

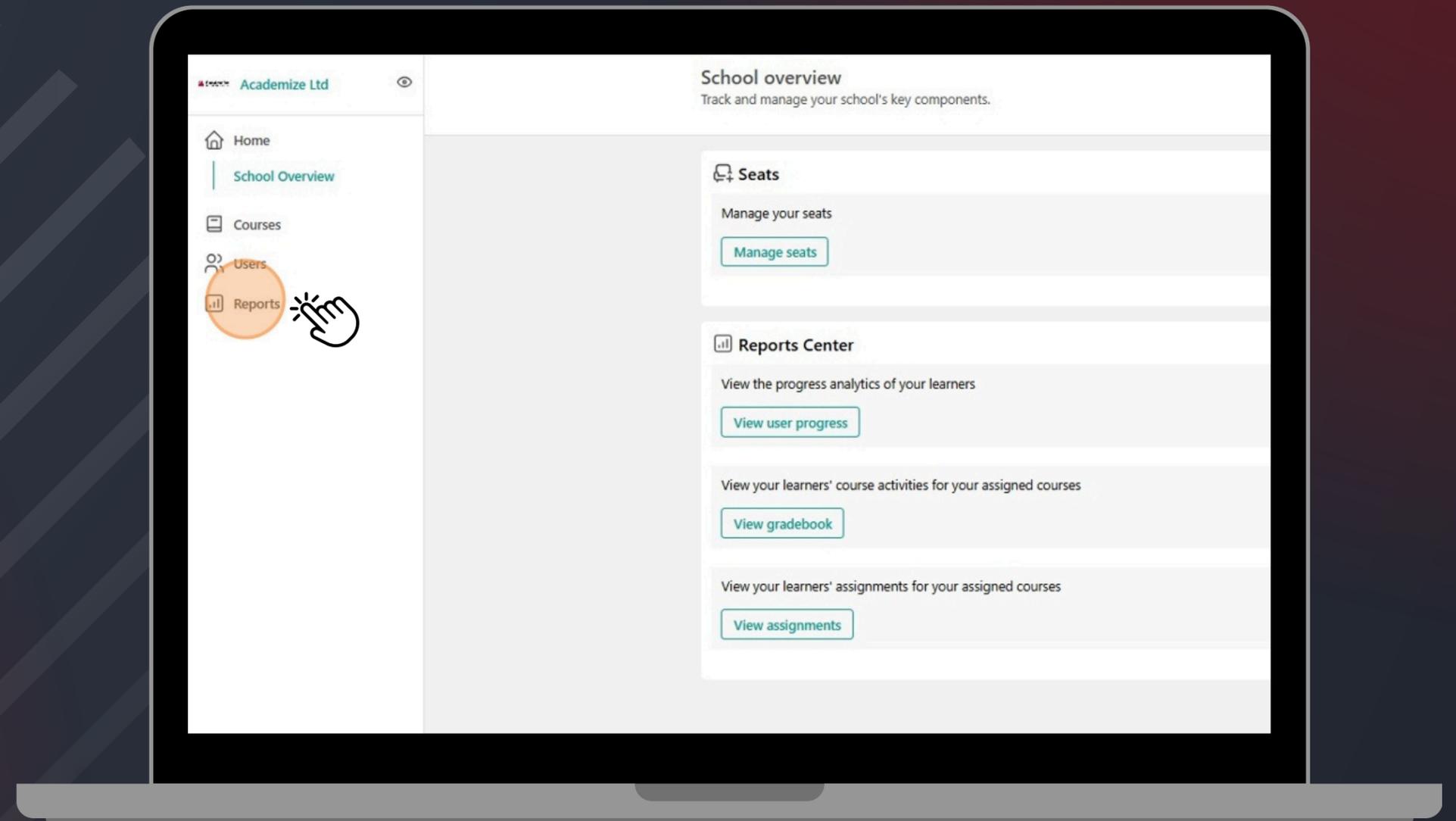
**HOW TO GUIDE**

# How to Access Reports



# Step 1

