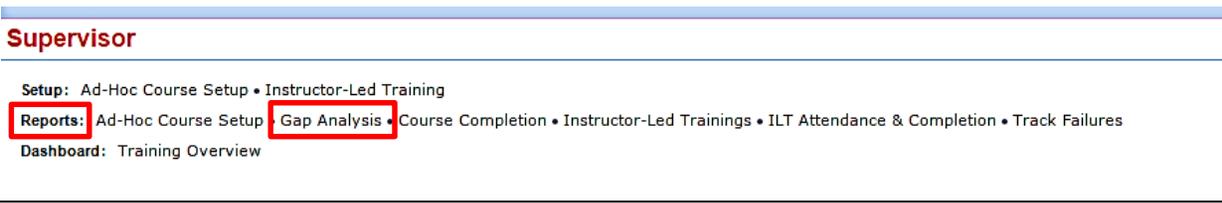
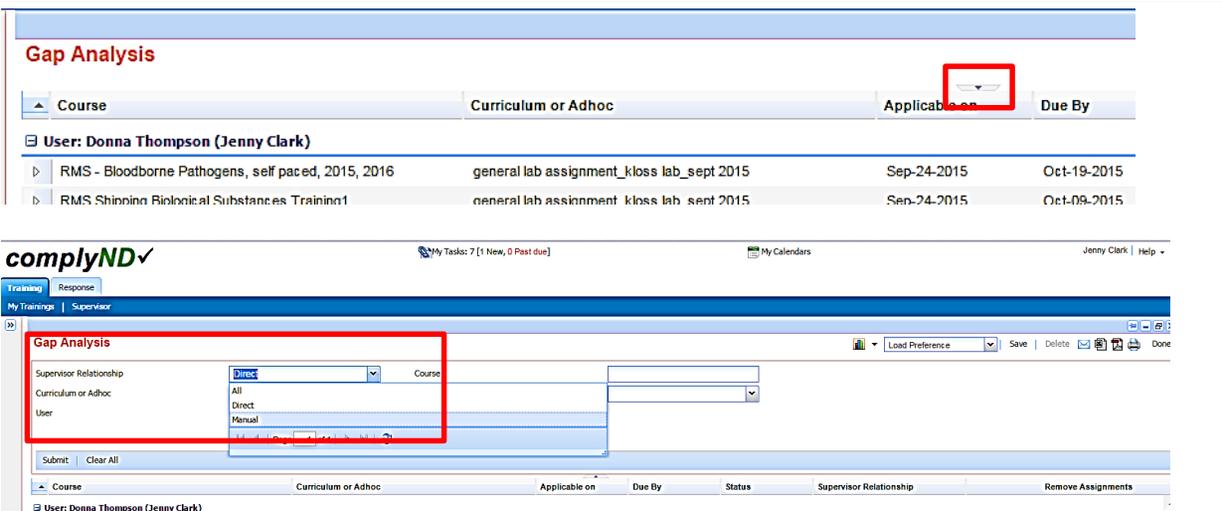
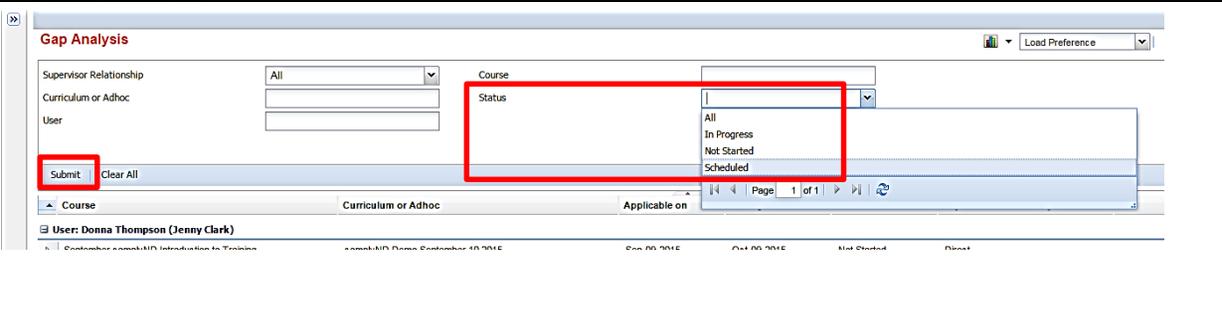


complyND[✓] – Removing Assigned Training

As a supervisor or a Training Admin, you will be able to remove training assignments through the Gap Analysis Report. Please refer to the [complyND[✓] User Guide](#) for more detailed information.

