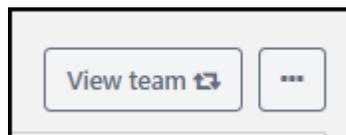


As a manager, you can track your team's training progress, assigned courses, and completion status

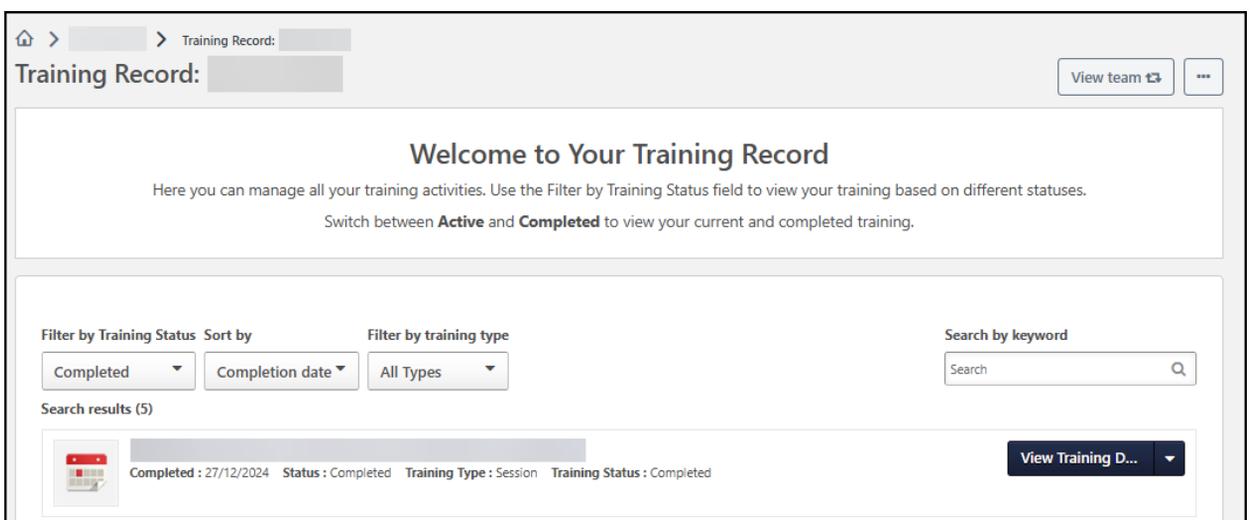
1. Select the Training Record tile on your home screen.



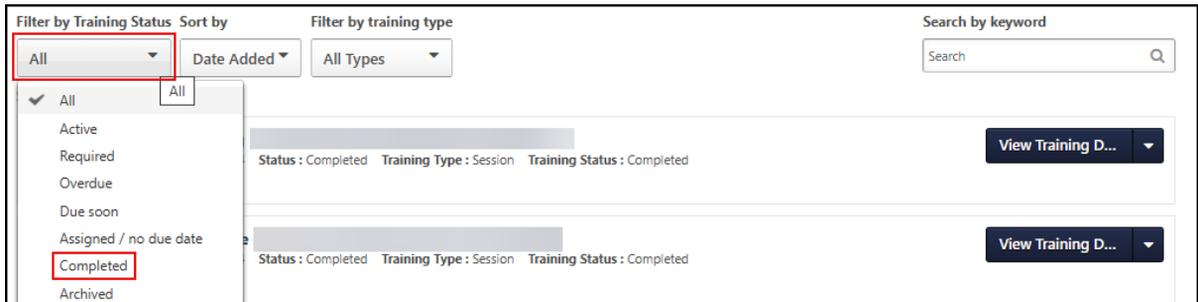
2. Click the View Team button.



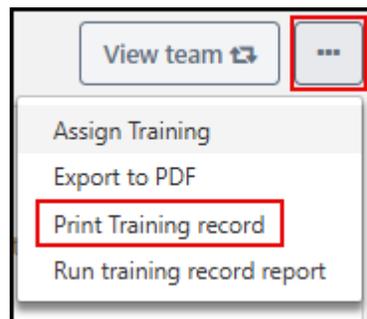
3. A list of your team members will appear on the left side of the screen. Click a team member's name to open their Training Record.



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



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: [redacted]

Title	Type	Completion date	Score	Status
[redacted]	Session	27/12/2024	0	Completed
[redacted]	Online Course	30/01/2023		Completed

Back Print

- 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

Title  
Search by training title

Topic(s)

### Date

Date added to training record  
 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

### Advanced

Include associated training (curriculum training and pre or post work)  
 Include Archived Training  
 Include Required Training Information  
 Include Completed Training Only  
 Include Training Detail Information

[Back](#) [Run report](#)