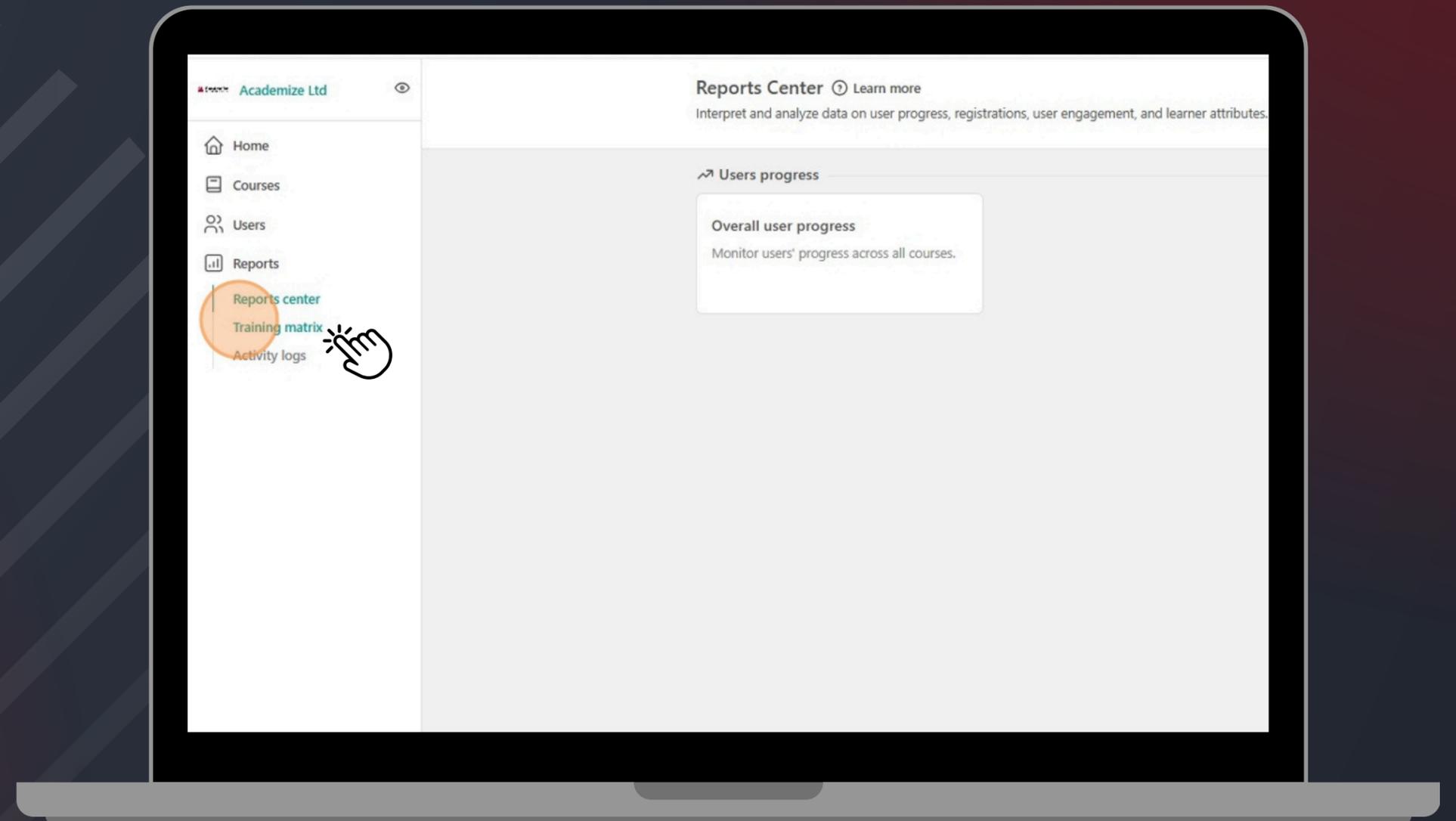
Click on 'Reports'





# Step 2

Click on 'Training Matrix'

