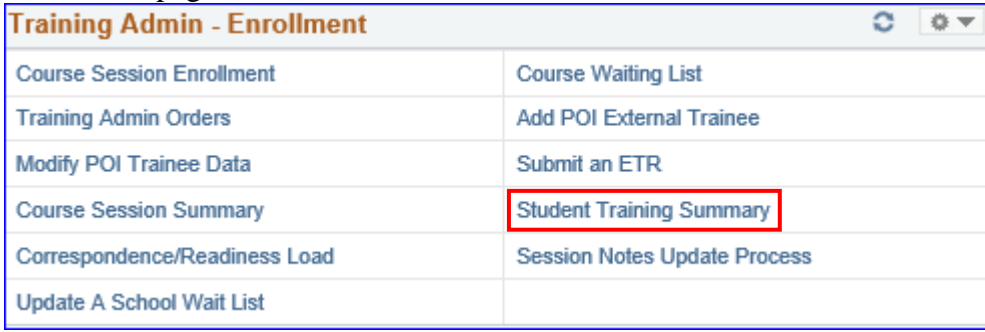
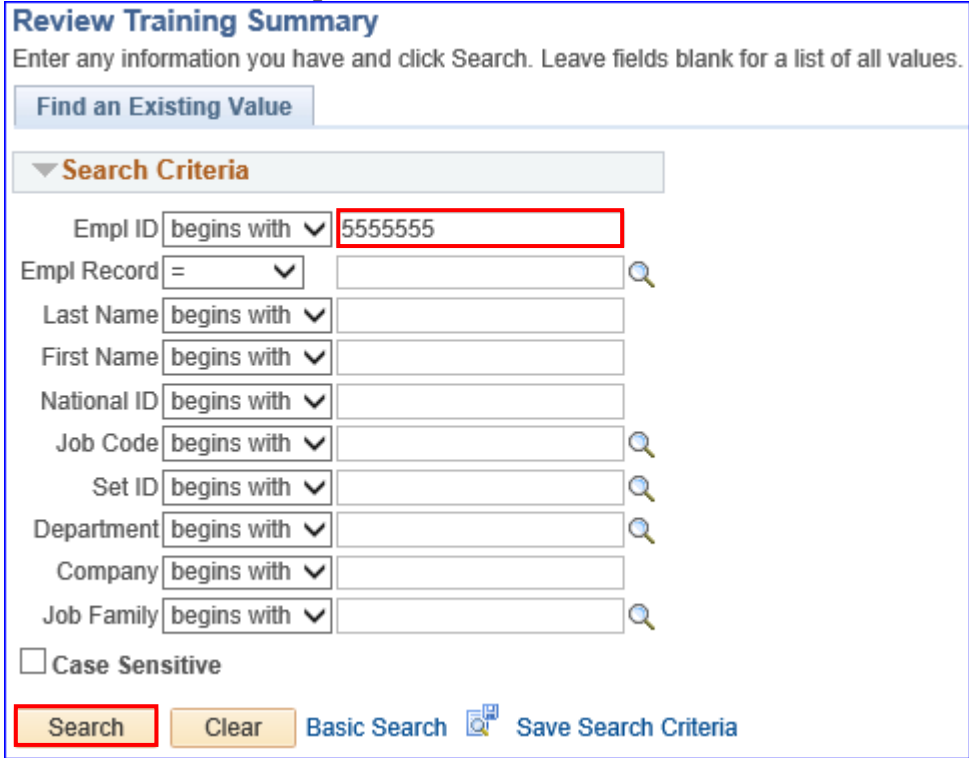


## Viewing a Training Summary

**Introduction** This guide provides the procedures for viewing a member’s training summary in Direct Access. This information can be found in the CG Member Info Report.

