

# Using ISIS HR Reports to View ORM Course Information

Run **ZP174 - Employee Qualifications Report** to find out when an employee last took either the online Defensive Driving course or the online Bloodborne Pathogens course. Any ORM liaison who has ISIS HR Timekeeper permissions is authorized to run this report.

- Select Today.
- Enter your Personnel Area
- (Optional) Enter your Time Administrator number if you wish to further restrict the output.
- Select the ORM Qualification Group by opening the search box and choosing it or by typing in the object number: **50370477**

- Report Options –  
**All EEs**

Outputs information for **all** employees. This option helps you find employees who do not have credit for a course (either they never took it or the validity period has expired).

### Only EEs with a Qual Record

Outputs only employees who have taken the course within the last 3 years (they have an unexpired qualification).

### Only Expired/Expiring Quals

Outputs employees whose credit for the ORM course has (or will be) expired as of the date you specified in the Data Parameter section.

ObjectID	Object abbr.	Object name
50370338	FEMANIMS	FEMANIMS Courses
50370345	SW Syst Trng	Statewide Systems Training
50370346	Financial	Financial
50370378	SW Training	Statewide Training
50370410	Procurement	Procurement
50370430	Contracts	Contracts
50370434	Misc	Miscellaneous
50370435	Human Res	Human Resources
50370459	LEO	LEO
50370462	Travel	Travel Management
50370470	Ad Hoc Rpts	Ad Hoc Reports
50370477	ORM Training	Office of Risk Management Training

HINT: If you want to search for information on a specific ORM course, enter that object number in the **Qualification** field and leave the Qualification Group field blank.

Enter **50389780** for Defensive Driving or **50389781** for Bloodborne Pathogens.