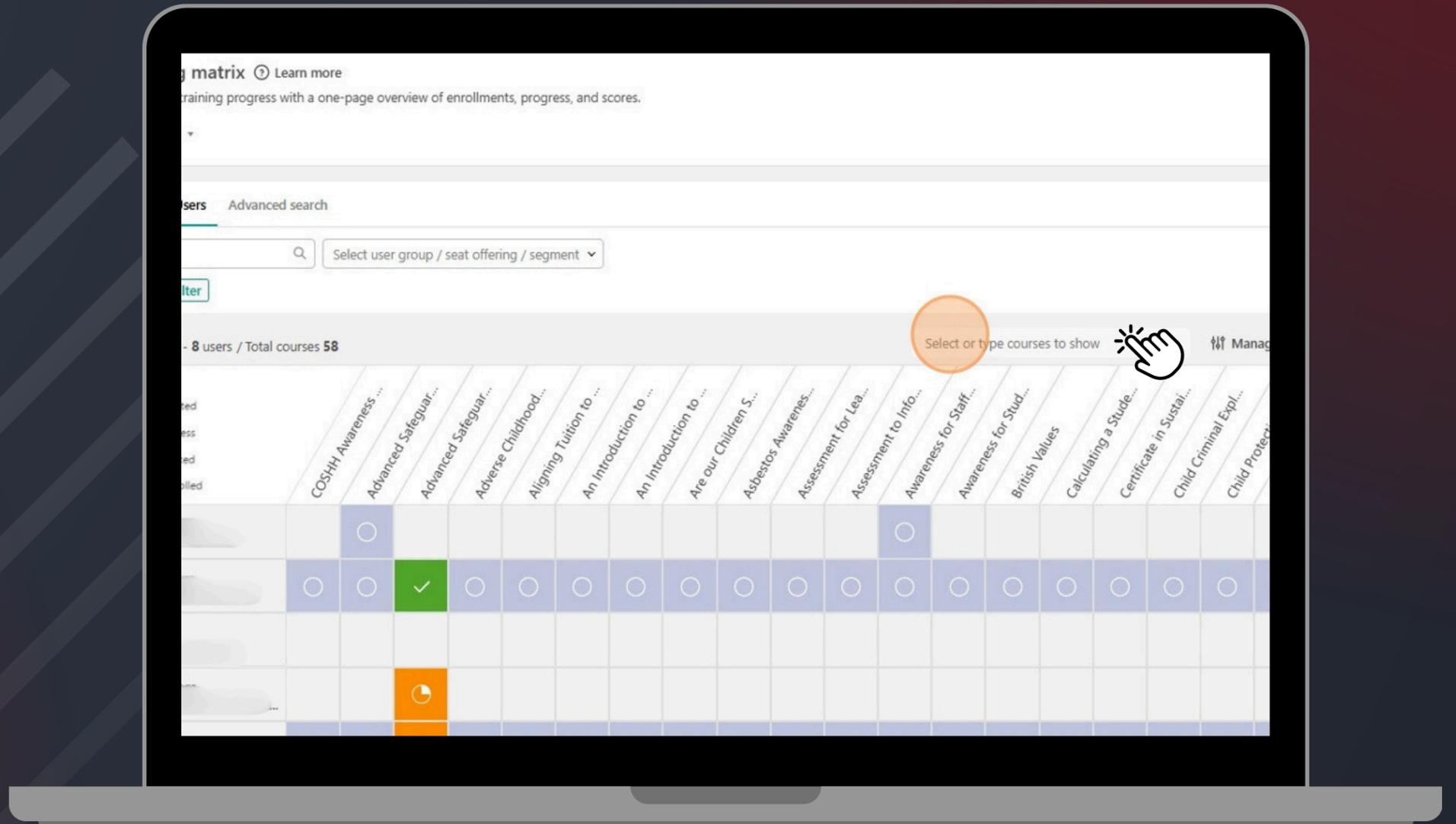




# Step 3

This section is for checking which candidate has started or completed the course.

