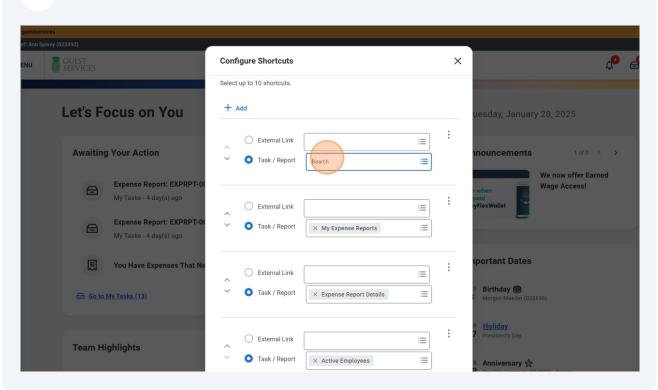
Navigate to https://wd5.myworkday.com/wday/authgwy/guestservices/login.htmld?

2 Click the gear icon on the left navigation pane. 믦 Let's Focus on You It's Tuesday, January 28, 2025 **₽**o **Awaiting Your Action Announcements** Expense Report: EXPRPT-00007006, Sarah Freeman (026305) on 01/08/2025 for \$249.30 We now offer Earned 00_0 Wage Access! Expense Report: EXPRPT-00007004, William Pollitt (032497) on 01/24/2025 for \$377.94 **Important Dates** You Have Expenses That Need Attention FEB Birthday Go to My Tasks (13) FEB Holiday 17 President's Day **Team Highlights** FEB Anniversary 🏠 Anita Moseley (027084) My Team's Learning Required Learning Due FEB Birthday Brooklin Longoria (034993) My Team's Learning

3 Click "Add" GUEST SERVICES Q Search **Configure Shortcuts** Let's Focus on You Select up to 10 shortcuts. + Add **Awaiting Your Action** nouncements : External Link ∷≡ We now offer Earned Wage Access! Expense Report: EXPRPT-0 My Tasks - 4 day(s) ago O Task / Report × My Expense Reports \equiv Expense Report: EXPRPT-0 : My Tasks - 4 day(s) ago External Link ∷≡ O Task / Report portant Dates \equiv × Expense Report Details You Have Expenses That N Birthday (033696) Go to My Tasks (13) : External Link ≔ O Task / Report × Active Employees \equiv **Team Highlights** Anniversary 🚖

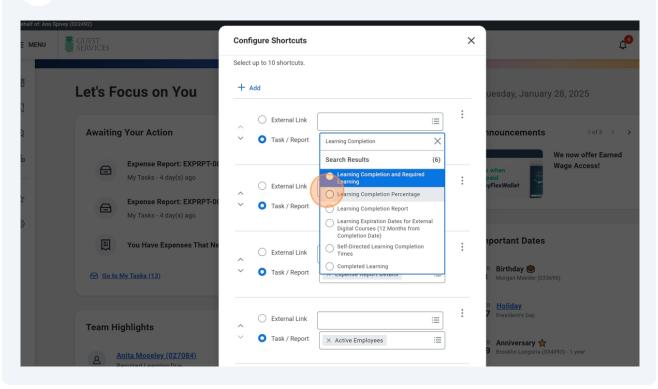


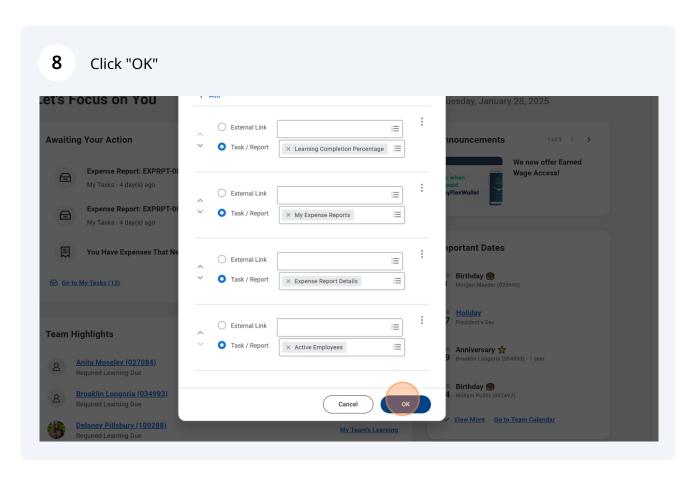
Click the "Search" field.