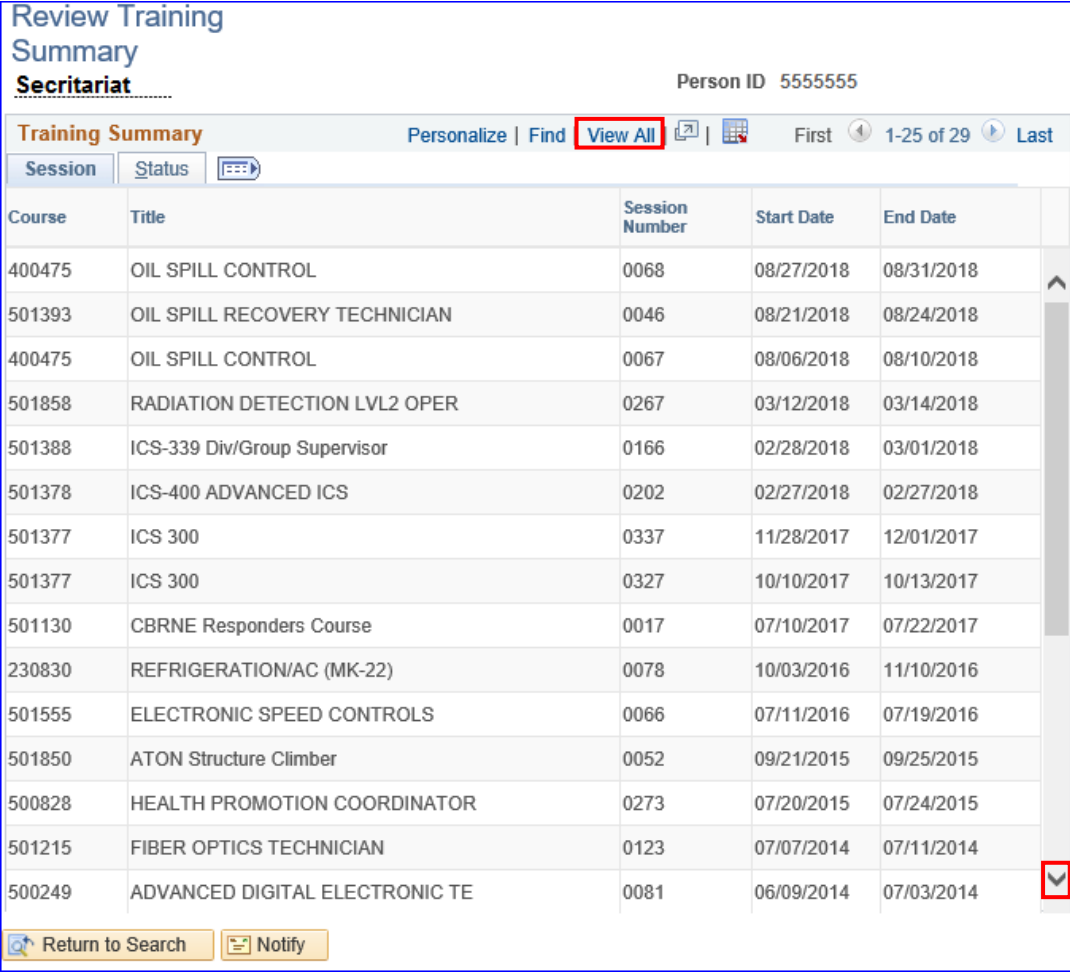
**Procedures** See below.

Step	Action												
<p><b>1</b></p>	<p>Select the <b>Student Training Summary</b> link from the Training Admin – Enrollment pagelet.</p>  <p>The screenshot shows a web interface titled "Training Admin - Enrollment". It contains a grid of links:</p> <table border="1"> <tr> <td>Course Session Enrollment</td> <td>Course Waiting List</td> </tr> <tr> <td>Training Admin Orders</td> <td>Add POI External Trainee</td> </tr> <tr> <td>Modify POI Trainee Data</td> <td>Submit an ETR</td> </tr> <tr> <td>Course Session Summary</td> <td><b>Student Training Summary</b></td> </tr> <tr> <td>Correspondence/Readiness Load</td> <td>Session Notes Update Process</td> </tr> <tr> <td>Update A School Wait List</td> <td></td> </tr> </table>	Course Session Enrollment	Course Waiting List	Training Admin Orders	Add POI External Trainee	Modify POI Trainee Data	Submit an ETR	Course Session Summary	<b>Student Training Summary</b>	Correspondence/Readiness Load	Session Notes Update Process	Update A School Wait List	
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<p><b>2</b></p>	<p>Enter the member’s <b>Empl ID</b> and click <b>Search</b>.</p>  <p>The screenshot shows the "Review Training Summary" search page. It includes a "Find an Existing Value" button and a "Search Criteria" section with the following fields:</p> <ul style="list-style-type: none"> <li>Empl ID: begins with <input type="text" value="555555"/> (highlighted with a red box)</li> <li>Empl Record: = <input type="text"/></li> <li>Last Name: begins with <input type="text"/></li> <li>First Name: begins with <input type="text"/></li> <li>National ID: begins with <input type="text"/></li> <li>Job Code: begins with <input type="text"/></li> <li>Set ID: begins with <input type="text"/></li> <li>Department: begins with <input type="text"/></li> <li>Company: begins with <input type="text"/></li> <li>Job Family: begins with <input type="text"/></li> </ul> <p>At the bottom, there is a "Case Sensitive" checkbox and a "Search" button (highlighted with a red box), along with "Clear", "Basic Search", and "Save Search Criteria" options.</p>												

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## Viewing a Training Summary, Continued