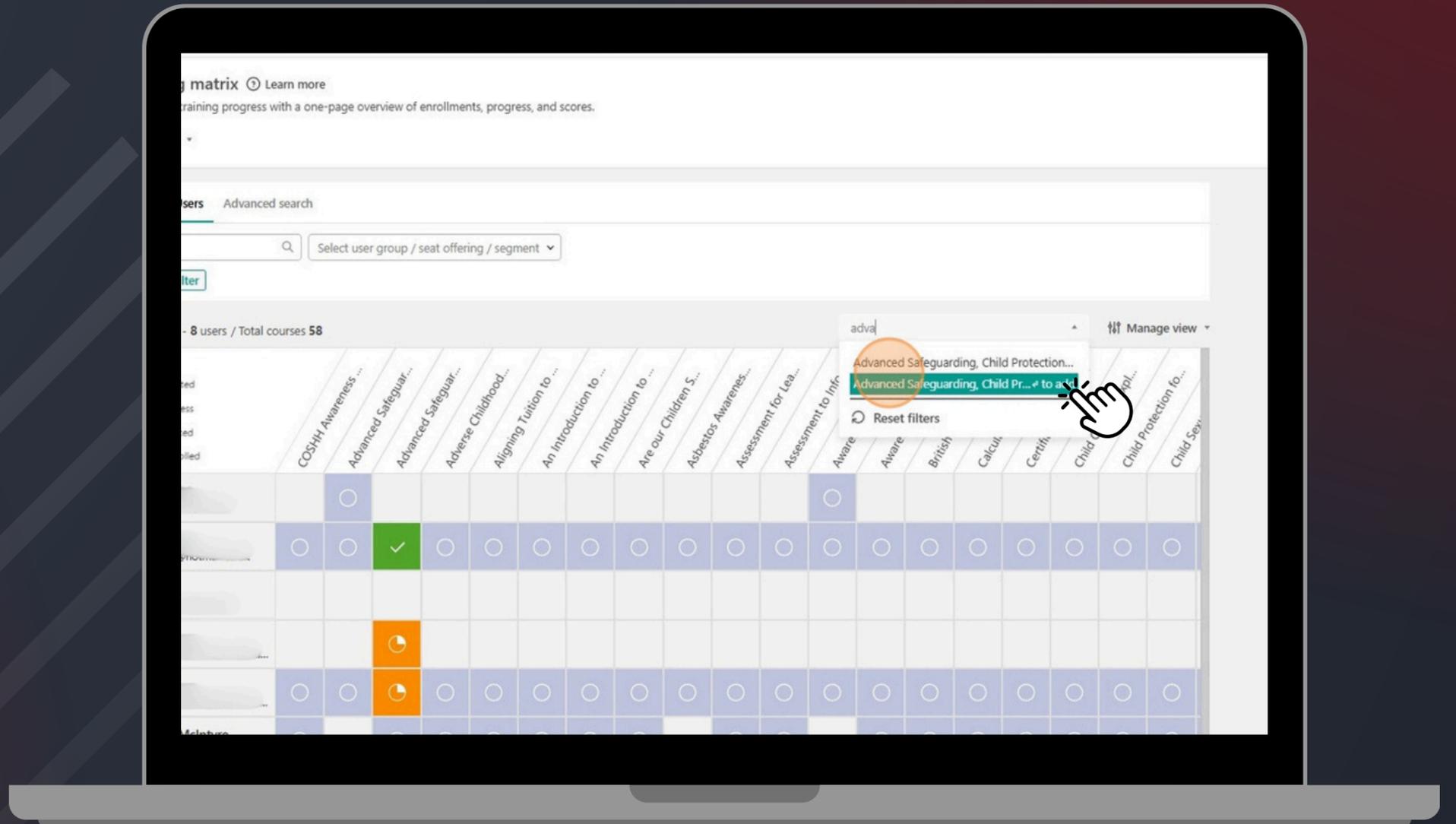
If you click on 'Select or type courses to show' you can type in the course or select all courses.





# Step 4

Type in the course you would like to view.