Removing Assigned Training

<ol style="list-style-type: none"> 1. Log into comply.nd.edu. 2. From the Training tab, click <i>Supervisor</i>. 3. Click Gap Analysis link in <i>Reports</i>: 	 <p>Supervisor</p> <p>Setup: Ad-Hoc Course Setup • Instructor-Led Training</p> <p>Reports: Ad-Hoc Course Setup • Gap Analysis • Course Completion • Instructor-Led Trainings • ILT Attendance & Completion • Track Failures</p> <p>Dashboard: Training Overview</p>																														
<ol style="list-style-type: none"> 4. Open the <i>Filters</i> by clicking on the small arrow at the top of the report. 5. In the <i>Supervisor Relationship</i> dropdown list, select all to see all of the people who report to you. 	 <p>Gap Analysis</p> <table border="1"> <thead> <tr> <th>Course</th> <th>Curriculum or Adhoc</th> <th>Applicable on</th> <th>Due By</th> </tr> </thead> <tbody> <tr> <td colspan="4">User: Donna Thompson (Jenny Clark)</td> </tr> <tr> <td>RMS - Bloodborne Pathogens, self paced, 2015, 2016</td> <td>general lab assignment_kloss lab_sept 2015</td> <td>Sep-24-2015</td> <td>Oct-19-2015</td> </tr> <tr> <td>RMS Shipping Biological Substances Training1</td> <td>general lab assignment_kloss lab_sept 2015</td> <td>Sep-24-2015</td> <td>Oct-09-2015</td> </tr> </tbody> </table> <p>complyND[✓] My Tasks: 7 [1 New, 0 Past due] My Calendars Jenny Clark Help</p> <p>Training Response</p> <p>My Trainings Supervisor</p> <p>Gap Analysis</p> <p>Supervisor Relationship: All Course: []</p> <p>Curriculum or Adhoc: []</p> <p>User: []</p> <p>Submit Clear All</p> <table border="1"> <thead> <tr> <th>Course</th> <th>Curriculum or Adhoc</th> <th>Applicable on</th> <th>Due By</th> <th>Status</th> <th>Supervisor Relationship</th> <th>Remove Assignments</th> </tr> </thead> <tbody> <tr> <td colspan="7">User: Donna Thompson (Jenny Clark)</td> </tr> </tbody> </table>	Course	Curriculum or Adhoc	Applicable on	Due By	User: Donna Thompson (Jenny Clark)				RMS - Bloodborne Pathogens, self paced, 2015, 2016	general lab assignment_kloss lab_sept 2015	Sep-24-2015	Oct-19-2015	RMS Shipping Biological Substances Training1	general lab assignment_kloss lab_sept 2015	Sep-24-2015	Oct-09-2015	Course	Curriculum or Adhoc	Applicable on	Due By	Status	Supervisor Relationship	Remove Assignments	User: Donna Thompson (Jenny Clark)						
Course	Curriculum or Adhoc	Applicable on	Due By																												
User: Donna Thompson (Jenny Clark)																															
RMS - Bloodborne Pathogens, self paced, 2015, 2016	general lab assignment_kloss lab_sept 2015	Sep-24-2015	Oct-19-2015																												
RMS Shipping Biological Substances Training1	general lab assignment_kloss lab_sept 2015	Sep-24-2015	Oct-09-2015																												
Course	Curriculum or Adhoc	Applicable on	Due By	Status	Supervisor Relationship	Remove Assignments																									
User: Donna Thompson (Jenny Clark)																															
<ol style="list-style-type: none"> 6. In the <i>Status</i> dropdown list, select All. Click Submit. <p>NOTE: You can remove assignments with the status of Not Started or Scheduled, but you cannot remove an assignment once it is In Progress.</p>	 <p>Gap Analysis</p> <p>Supervisor Relationship: All Course: []</p> <p>Curriculum or Adhoc: []</p> <p>User: []</p> <p>Submit Clear All</p> <p>Status: All</p> <table border="1"> <thead> <tr> <th>Course</th> <th>Curriculum or Adhoc</th> <th>Applicable on</th> <th>Due By</th> <th>Status</th> <th>Supervisor Relationship</th> <th>Remove Assignments</th> </tr> </thead> <tbody> <tr> <td colspan="7">User: Donna Thompson (Jenny Clark)</td> </tr> </tbody> </table>	Course	Curriculum or Adhoc	Applicable on	Due By	Status	Supervisor Relationship	Remove Assignments	User: Donna Thompson (Jenny Clark)																						
Course	Curriculum or Adhoc	Applicable on	Due By	Status	Supervisor Relationship	Remove Assignments																									
User: Donna Thompson (Jenny Clark)																															

7. All of the employees who report to you, both direct and dotted-line, will be listed along with all of the training assignments that they have not completed.

