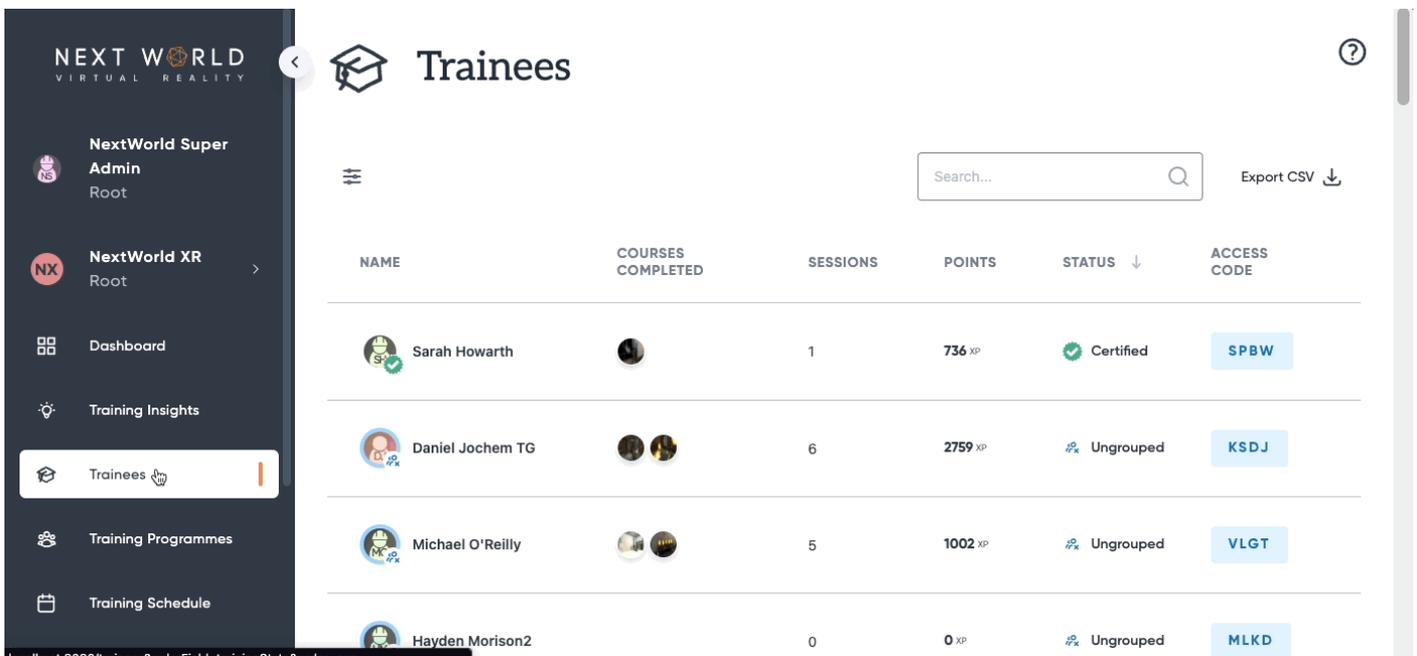


How to find trainees who require training (expired or untrained)

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 system. The page header includes the NextWorld logo and the title 'Trainees'. A sidebar on the left contains navigation options: NextWorld Super Admin, NextWorld XR, Dashboard, Training Insights, Trainees (highlighted), Training Programmes, and Training Schedule. The main content area features a search bar, an 'Export CSV' button, and a table of trainees.

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.