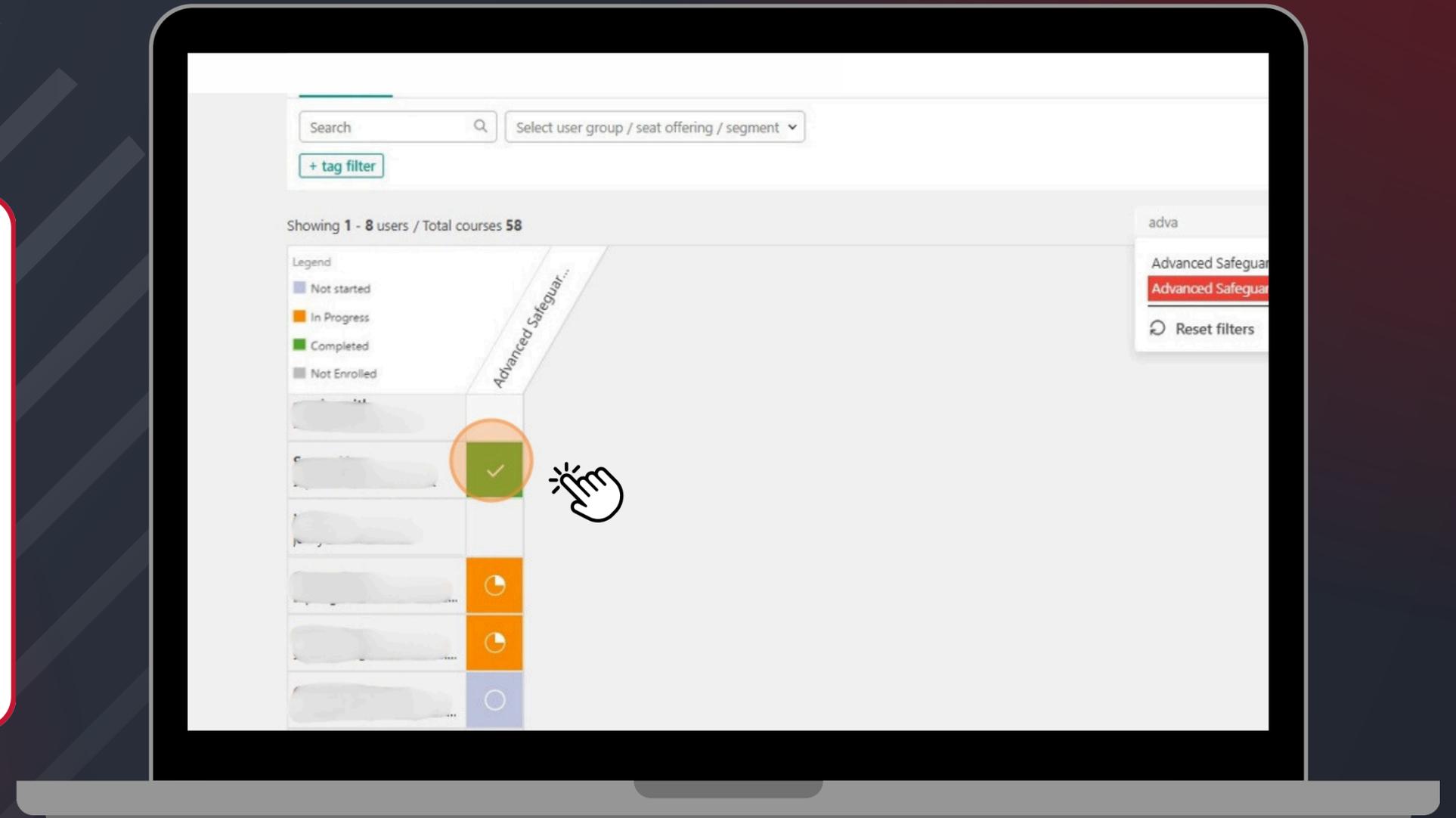




# Step 5

Once selected you can view against the candidate's name by clicking onto the box.