8. Scroll across to the column titled **Remove Assignments**. You will see a small checkbox next to any assignment that is **Not Started** or **Scheduled**.

Course	Curriculum or Adhoc	Applicable on	Due By	Status	Supervisor Relationship	Remove Assignments
User: Donna Thompson (Jenny Clark)						
September complyND Introduction to Training	complyND Demo September 10 2015	Sep-09-2015	Oct-09-2015	Not Started	Direct	<input type="checkbox"/>
radiation safety refresher	New Hire safety-HR-Aug 2015	Aug-04-2015	Aug-19-2015	Not Started	Direct	<input type="checkbox"/>
Electrical Safety Training 2015	TH Fire	Jun-02-2015	Jun-12-2015	In Progress	Direct	<input type="checkbox"/>
BC Media-Based UAT2 Aged	BC Curriculum UAT2 Aged	Apr-08-2015	Apr-10-2015	In Progress	Direct	<input type="checkbox"/>
BAC Media-Based UAT1	BAC Non-ILT Curriculum	Mar-09-2015	Mar-11-2015	In Progress	Direct	<input type="checkbox"/>
User: Jeff Welling (Jenny Clark)						
HR Confidentiality 2015	HR Confidential Information Curriculum	Jun-22-2015	Sep-20-2015	Not Started	Direct	<input type="checkbox"/>
User: Joe Jackson (Jenny Clark)						
Radiation Safety 3_15	HR New Hire- Aug 2015	Aug-14-2015	Sep-13-2015	Not Started	Direct	<input type="checkbox"/>
General Lab Safety 2015	General Lab Safety for PI Smith Chem Lab Sept 24 2015	Aug-04-2015	Aug-14-2015	Not Started	Direct	<input type="checkbox"/>
BAC Media-Based UAT1	BAC Non-ILT Curriculum	Jun-22-2015	Jun-24-2015	Not Started	Direct	<input type="checkbox"/>
RMS Shipping Biological Substances Training1	TH Fire	Jun-22-2015	Jul-22-2015	Not Started	Direct	<input type="checkbox"/>
Electrical Safety Training 2015	TH Fire	Jun-22-2015	Jul-22-2015	In Progress	Direct	<input type="checkbox"/>
Drug Free Workplace smh 3.5.2015	Onboarding Policy smh 3.5.2015	Jun-22-2015	Jul-06-2015	Not Started	Direct	<input type="checkbox"/>
Fire- Fire Extinguisher	Fire- Fire Extinguisher	Jun-22-2015	Jul-22-2015	In Progress	Direct	<input type="checkbox"/>
User: Lisa Weinberg (Jenny Clark)						
radiation safety refresher	New Hire safety-HR-Aug 2015	Aug-04-2015	Aug-19-2015	Not Started	Direct	<input type="checkbox"/>
JMP - Test ILT Includes Test - 3-17-15 Course	JMP - TEST ILT Includes Test 3-17-15 AdHoc Setup	Jul-17-2015	Jul-17-2015	Not Started	Direct	<input type="checkbox"/>
Dog Safety Test 03_15	Train DT ad hoc 4 2 15	Jul-17-2015	May-02-2015	Not Started	Direct	<input type="checkbox"/>
TRAIN DT ILT 3 20 15 A	TRAIN DT ILT test 3 20 15	Jul-17-2015	Mar-27-2015	Not Started	Direct	<input type="checkbox"/>
TRAIN DT course A for 3 18 15	TRAIN DT Course B 3 18 15	Jul-17-2015	Mar-23-2015	Not Started	Direct	<input type="checkbox"/>

9. Click in the box in the row of any assignment you want to remove. You can remove assignments one at a time, or you can remove multiple assignments for one or more users at the same time.

