

Navigate to Training Records



This feature is available to [Site Manager](#) and [Manager](#) accounts depending on system configuration.

Individual's Training Records

1. [Navigate to User Accounts](#) .
2. Select **Supplemental Training** from the Sections menu on the right. If you can't see the menu, show the [Tool Panel](#) .



Example of an individual's supplemental training page.

Add Supplemental Training						
Internal Supplemental Training						
<div>Show All</div>			<div>Active Expiring Soon Expired</div>			
Product	Description	Attachment	Start Date	End Date	Expiry Date	Price
WHMIS(+)	Non-mandatory auxiliary training as WHMIS instructor.	whmisinstructor.jpg	9/10/2014 12:00 AM		9/10/2015 12:00 AM	\$0.00
Intro to Air Ambulance 2.1		air_ambulance_quiz.pdf	1/9/2015 12:00 AM		2/1/2016 12:00 AM	\$0.00

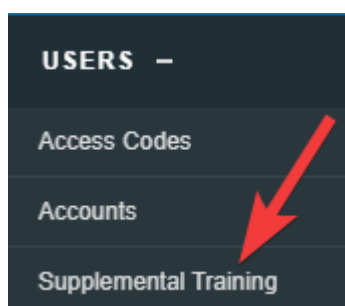
Supplemental Training Page

From this page you can view, sort, filter, export, delete, and edit existing supplemental training items for multiple users. The page displays the ID, type, associated product or title, user, various dates, and any attachments for each entry.

1. Log in with a Manager or Site Manager account type.
2. Select **Supplemental Training**. The location of Supplemental Training is based on your account type.
 - a. Manager accounts will find it in main navigation tab.



- b. Site Manager accounts will find it under Library in the main navigation menu.



Example of the Supplemental Training page.

1 2 Next > Go to page: Go Records per page: 25 Records: 27 Export as: [HTML](#) [Excel](#)

List Filter Searches

ID	Type	Product/Title	User	Start Date ▲	End Date	Expiry Date	Attachment	
51	external		kadams@sencia.ca Kevin Adams	1/10/2020 12:00 AM	1/10/2020 12:00 AM	1/10/2021 12:00 AM	earned_certification.pdf	Edit
36	internal	WHMIS	kadams@sencia.ca Kevin Adams	12/9/2016 12:00 AM	12/9/2016 12:00 AM	8/23/2018 12:00 AM	wmis_trainer.png	Edit
48	internal	TDG Certification	kahola@sencia.ca Ken Ahola	1/3/2020 12:00 AM	1/3/2020 12:00 AM	1/3/2021 12:00 AM	earned_certification.pdf	Edit
37	external	CPR	mvilleneuve@sencia.ca Magali Villeneuve	2/10/2017 12:00 AM	2/10/2017 12:00 AM	7/10/2019 12:00 AM	cpr_certification_card.jpg	Edit
29	external	ER Clinical Shift	mvilleneuve@sencia.ca Magali Villeneuve	1/1/2018 12:00 AM	1/20/2018 12:00 AM	6/1/2020 12:00 AM	clinical_hours_summary_-_er.pdf	Edit

- Optionally use [Filter and Save Searches](#) to locate specific supplemental training items.
- Optionally [export](#) the supplemental training list.