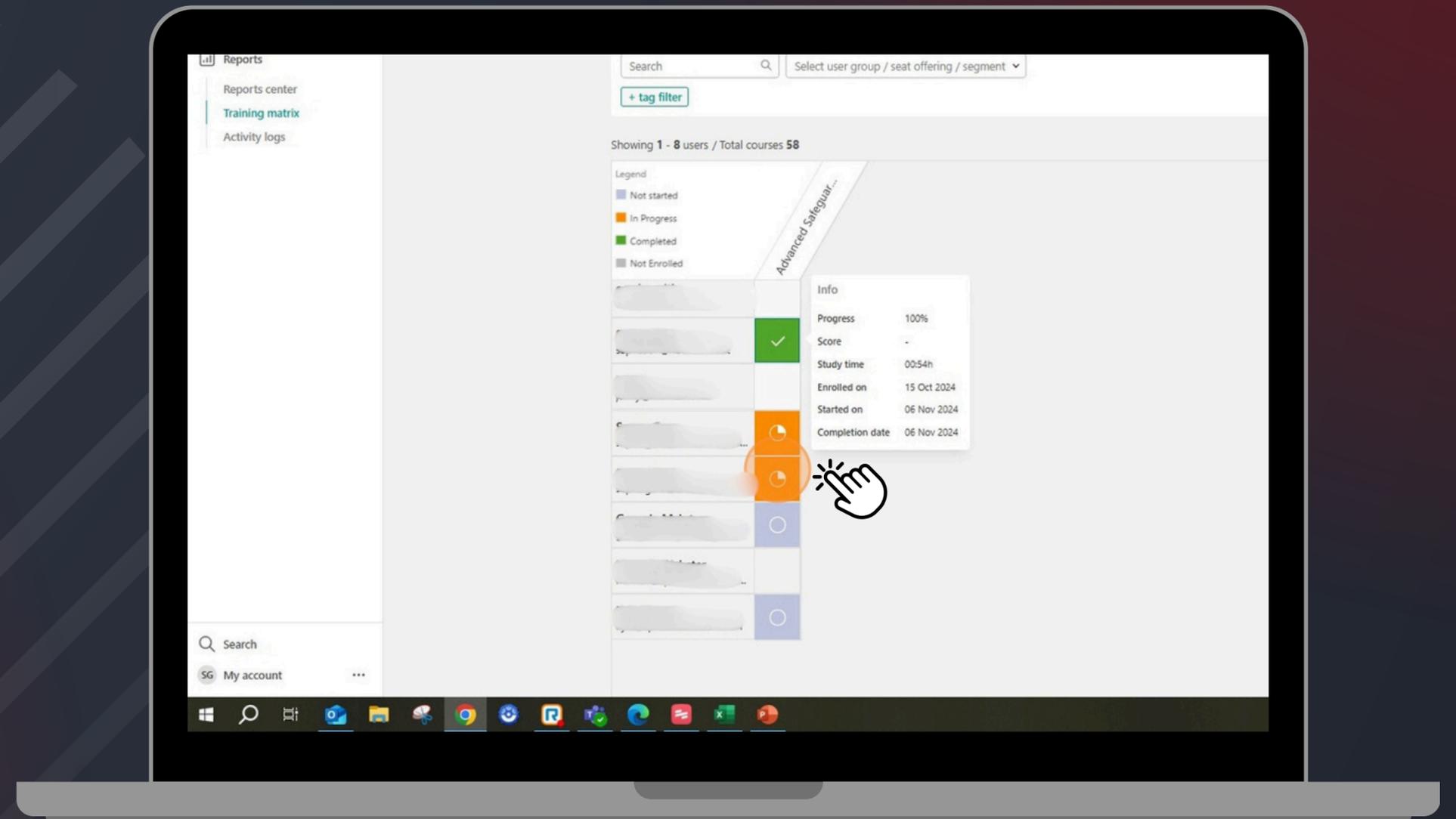
You can view from the Legend what each colour means.