10. When you have selected all of the assignments you want to remove, click the **Remove** button.

Course	Curriculum or Adhoc	Applicable on	Due By	Status	Supervisor Relationship	Remove Assignments
User: Donna Thompson (Jenny Clark)						
RMS - Bloodborne Pathogens, self paced, 2015, 2016	general lab assignment_kloss lab_sept 2015	Sep-24-2015	Oct-19-2015	Not Started	Direct	<input checked="" type="checkbox"/>
RMS Shipping Biological Substances Training1	general lab assignment_kloss lab_sept 2015	Sep-24-2015	Oct-09-2015	Not Started	Direct	<input checked="" type="checkbox"/>
UH Aerial Lift Safety Training 6 2015	UH Aerial Lift Safety Training 7 2015	Sep-24-2015	Oct-24-2015	Not Started	Direct	<input type="checkbox"/>
Athletics-Policy and Procedure	ndsp_test_staff meeting	Sep-23-2015	Oct-05-2015	Not Started	Direct	<input type="checkbox"/>
September complyND Introduction to Training	complyND Demo September 10 2015	Sep-09-2015	Oct-09-2015	Not Started	Direct	<input checked="" type="checkbox"/>
Electrical Safety Training 2015	TH Fire	Jun-02-2015	Jun-12-2015	In Progress	Direct	<input type="checkbox"/>
BC Media-Based UAT2 Aged	BC Curriculum UAT2 Aged	Apr-08-2015	Apr-10-2015	In Progress	Direct	<input type="checkbox"/>
BAC Media-Based UAT1	BAC Non-ILT Curriculum	Mar-09-2015	Mar-11-2015	In Progress	Direct	<input type="checkbox"/>
User: Jeff Welling (Jenny Clark)						
Electrical Safety Training 2015	Electrical Safety Training 2015 6 30	Sep-24-2015	Oct-24-2015	Not Started	Direct	<input checked="" type="checkbox"/>
HR Confidentiality 2015	HR Confidential Information Curriculum	Jun-22-2015	Sep-20-2015	Not Started	Direct	<input type="checkbox"/>
User: Joe Jackson (Jenny Clark)						
RMS - Bloodborne Pathogens, self paced, 2015, 2016	general lab assignment_kloss lab_sept 2015	Sep-24-2015	Oct-19-2015	Not Started	Direct	<input type="checkbox"/>
General Lab Safety 2015	General Lab Safety for PI Smith Chem Lab Sept 24 2015	Aug-04-2015	Aug-14-2015	Not Started	Direct	<input type="checkbox"/>
BAC Media-Based UAT1	BAC Non-ILT Curriculum	Jun-22-2015	Jun-24-2015	Not Started	Direct	<input checked="" type="checkbox"/>
RMS Shipping Biological Substances Training1	TH Fire	Jun-22-2015	Jul-22-2015	Not Started	Direct	<input checked="" type="checkbox"/>
Electrical Safety Training 2015	TH Fire	Jun-22-2015	Jul-22-2015	In Progress	Direct	<input type="checkbox"/>
Drug Free Workplace smh 3.5.2015	Onboarding Policy smh 3.5.2015	Jun-22-2015	Jul-06-2015	Not Started	Direct	<input type="checkbox"/>
Fire- Fire Extinguisher	Fire- Fire Extinguisher	Jun-22-2015	Jul-22-2015	In Progress	Direct	<input type="checkbox"/>
User: Lisa Weinberg (Jenny Clark)						
JMP - Test ILT Includes Test - 3-17-15 Course	JMP - TEST ILT Includes Test 3-17-15 AdHoc Setup	Jul-17-2015	Jul-17-2015	Not Started	Direct	<input type="checkbox"/>

11. You will receive a message asking if you are sure you want to delete these assignments. To continue, click **OK**.

The page at https://und2.uat.metricstream.com says:

Are you sure you want to delete selected training assignments?

OK Cancel

Course	Curriculum or Adhoc	Applicable on	Due By	Status	Supervisor Relationship	Remove Assign
6	general lab assignment_kloss lab_sept 2015	Sep-24-2015	Oct-19-2015	Not Started	Direct	<input type="checkbox"/>
	general lab assignment_kloss lab_sept 2015	Sep-24-2015	Oct-09-2015	Not Started	Direct	<input checked="" type="checkbox"/>
	UH Aerial Lift Safety Training 7 2015	Sep-24-2015	Oct-24-2015	Not Started	Direct	<input type="checkbox"/>

12. Once you click OK, you will receive a second message telling you that the courses were successfully removed. Click **OK**.

13. Click **Continue** to accept confirmation message.

14. When the Gap Analysis Report reopens, you see that the removed classes are no longer assigned.

15. When you are finished working with the **Gap Analysis** report, click the **DONE** button to return to the *Supervisor* tab.

