Viewing Training Activity

1. Log into Bridges and select Training Module

2. Select **Find Person** from the Main Menu.

3. In the Find Training Person screen, the name of the person who has logged into Bridges will display in the Person Search Results at the bottom of the screen. Click **OK**
4. In the Training Person screen, click on the Trn Activity button.

5. The Training Activity screen displays the history of Workshops for the person who has logged in.

6. Use the Sort/Filter feature to better define the search results, which can be exported to an Excel spreadsheet using the Export button. By default, when Sort/Filter is clicked, trainings will be sorted by the Completed date. After clicking Sort/Filter, you may click the Clear button if you wish to select new criteria.