

# complyND<sup>✓</sup> – 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<sup>✓</sup> User Guide](#) for more detailed information.

## Removing Assigned Training

1. Log into comply.nd.edu.
2. From the **Training** tab, click *Supervisor*.
3. Click **Gap Analysis** link in *Reports*:

### Supervisor

Setup: Ad-Hoc Course Setup • Instructor-Led Training

**Reports:** Ad-Hoc Course Setup • **Gap Analysis** • Course Completion • Instructor-Led Trainings • ILT Attendance & Completion • Track Failures

Dashboard: Training Overview

4. Open the *Filters* by clicking on the small arrow at the top of the report.

### Gap Analysis

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

5. In the *Supervisor Relationship* dropdown list, select **all** to see all of the people who report to you.

### complyND<sup>✓</sup>

My Tasks: 7 [1 New, 0 Past due]

My Calendars

Jenny Clark | Help

Training Response

My Trainings | Supervisor

#### Gap Analysis

Supervisor Relationship: **Direct** Course: \_\_\_\_\_

Curriculum or Adhoc: \_\_\_\_\_

User: \_\_\_\_\_

Submit Clear All

Course	Curriculum or Adhoc	Applicable on	Due By	Status	Supervisor Relationship	Remove Assignments
User: Donna Thompson (Jenny Clark)						

6. In the *Status* dropdown list, select **All**. Click **Submit**.

**NOTE:** You can remove assignments with the status of **Not Started** or **Scheduled**, but you cannot remove an assignment once it is **In Progress**.

#### Gap Analysis

Supervisor Relationship: **All** Course: \_\_\_\_\_

Curriculum or Adhoc: \_\_\_\_\_

User: \_\_\_\_\_

**Submit** Clear All

Status: **All**

Course	Curriculum or Adhoc	Applicable on	Page: 1 of 1
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
<b>User: Donna Thompson (Jenny Clark)</b>						
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"/>
<b>User: Jeff Welling (Jenny Clark)</b>						
HR Confidentiality 2015	HR Confidential Information Curriculum	Jun-22-2015	Sep-20-2015	Not Started	Direct	<input type="checkbox"/>
<b>User: Joe Jackson (Jenny Clark)</b>						
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"/>
<b>User: Lisa Weinberg (Jenny Clark)</b>						
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
<b>User: Donna Thompson (Jenny Clark)</b>						
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"/>
<b>User: Jeff Welling (Jenny Clark)</b>						
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"/>
<b>User: Joe Jackson (Jenny Clark)</b>						
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"/>
<b>User: Lisa Weinberg (Jenny Clark)</b>						
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, a confirmation dialog box is displayed with the text: "The page at https://und2.uat.metricstream.com says: Selected courses removed successfully." Below this text is a checkbox labeled "Prevent this page from creating additional dialogs." and a red-bordered "OK" button. The background shows a "Gap Analysis" report table with columns: Course, Curriculum or Adhoc, Applicable on, Due By, Status, Supervisor Relationship, and Remove Assignments. The table lists various training courses for three users: Donna Thompson, Jeff Welling, and Joe Jackson.

Course	Curriculum or Adhoc	Applicable on	Due By	Status	Supervisor Relationship	Remove Assignments
<b>User: Donna Thompson (Jenny Clark)</b>						
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 LIR Safety Training 6 2015	UH Aerial LIR 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"/>
<b>User: Jeff Welling (Jenny Clark)</b>						
HR Confidentiality 2015	HR Confidential Information Curriculum	Jun-22-2015	Sep-20-2015	Not Started	Direct	<input type="checkbox"/>
<b>User: Joe Jackson (Jenny Clark)</b>						
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"/>
<b>User: Lisa Weinberg (Jenny Clark)</b>						
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 red-bordered "Done" button highlighted in the top right corner of the report area. The "Done" button is located next to the "Save" and "Delete" buttons.