

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 View team.

View team 📭

- 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.
 - Use the filter functionality to sort training by status or type.
 - To view detailed information about specific training, select View Training Details.

Training Record:	View team 🗗 📟
Welcome to Your Training Record Here you can manage all your training activities. Use the Filter by Training Status field to view your training ba Switch between Active and Completed to view your current and completed training	ised on different statuses.
Filter by Training Status Sort by Filter by training type Completed Completion date All Types Search results (10) Search results (10)	Search by keyword Search Q
Completed : 19/11/2024 Status : Completed Training Type : Session Training Status : Completed	View Training D 🔻





4. Team members who also manage a team will have a black arrow next to their name. Click the black arrow to expand their team list. The left-side panel will now display both your team member and their subordinates. Select a name to view a Training Record.

View team		
	Vice President and Executive Dea	
My Team	n (as primary) Q	1
	3	>

5. To return to your own Training Record, click Done at the bottom of the left-side list.

