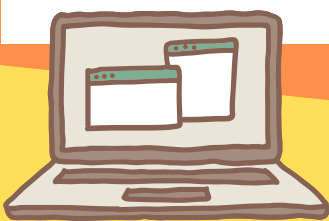
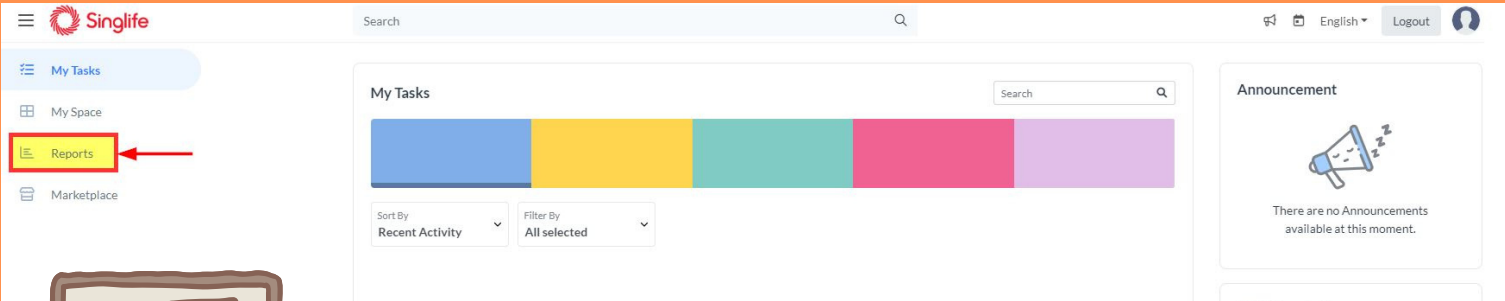


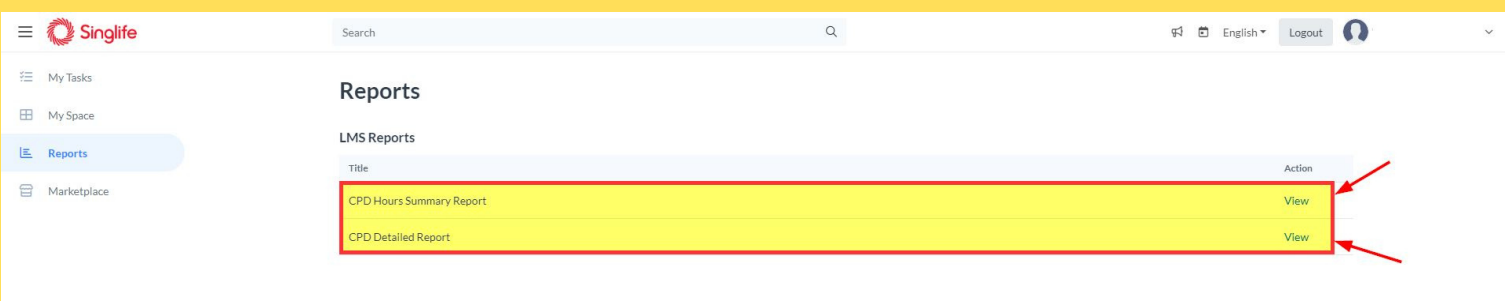
# HOW TO VIEW MY BRANCH CPD REPORT



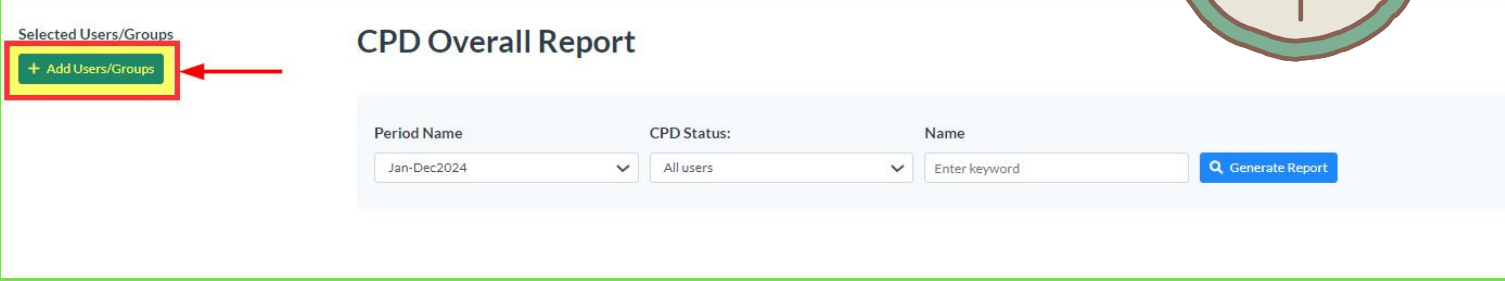
1. Upon login to Singlife Group LMS, click on **“REPORTS”** on the left sidebar



