

Step	Instruction	Screenshot
<h2>Training Matrix</h2>		
<p>1.</p>	<p>- Provides a pictorial view of all users on the system and their course status. Course status can be one of the following Not Enrolled, In Progress, Completed, Needs Refresher and Refresher Overdue.</p>	<p>The screenshot shows a 'Training matrix' interface with a search bar and filters for Users, Courses, Sites, Status, and Roles. Below the filters are 'Download PDF' and 'Download CSV' buttons. The main table lists users and their status for various courses: Allergen Awareness, Allergen Awareness (practical), CCSE #1, EDC-A, Food Safety & Hygiene, Fire Safety Awareness, General Data Protection Regulation (GDPR), Introduction to food Microbiology, Labelling, Level 2 Food Safety, Level 2 Food Safety (practical), Level 2 HACCP, and Level 2 Health & Safety. Statuses include 'In Progress', 'Not Enrolled', 'Completed', 'Needs Refresher', and 'Refresher Overdue'.</p>
<p>2.</p>	<p>- The training matrix can be filtered on:</p> <ul style="list-style-type: none"> ▪ Users ▪ Courses ▪ Sites ▪ Status ▪ Role <p>- Once filter has been selected click on “Filter” button.</p> <p>- Training Matrix can be downloaded as a PDF or CSV file.</p>	<p>This screenshot is identical to the one above but has a red rectangular box highlighting the filter area at the top, which includes the search bar and dropdown menus for Users, Courses, Sites, Status, and Roles, along with the 'Filter' button.</p>