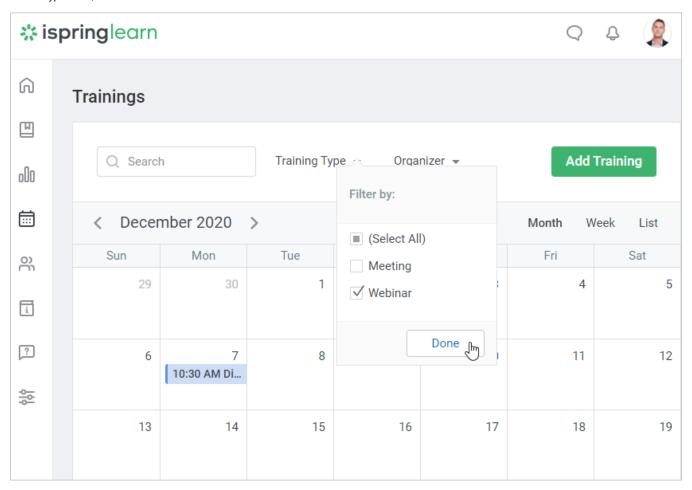
## **Navigating Trainings**

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

- Training Type
- Period Filtering
- Filtering by Organizer
- Searching for Trainings by Name

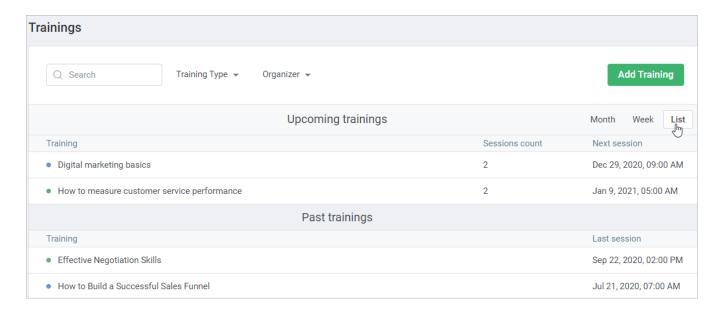
## **Training Type**

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**.



## Period Filtering

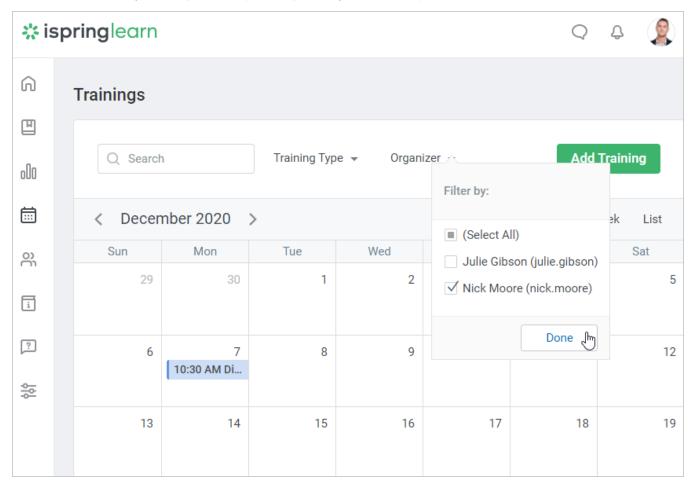
You can sort trainings by periods and switch between **Month** and **Week** views. If you want to view all upcoming and past trainings, click **List**.



## 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.



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.

