- Log into OnBoard on a browser using link <u>https://learn.its-training.com</u>
- Select 'Qualifications' from Reports tile



• Select 'Detailed Module Report' on the Qualifications page for reports



By Module

> Qualified Module Report

Shows modules for which users are 'qualified'. A module may contain any number of Tasks. To be Qualified in a module, a user must pass the written knowledge portion (paper or online) as well as the field evaluation (skill and ability) for ALL required tasks in this module. This report may contain records from any or all of these areas.

Detailed Module Report

Shows an expanded view of the **modules** which users have attempted. A module may contain any number of Tasks. To be Qualified in a module, a user must pass the written knowledge portion (paper or online) as well as the field evaluation (skill and ability) for ALL required tasks in this module. This report may contain records from any or all of these areas. Use the filters on the report to select the required user and OQ, then hit
 GO. Click on the pdf icon to open the Welder Performance Record form.

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• Welder Performance Record form will open as a pdf document in acrobat reader. You can save and distribute the document.

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