


Navigating Trainings




Sort trainings by chosen criteria and search for it in the calendar.









- [Training Type](#)
- [Period Filtering](#)
- [Filtering by Organizer](#)
- [Searching for Trainings by Name](#)

Training Type



You can choose which events should be shown in the calendar: meetings, webinars, or all trainings. To do this, click the **Training Type** filter and select the needed type. Next, click **Done**.







Trainings

Training Type  Organizer 

< December 2020 >

Sun	Mon	Tue
29	30	1
6	7 10:30 AM Di...	8
13	14	15

Filter by:

☒ (Select All)

☐ Meeting

☒ Webinar

Done

Month	Week	List
Fri	Sat	
4	5	
11	12	
18	19	

Add Training

Period Filtering

You can sort trainings by periods and switch between **Month** and **Week** views. If you want to view all upcoming and past trainings, click **List**.

Trainings

Search

Training Type

Organizer

Add Training

Upcoming trainings

Month

Week

List

Training	Sessions count	Next session
<div><div></div>Digital marketing basics</div>	2	Dec 29, 2020, 09:00 AM
<div><div></div>How to measure customer service performance</div>	2	Jan 9, 2021, 05:00 AM





Past trainings

Training	Last session
<div><div></div>Effective Negotiation Skills</div>	Sep 22, 2020, 02:00 PM
<div><div></div>How to Build a Successful Sales Funnel</div>	Jul 21, 2020, 07:00 AM

Filtering by Organizer

You can filter events according to a particular organizer or multiple organizers. To do this, click the **Organizer** filter and choose one or more organizers on the menu. To view the trainings of all organizers, check **Select All**. Then, click **Done**.

You will be able to select organizers only from the departments you manage and their subdepartments.



Trainings

Training Type ▾ Organizer ▾ [Add Training](#)

< December 2020 >

Sun	Mon	Tue	Wed	Thurs	Fri	Sat
29	30	1	2	3	4	5
6	7 10:30 AM Di...	8	9	10	11	12
13	14	15	16	17	18	19

Filter by:

☒ (Select All)
☐ Julie Gibson (julie.gibson)
☒ Nick Moore (nick.moore)

[Done](#)

Searching for Trainings by Name

To find a training by its name, start typing its name in the search field. As soon as the system suggests some matches, click on the desired training.

Trainings

Q effect

×

Training Type ▾

Organizer ▾

Add Training

Upcoming trainings		Month	Week	List
Training	Sessions count	Next session		
No trainings scheduled				

Past trainings		Last session
Training		
● Effective Negotiation Skills		Sep 22, 2020, 02:00 PM
● Effective Time Management		Jan 5, 2020, 05:25 PM