# Step 6

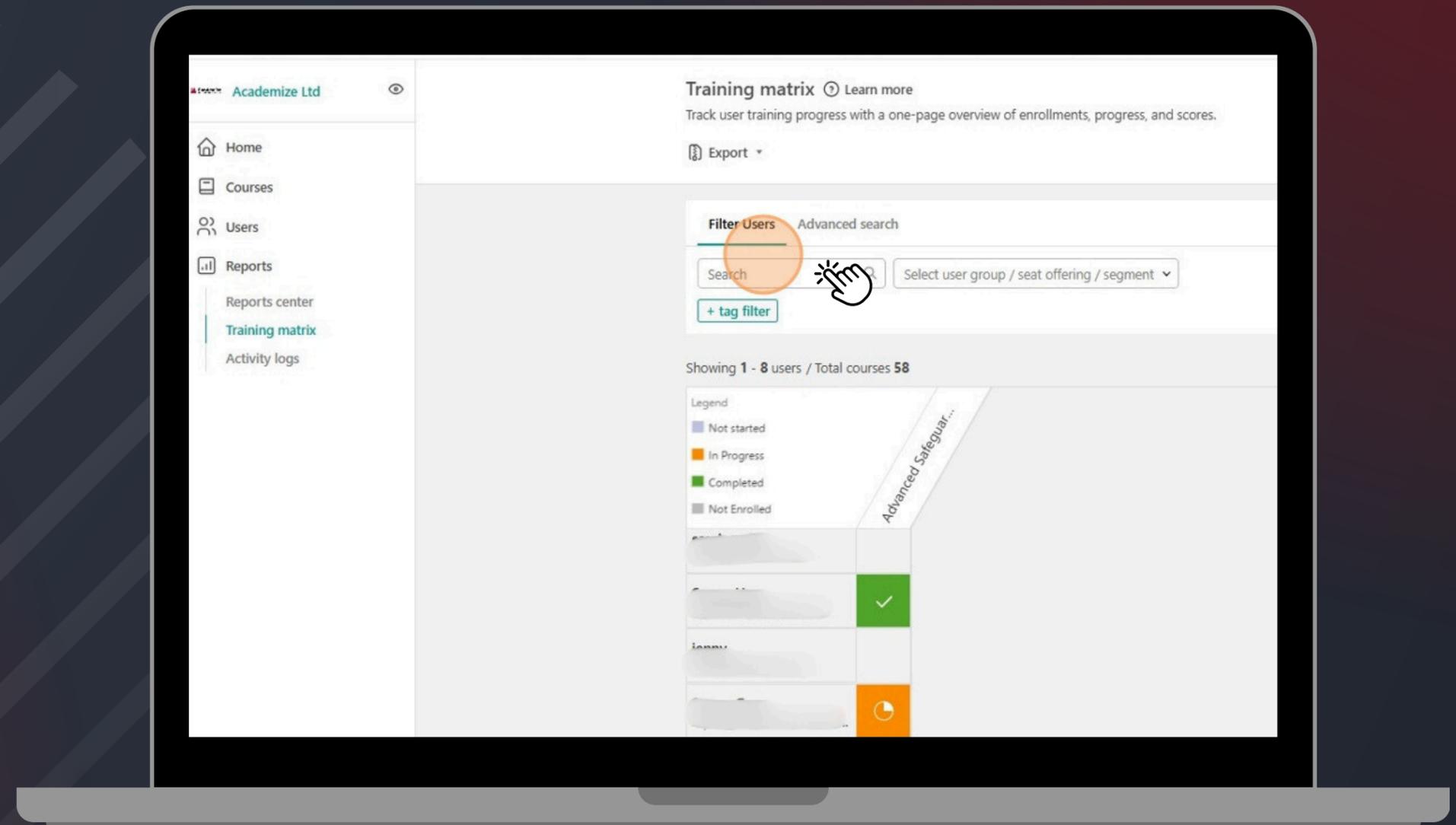
Click onto individual boxes and the full information is provided on the candidate.





