

As a manager, you can track your team's training progress, assigned courses, and completion status

1. Select the Training Record tile on your home screen.



2. Click the View Team button.



3. A list of your team members will appear on the left side of the screen. Click a team member's name to open their Training Record.

	View team to						
Welcome to Your Training Record Here you can manage all your training activities. Use the Filter by Training Status field to view your training based on different statuses. Switch between Active and Completed to view your current and completed training.							
Filter by Training Status Sort by Filter by training type Completed Completion date All Types Search results (5) Search results (5)	Search by keyword						
Completed : 27/12/2024 Status : Completed Training Type : Session Training Status : Completed	View Training D 👻						





4. Filter by Training Status to view or print specific records. For example, selecting "Completed" will display and print only completed training.

Fil	ter by Training Status Sort by	Filter by training type	Search by keyword
	All Date Ac	dded ▼ All Types ▼	Search Q
	✓ All		
	Active Required Overdue	Status : Completed Training Type : Session Training Status : Completed	View Training D 🔻
	Due soon Assigned / no due date Completed Archived	a Status : Completed Training Type : Session Training Status : Completed	View Training D 👻

5. To print the Training Record, select the ellipsis button. Click Print Training Record.



6. Select the Print button to send the displayed material to your printer.

Completed training:				
Title	Туре	Completion date	Score	Status
	Session	27/12/2024	0	Completed
	Online Course	30/01/2023		Completed





7. You can also run a report by clicking the ellipsis button and selecting Run Training Record Report to generate a report. Customise it by training type, date, and advanced options, then click Run Report to download an Excel file.

Training									
Type All Training	r								
Title									
Search by training title									
Topic(s)									
Date									
Date added to training record Training start date									
 Training start date Training completion date (sessions and external training will use the End Date) 									
Select range clear									
Select 🗸	01/01/2024	31/12/2025	m						
Advanced									
Include associated training (curriculum)	training and pre or post v	work)							
Include Archived Training	5								
Include Required Training Information									
Include Completed Training Only									
Include Training Detail Information									
				Back Run re	port				

