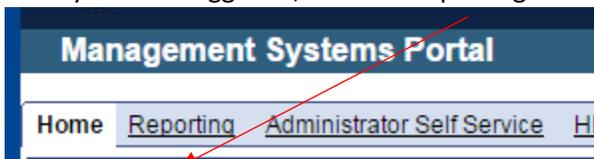




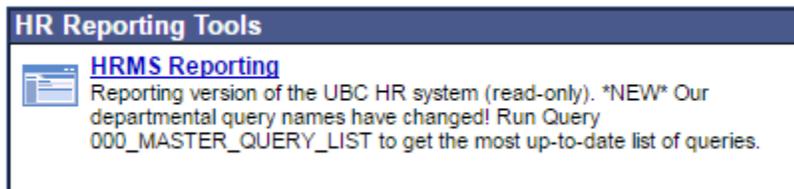
How to Generate a Query Report

To track completion of Privacy & Information Security Fundamentals Training

- 1) Login in MSP (Management Systems Portal) at <https://msp.ubc.ca> with your CWL
- 2) After you have logged in, click on “reporting”



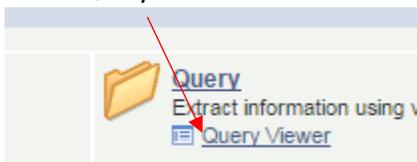
- 3) Click on “HRMS Reporting”



- 4) Click on “Reporting Tools”



- 5) Click “Query Viewer”



- 6) Type query number in "Begins With": 910
- HRMS query name: 910_training_snapshot
- Course code: PRSECF


THE UNIVERSITY OF BRITISH COLUMBIA

Human Resources Management System HRREP

Menu

Search:

- ▷ My Favorites
- ▷ Department Self Service
- ▷ Self Service
- ▷ Position Management
- ▷ Recruitment
- ▷ Workforce Administration
- ▷ Payroll for North America
- ▷ Workforce Development
- ▷ Set Up HRMS
- ▷ Worklist
- ▽ Reporting Tools
 - Query Viewer
 - Report Manager
- ▷ PeopleTools
 - My Workflow Profile
 - My Personalizations

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By: begins with

[Search](#) [Advanced Search](#)

Search Results

*Folder View:

Query							
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Schedule	Add to Favorites
910_TRAINING_SNAPSHOT	Trng snpsht of mandated course	Public	OTHER	HTML	Excel	Schedule	Favorite