No. 5 Understanding the Training Matrix

tolearn

Step	Instruction	Screenshot
Training Matrix		
1.	- 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.	

2.	- The training matrix can be filtered on:
	
	  ▪ Users
	
	  ▪ Courses
	
	  ▪ Sites
	
	  ▪ Status
	
	  ▪ Role
	- Once filter has been selected click on "Filter" button.
	- Training Matrix can be downloaded as a PDF or CSV file.	