Procedures,  
continued

Step	Action																																																																																																																
3	<p>The member's Training Summary will display. If necessary, click <b>View All</b> and <b>scroll</b> to view.</p>  <p><b>Review Training Summary</b>  <b>Secretariat</b> ..... Person ID 555555</p> <p><b>Training Summary</b> Personalize   Find <b>View All</b>   First 1-25 of 29 Last</p> <table border="1"> <thead> <tr> <th>Session</th> <th>Status</th> <th>Course</th> <th>Title</th> <th>Session Number</th> <th>Start Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr><td>400475</td><td></td><td>OIL SPILL CONTROL</td><td></td><td>0068</td><td>08/27/2018</td><td>08/31/2018</td></tr> <tr><td>501393</td><td></td><td>OIL SPILL RECOVERY TECHNICIAN</td><td></td><td>0046</td><td>08/21/2018</td><td>08/24/2018</td></tr> <tr><td>400475</td><td></td><td>OIL SPILL CONTROL</td><td></td><td>0067</td><td>08/06/2018</td><td>08/10/2018</td></tr> <tr><td>501858</td><td></td><td>RADIATION DETECTION LVL2 OPER</td><td></td><td>0267</td><td>03/12/2018</td><td>03/14/2018</td></tr> <tr><td>501388</td><td></td><td>ICS-339 Div/Group Supervisor</td><td></td><td>0166</td><td>02/28/2018</td><td>03/01/2018</td></tr> <tr><td>501378</td><td></td><td>ICS-400 ADVANCED ICS</td><td></td><td>0202</td><td>02/27/2018</td><td>02/27/2018</td></tr> <tr><td>501377</td><td></td><td>ICS 300</td><td></td><td>0337</td><td>11/28/2017</td><td>12/01/2017</td></tr> <tr><td>501377</td><td></td><td>ICS 300</td><td></td><td>0327</td><td>10/10/2017</td><td>10/13/2017</td></tr> <tr><td>501130</td><td></td><td>CBRNE Responders Course</td><td></td><td>0017</td><td>07/10/2017</td><td>07/22/2017</td></tr> <tr><td>230830</td><td></td><td>REFRIGERATION/AC (MK-22)</td><td></td><td>0078</td><td>10/03/2016</td><td>11/10/2016</td></tr> <tr><td>501555</td><td></td><td>ELECTRONIC SPEED CONTROLS</td><td></td><td>0066</td><td>07/11/2016</td><td>07/19/2016</td></tr> <tr><td>501850</td><td></td><td>ATON Structure Climber</td><td></td><td>0052</td><td>09/21/2015</td><td>09/25/2015</td></tr> <tr><td>500828</td><td></td><td>HEALTH PROMOTION COORDINATOR</td><td></td><td>0273</td><td>07/20/2015</td><td>07/24/2015</td></tr> <tr><td>501215</td><td></td><td>FIBER OPTICS TECHNICIAN</td><td></td><td>0123</td><td>07/07/2014</td><td>07/11/2014</td></tr> <tr><td>500249</td><td></td><td>ADVANCED DIGITAL ELECTRONIC TE</td><td></td><td>0081</td><td>06/09/2014</td><td>07/03/2014</td></tr> </tbody> </table> <p>Return to Search Notify</p>	Session	Status	Course	Title	Session Number	Start Date	End Date	400475		OIL SPILL CONTROL		0068	08/27/2018	08/31/2018	501393		OIL SPILL RECOVERY TECHNICIAN		0046	08/21/2018	08/24/2018	400475		OIL SPILL CONTROL		0067	08/06/2018	08/10/2018	501858		RADIATION DETECTION LVL2 OPER		0267	03/12/2018	03/14/2018	501388		ICS-339 Div/Group Supervisor		0166	02/28/2018	03/01/2018	501378		ICS-400 ADVANCED ICS		0202	02/27/2018	02/27/2018	501377		ICS 300		0337	11/28/2017	12/01/2017	501377		ICS 300		0327	10/10/2017	10/13/2017	501130		CBRNE Responders Course		0017	07/10/2017	07/22/2017	230830		REFRIGERATION/AC (MK-22)		0078	10/03/2016	11/10/2016	501555		ELECTRONIC SPEED CONTROLS		0066	07/11/2016	07/19/2016	501850		ATON Structure Climber		0052	09/21/2015	09/25/2015	500828		HEALTH PROMOTION COORDINATOR		0273	07/20/2015	07/24/2015	501215		FIBER OPTICS TECHNICIAN		0123	07/07/2014	07/11/2014	500249		ADVANCED DIGITAL ELECTRONIC TE		0081	06/09/2014	07/03/2014
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## Viewing a Training Summary, Continued