# Step 7

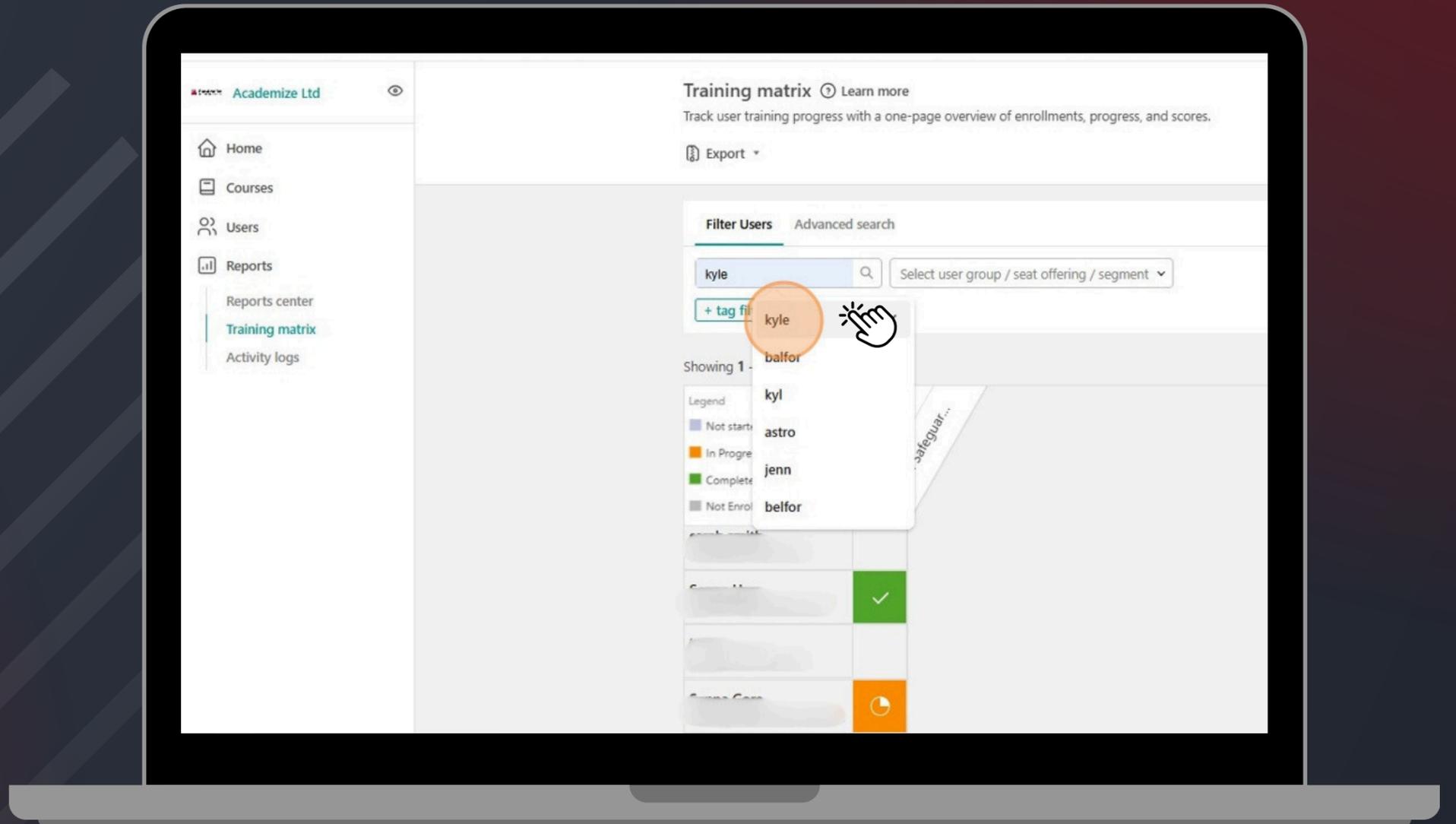
Click on this Search box if you are looking for a candidate specifically





# Step 8

Type your candidates name





# Step 9

You can view all courses your candidate has started or completed by clicking into each box.

The screenshot displays a user interface for managing courses. At the top, there is a search bar with the name 'kyle' and a dropdown menu for 'Select user group / seat offering / segment'. Below the search bar, there is a '+ tag filter' button. The main content area shows a table of courses for the user 'kyle'. The table has a legend on the left with three categories: 'Not started' (blue square), 'In Progress' (orange square), and 'Completed' (green square). The table lists several courses, each with a status indicator in a colored box. A hand cursor is clicking on the 'In Progress' box for the course 'Advanced Safeguarding...'. A dropdown menu is open on the right side of the table, listing various course titles such as 'Strengths for the Classroom', 'Awareness for Staff of GDPR', 'Advanced Safeguarding, Chil...', 'Effective Behaviour Manag...', 'Equality, Diversity and Includ...', 'British Values', 'Classroom Pedagogy in an E...', 'Creating Independent Learne...', 'SEND Code of Practice', 'Asbestos Awareness in Educa...', 'Development of Autism Frier...', and 'Collaborative Learning'. At the bottom of the dropdown menu, there is a 'Reset filters' button.



# Academize

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