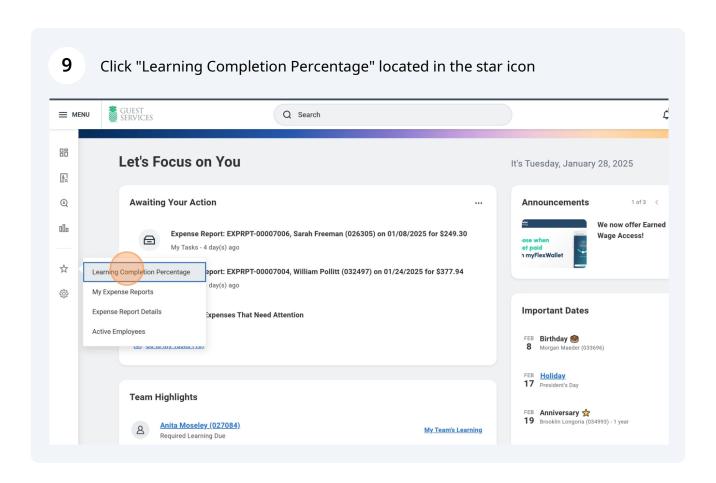


Type "Learning Completion Percentage" and click **enter**

Click the circle next to "Learning Completion Percentage".

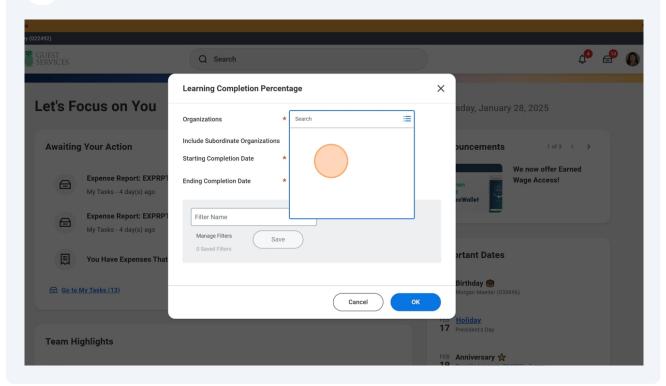




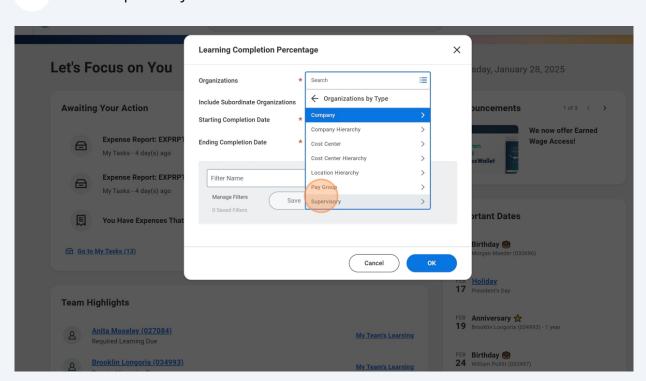


10 Click the "Organizations" field. Q Search Learning Completion Percentage et's Focus on You * Search ∷ Organizations Include Subordinate Organizations **Awaiting Your Action** * 01/29/2024 🖬 03:00:00 AM Starting Completion Date We now offer Earned Wage Access! Expense Report: EXPRP Ending Completion Date * 01/29/2025 My Tasks - 4 day(s) ago Expense Report: EXPRP Filter Name My Tasks - 4 day(s) ago Manage Filters Save 0 Saved Filters rtant Dates You Have Expenses Tha Team Highlights

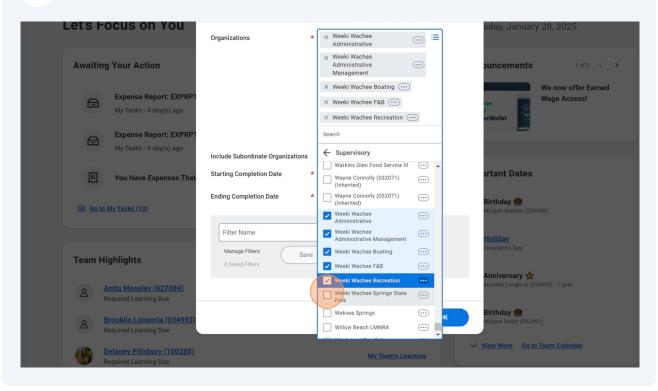
Click "Organizations by Type"



12 Click "Supervisory"



13 Click the checkbox next to your unit/units.



Revise the Starting Completion Date and Ending Completion Date to the time period you are tracking (e.g. 1/1/2025 to 12/31/2025).