Procedures,  
continued

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4	<p>Click <b>Return to Search</b> to view the next member's training summary.</p> <div data-bbox="300 524 1380 1496" style="border: 1px solid black; padding: 5px;"> <p><a href="#">Review Training Summary</a>  <b>Secritariat</b>..... <span style="float: right;">Person ID 5555555</span></p> <p><b>Training Summary</b> <span style="float: right;">Personalize   Find   View 25   [Print] [Refresh] First 1-29 of 29 Last</span></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Session</th> <th>Status</th> <th colspan="4"></th> </tr> <tr> <th>Course</th> <th>Title</th> <th>Session Number</th> <th>Start Date</th> <th>End Date</th> <th></th> </tr> </thead> <tbody> <tr><td>500249</td><td>ADVANCED DIGITAL ELECTRONIC TE</td><td>0081</td><td>06/09/2014</td><td>07/03/2014</td><td>▲</td></tr> <tr><td>400140</td><td>GLIDE SLOPE IND MAINT</td><td>0209</td><td>05/05/2014</td><td>05/23/2014</td><td></td></tr> <tr><td>500248</td><td>ADVANCED ANALOG ELECTRONIC LOG</td><td>0088</td><td>10/07/2013</td><td>11/08/2013</td><td></td></tr> <tr><td>501216</td><td>PROGRAMMABLE LOGIC CONTROLLERS</td><td>0097</td><td>09/09/2013</td><td>09/20/2013</td><td></td></tr> <tr><td>500828</td><td>HEALTH PROMOTION COORDINATOR</td><td>0143</td><td>05/10/2010</td><td>05/13/2010</td><td></td></tr> <tr><td>340720</td><td>LEADERSHIP &amp; MANAGEMENT SCHOOL</td><td>1041</td><td>10/19/2009</td><td>10/23/2009</td><td></td></tr> <tr><td>230020</td><td>Advanced Minor Aids</td><td>0071</td><td>03/23/2009</td><td>03/27/2009</td><td></td></tr> <tr><td>400210</td><td>110 "A&amp;B" WPB CONTROL SYSTEMS</td><td>0031</td><td>06/25/2007</td><td>06/29/2007</td><td></td></tr> <tr><td>500201</td><td>CR/HRA BASIC HUMAN AWARENESS (</td><td></td><td>05/04/2007</td><td>05/04/2007</td><td></td></tr> <tr><td>400210</td><td>110 "A&amp;B" WPB CONTROL SYSTEMS</td><td>0030</td><td>04/30/2007</td><td>05/04/2007</td><td></td></tr> <tr><td>230810</td><td>MARK 27 GYROCOMPASS SYSTEM</td><td>0047</td><td>03/12/2007</td><td>03/22/2007</td><td></td></tr> <tr><td>210040</td><td>ELECTRICIAN'S MATE</td><td>0030</td><td>02/02/2004</td><td>05/14/2004</td><td></td></tr> <tr><td>400469</td><td>CR/HRA SEXUAL HARASSMENT PREV</td><td></td><td>11/22/2003</td><td>11/22/2003</td><td></td></tr> <tr><td>500201</td><td>CR/HRA BASIC HUMAN AWARENESS (</td><td></td><td>11/22/2003</td><td>11/22/2003</td><td></td></tr> <tr><td>566666</td><td>RECRUIT TRAINING</td><td></td><td>11/04/2003</td><td>12/24/2003</td><td>▼</td></tr> </tbody> </table> <p><a href="#">Return to Search</a> <a href="#">Notify</a></p> </div>	Session	Status					Course	Title	Session Number	Start Date	End Date		500249	ADVANCED DIGITAL ELECTRONIC TE	0081	06/09/2014	07/03/2014	▲	400140	GLIDE SLOPE IND MAINT	0209	05/05/2014	05/23/2014		500248	ADVANCED ANALOG ELECTRONIC LOG	0088	10/07/2013	11/08/2013		501216	PROGRAMMABLE LOGIC CONTROLLERS	0097	09/09/2013	09/20/2013		500828	HEALTH PROMOTION COORDINATOR	0143	05/10/2010	05/13/2010		340720	LEADERSHIP & MANAGEMENT SCHOOL	1041	10/19/2009	10/23/2009		230020	Advanced Minor Aids	0071	03/23/2009	03/27/2009		400210	110 "A&B" WPB CONTROL SYSTEMS	0031	06/25/2007	06/29/2007		500201	CR/HRA BASIC HUMAN AWARENESS (		05/04/2007	05/04/2007		400210	110 "A&B" WPB CONTROL SYSTEMS	0030	04/30/2007	05/04/2007		230810	MARK 27 GYROCOMPASS SYSTEM	0047	03/12/2007	03/22/2007		210040	ELECTRICIAN'S MATE	0030	02/02/2004	05/14/2004		400469	CR/HRA SEXUAL HARASSMENT PREV		11/22/2003	11/22/2003		500201	CR/HRA BASIC HUMAN AWARENESS (		11/22/2003	11/22/2003		566666	RECRUIT TRAINING		11/04/2003	12/24/2003	▼
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