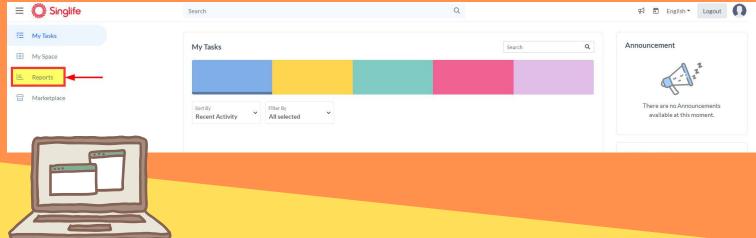
HOW TO VIEW MY BRANCH CPD REPORT

1. Upon login to Singlife Group LMS, click on "REPORTS" on the left sidebar



2. Click to view the

"CPD HOURS SUMMARY REPORT" OR "CPD DETAILED REPORT"



3. Click on "ADD USERS/GROUPS"





4. Check the checkbox beside your folder (eg. FSD - XXX / FSM - XXX) & click "NEXT"

Singlife Singlife					
	Select User(s)/Group(s)			Search	Q
	Home				
	Name	User ID	No. of users	Selected Group / User	Action
	My Group		0	 ESPECIAL PLANT DESCRIPTION 	Delete
_	■ 164 Fer ferderbiller		3	< €	Back Next



6. Choose to view the CPD report online or export to Excel

