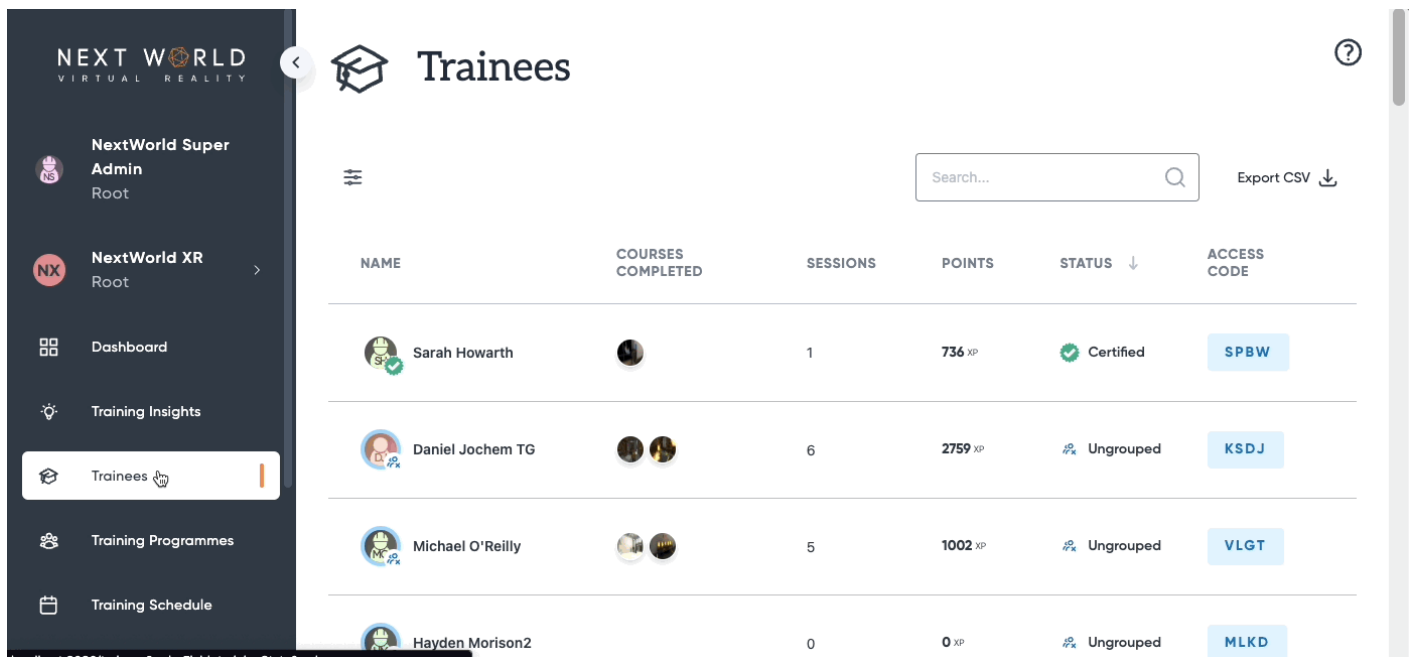


# How to find trainees who require training (expired or untrained)

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.

