## Instructions for Accessing the Recall Detailed Listing and Recall Rollup Reports

1. After logging on to <u>https://www.lctpreports.com</u>, select **Service Technician / Diagnostic Specialist.** 

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2. Now enter your **Dealer Code**, and select the Safety Recall report type.

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District 2	Certified Skills Rollup
District 3	Course / Rules Report
District 4	Course Completion
District 5	Course Parity
District 6	Dealer Advanced Certified Skills Summary
32 Central	Dealer Certified Skills Summary
- 33 Eastern	Dealer Not Certified Skills Summary
- 34 Southern	Dynamic Report Builder
	Dynamic Report Builder User Guide
	Enrollment Report
	Not Certified Skills Summary Rollun (All Jobs)
	Safety Recall and Service Campaign Requirements
	Safety Recall Detailed Listing
	Safety Recall Rollup
	Skill Level Guidelines
	Skill Level Guidelines Rollup
	Technical Training Course Map
	Test Status Report
	Turnover

3. **Detailed Listing** provides a "detailed list" of technicians that meet the certification requirements needed to perform a specific Recall or Service Campaign remedy, and can be saved as a PDF or Excel file.



4. **Recall Rollup** report provides a quick glance of the "count" of technicians that meet the certification requirements needed to perform a specific Recall or Service Campaign remedy.

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