The screenshot shows a web application interface. At the top, there is a navigation bar with the text "stemi/Home". A dialog box is open in the center, displaying the message: "The page at https://und2.uat.metricstream.com says: Selected courses removed successfully." Below the message is a checkbox labeled "Prevent this page from creating additional dialogs." and an "OK" button, which is highlighted with a red rectangle. Below the dialog box, a table titled "Gap Analysis" is visible. The table has columns for Course, Curriculum or Adhoc, Applicable on, Due By, Status, Supervisor Relationship, and Remove Assignments. The table is grouped by user: Donna Thompson (Jenny Clark), Jeff Welling (Jenny Clark), Joe Jackson (Jenny Clark), and Lisa Weinberg (Jenny Clark). Each user group contains a list of training assignments with their respective dates and statuses.

Course	Curriculum or Adhoc	Applicable on	Due By	Status	Supervisor Relationship	Remove Assignments
User: Donna Thompson (Jenny Clark)						
RMS - Bloodborne Pathogens, self paced, 2015, 2016	general lab assignment_kloss lab_sept 2015	Sep-24-2015	Oct-19-2015	Not Started	Direct	<input type="checkbox"/>
UH Aerial LIFT Safety Training 6 2015	UH Aerial LIFT Safety Training 7 2015	Sep-24-2015	Oct-24-2015	Not Started	Direct	<input type="checkbox"/>
Athletics-Policy and Procedure	ndsp_test_staff meeting	Sep-23-2015	Oct-05-2015	Not Started	Direct	<input type="checkbox"/>
Electrical Safety Training 2015	TH Fire	Jun-02-2015	Jun-12-2015	In Progress	Direct	<input type="checkbox"/>
BC Media-Based UAT2 Aged	BC Curriculum UAT2 Aged	Apr-08-2015	Apr-10-2015	In Progress	Direct	<input type="checkbox"/>
BAC Media-Based UAT1	BAC Non-ILT Curriculum	Mar-09-2015	Mar-11-2015	In Progress	Direct	<input type="checkbox"/>
User: Jeff Welling (Jenny Clark)						
HR Confidentiality 2015	HR Confidential Information Curriculum	Jun-22-2015	Sep-20-2015	Not Started	Direct	<input type="checkbox"/>
User: Joe Jackson (Jenny Clark)						
RMS - Bloodborne Pathogens, self paced, 2015, 2016	general lab assignment_kloss lab_sept 2015	Sep-24-2015	Oct-19-2015	Not Started	Direct	<input type="checkbox"/>
General Lab Safety 2015	General Lab Safety for PI Smith Chem Lab Sept 24 2015	Aug-04-2015	Aug-14-2015	Not Started	Direct	<input type="checkbox"/>
Electrical Safety Training 2015	TH Fire	Jun-22-2015	Jul-22-2015	In Progress	Direct	<input type="checkbox"/>
Drug Free Workplace smh 3.5.2015	Onboarding Policy smh 3.5.2015	Jun-22-2015	Jul-06-2015	Not Started	Direct	<input type="checkbox"/>
Fire- Fire Extinguisher	Fire- Fire Extinguisher	Jun-22-2015	Jul-22-2015	In Progress	Direct	<input type="checkbox"/>
User: Lisa Weinberg (Jenny Clark)						
JMP - Test ILT Includes Test - 3-17-15 Course	JMP - TEST ILT Includes Test 3-17-15 AdHoc Setup	Jul-17-2015		Not Started	Direct	<input type="checkbox"/>
Dog Safety Test 03_15	Train DT ad hoc 4 2 15	Jul-17-2015	May-02-2015	Not Started	Direct	<input type="checkbox"/>
TRAIN DT ILT 3 20 15 A	TRAIN DT ILT test 3 20 15	Jul-17-2015	Mar-27-2015	Not Started	Direct	<input type="checkbox"/>
TRAIN DT course A for 3 18 15	TRAIN DT Course B 3 18 15	Jul-17-2015	Mar-23-2015	Not Started	Direct	<input type="checkbox"/>
TRAIN Building Rep Class DT 3 17	TRAIN DT Building Rep Test 3 17	Jul-17-2015		Not Started	Direct	<input type="checkbox"/>

This screenshot shows the same "Gap Analysis" report as the previous image, but with a "Done" button highlighted in a red rectangle in the top right corner of the report area. The "Done" button is located next to the "Save" and "Delete" buttons. The rest of the report content is identical to the previous image.