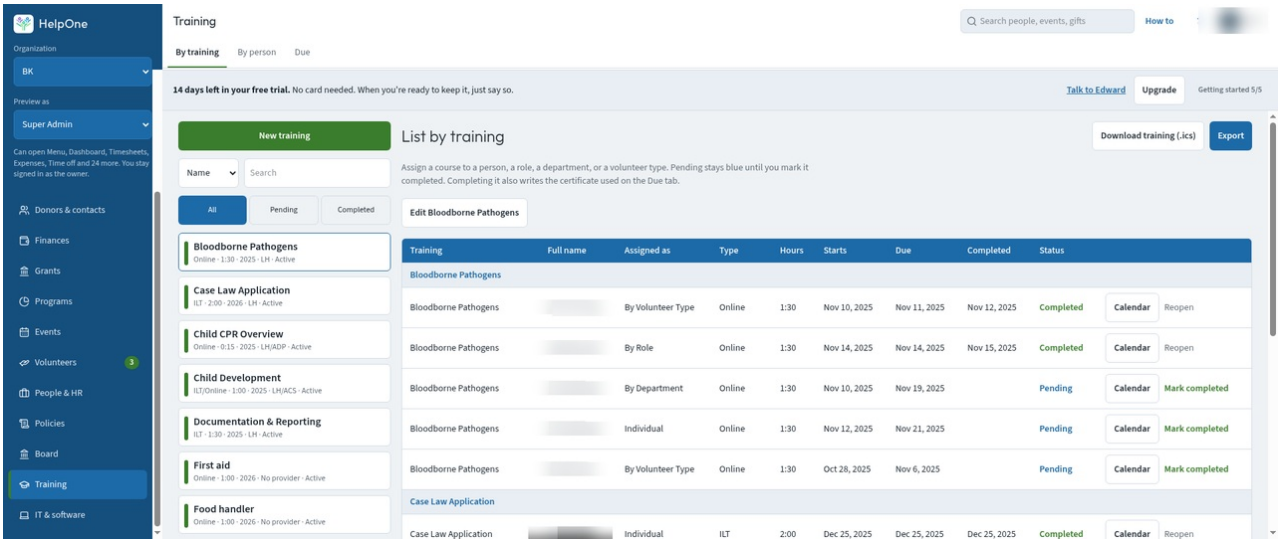
How to track training progress

Last Modified on 10/16/2026 7:15 am EDT

Steps

1. Go to Training.
2. Pick a view:
    - By training: everyone in one course.
    - By person: every course for one person.
    - Due: what's coming up or overdue.
3. Filter by All, Pending, or Completed.
4. Click Mark completed when someone finishes. Click Reopen to undo it. Completing also writes the certificate used on the Due tab.



Click Export to download the list.

Use Search training and Sort training to find a course.

People & HR > Compliance & letters > Training due also shows training status for staff.

Tip: Check Due before events that need certifications and before year-end.