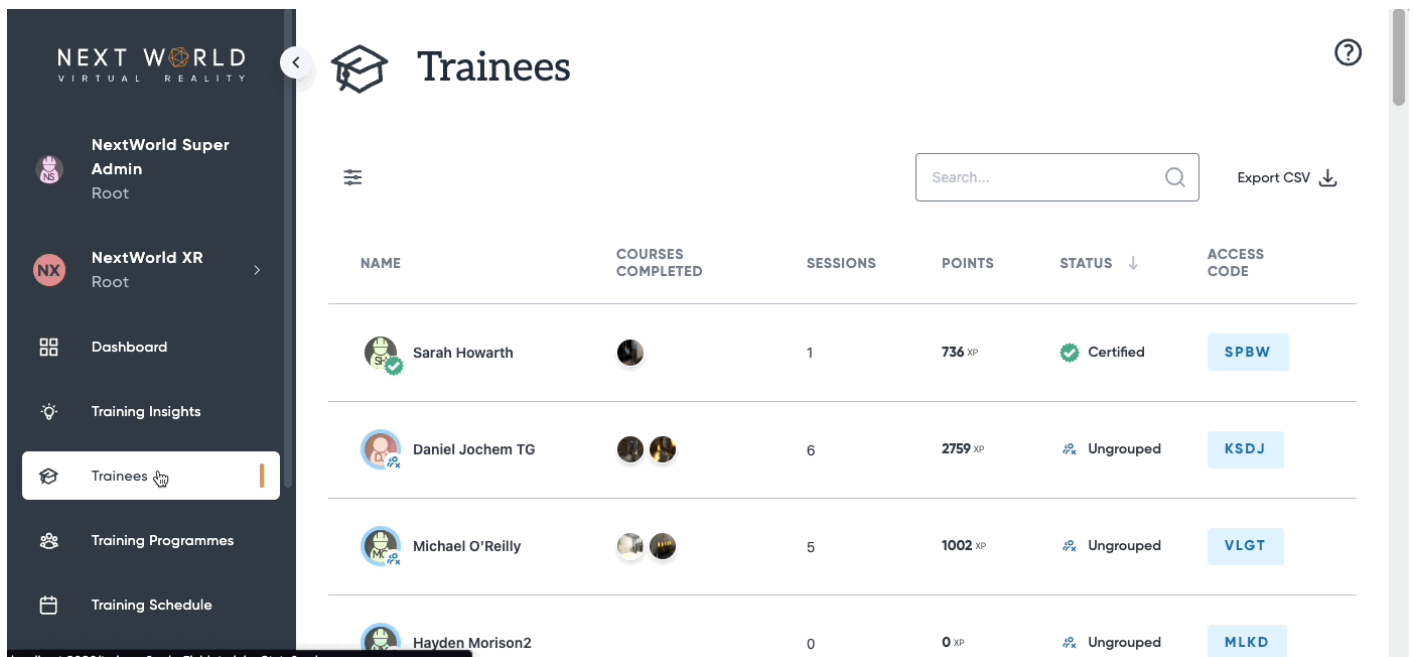


# How to find trainees who require training (expired or untrained)

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

## The Trainees Page



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.

