View Information About Your Team

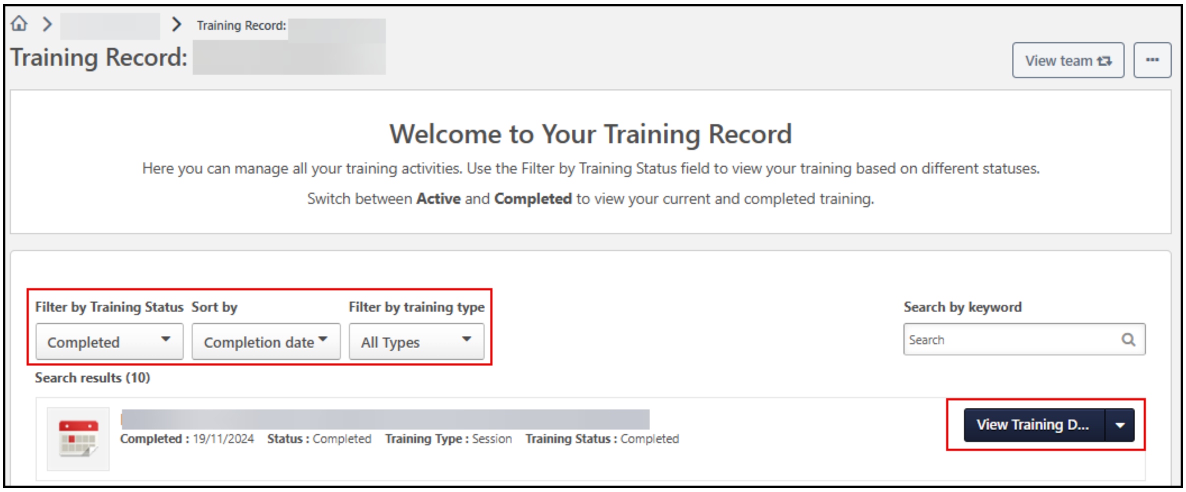
As a Manager, you can track your team's training progress, assigned courses, and completion status.

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

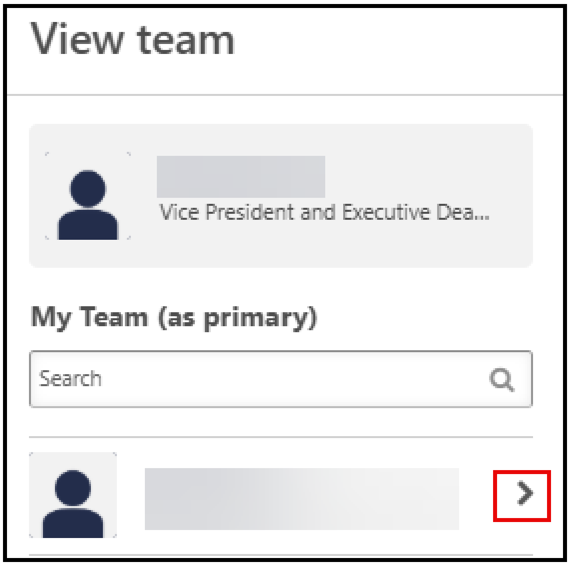
2. Click View team.

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.



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.



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