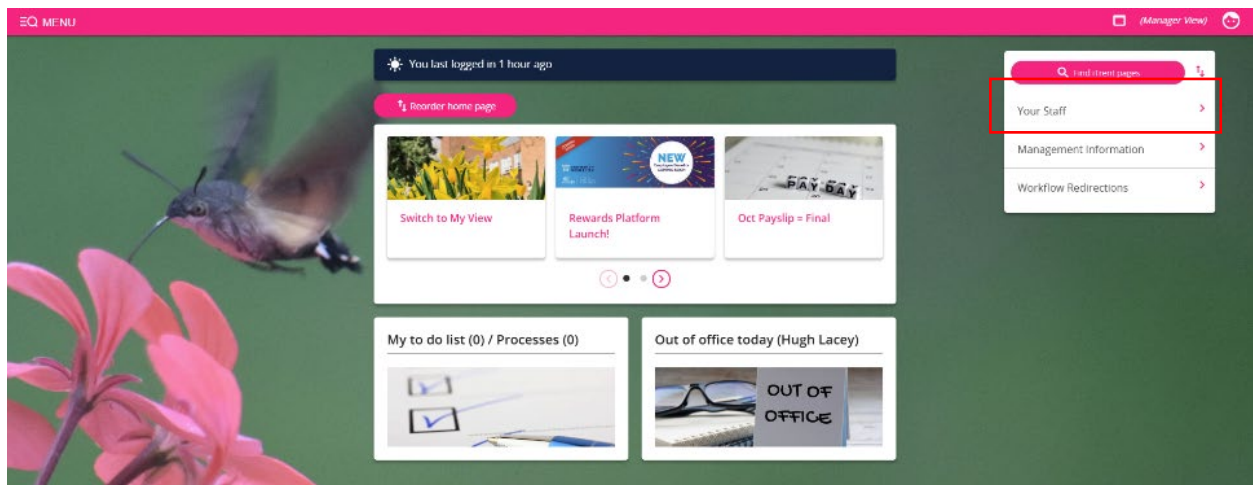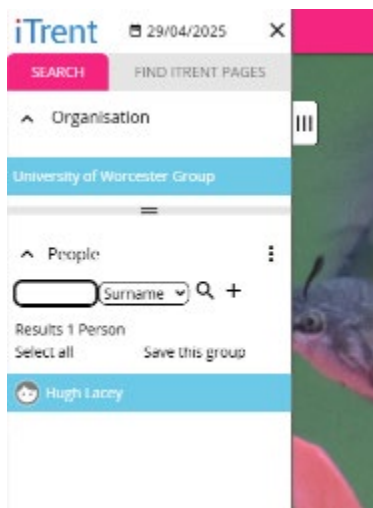# Manager View

Viewing learning records

As a manager there may be times where you want to view your teams' learning records.

This can be done easily in *iTrent Manager View*.
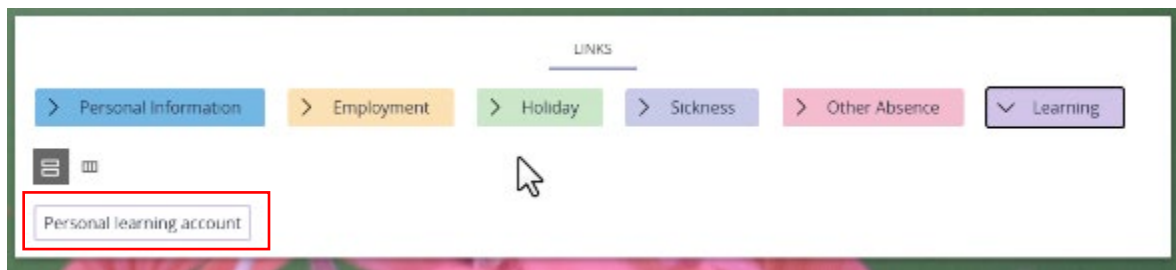
From the home screen select *Your Staff*.
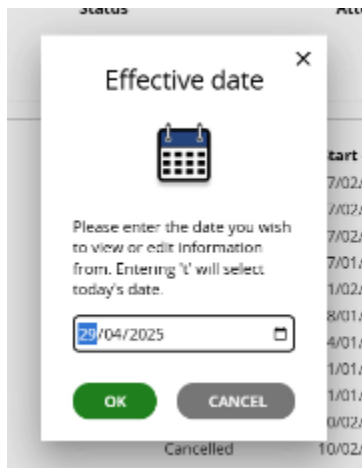

Select the relevant member of staff.

Learning.

And **Personal learning account**.

You will be provided with the option to select the date you wish to view or edit information from.

Entering **t** will select today's date.

You will then be able to see all the selected employee's events.

This is split into *Participant waiting lists*, *Participant events* and *Personal learning events*.

You can also select a specific event to get more details on the *Participant event details* page.