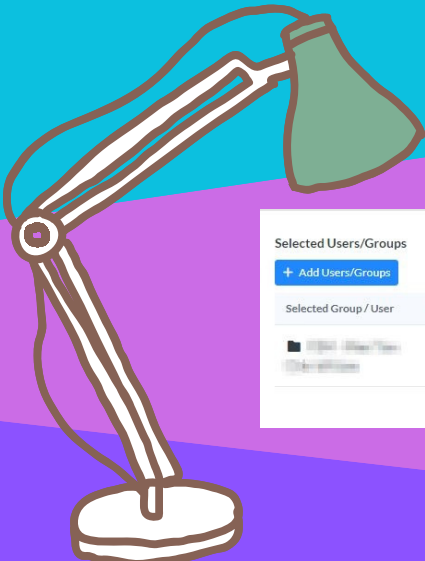
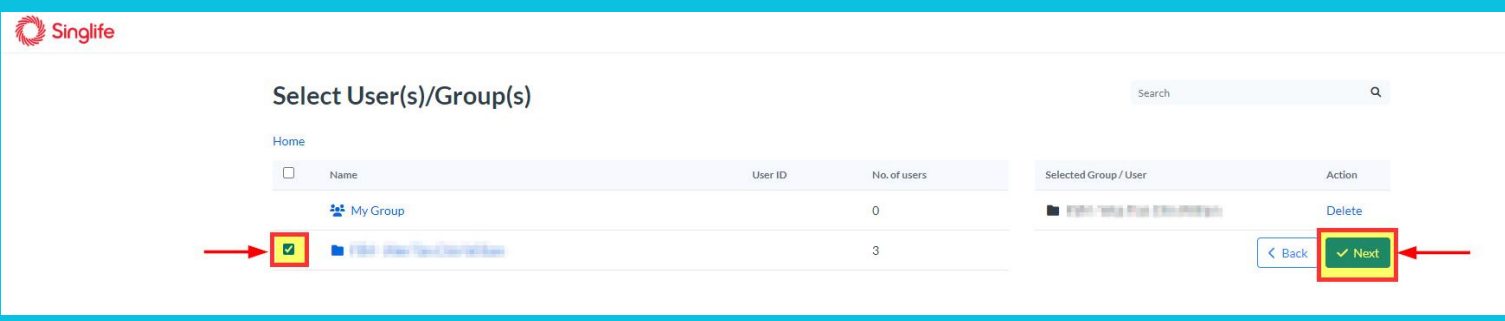
2. Click to view the **“CPD HOURS SUMMARY REPORT”** OR **“CPD DETAILED REPORT”**



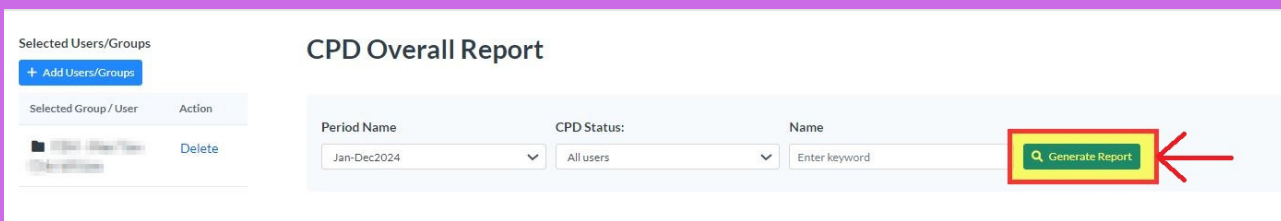
3. Click on **“ADD USERS/GROUPS”**



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



5. Click on **“GENERATE REPORT”**



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

