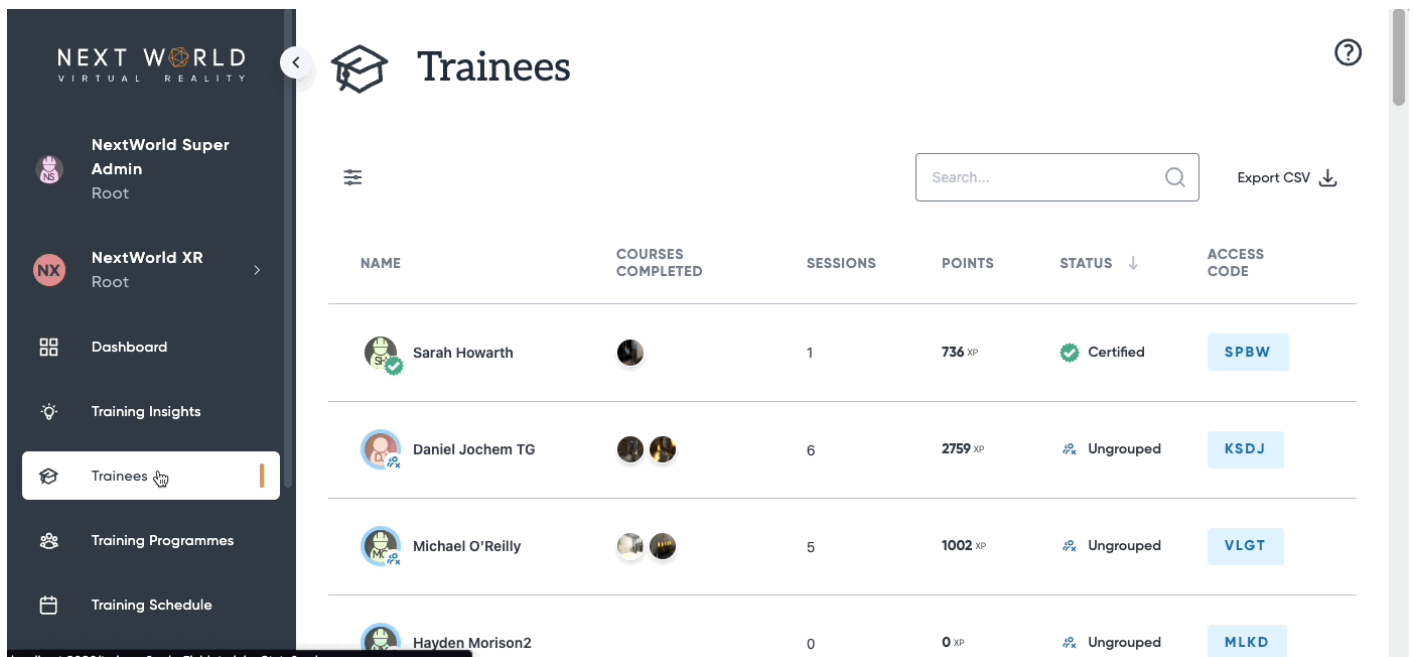


How to find trainees who require training (expired or untrained)

To see who needs training, head to the trainees page and use the training status filters.

The Trainees Page



The screenshot shows the 'Trainees' page in the NextWorld Virtual Reality system. The left sidebar contains navigation links: NextWorld Super Admin Root, NextWorld XR Root, Dashboard, Training Insights, Trainees (highlighted), Training Programmes, and Training Schedule. The main content area displays a table of trainees with columns for Name, Courses Completed, Sessions, Points, Status, and Access Code. The table lists four trainees: Sarah Howarth (Certified), Daniel Jochem TG (Ungrouped), Michael O'Reilly (Ungrouped), and Hayden Morison2 (Ungrouped). A search bar and an 'Export CSV' button are located at the top right of the table.

NAME	COURSES COMPLETED	SESSIONS	POINTS	STATUS ↓	ACCESS CODE
Sarah Howarth	1	736 XP	Certified	SPBW	
Daniel Jochem TG	6	2759 XP	Ungrouped	KSDJ	
Michael O'Reilly	5	1002 XP	Ungrouped	VLGT	
Hayden Morison2	0	0 XP	Ungrouped	MLKD	

The trainees page displays all of your division's trainees, along with their training status.

Filter and Sort by Status

In order to find out who has expired training, you can open the filters draw and select the expired status.

If you click the **STATUS** header, you can sort your trainees by training level, clicking a second time will invert the order.

