




## How to view Training Needs

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# Training Needs

Employee Name	Training Title	Expected Date	Expected Expenses	Action
Lyndon Palor Banate Jr.	Hello	2017-12-22	56516	
Lyndon Palor Banate Jr.	How to become responsible member	2018-01-25	561	
Lyndon Palor Banate Jr.	How To Be A Good Teammate	2018-01-25	21456	

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### Steps:











1. Click **Trainings** tab.
2. Click Training needs tab to view training needs.
3. Click to delete training needs.

## How to view Checked Trainings

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# Checked Trainings

Name	Training Title	Training Date
Test Tempo Debugging Jr.	 	2018-11-24 ✓
Test Tempo Debugging Jr.	 Y4it ✓	2018-11-24 ✓
Test Tempo Debugging Jr.	 Laravel ✓	2019-11-25 ✓
Test Tempo Debugging Jr.	 Bootstrap Css ✓	2019-02-05 ✓
Lyndon Palor Banate Jr.	 Networking ✓	2018-01-24 ✓
Lyndon Palor Banate Jr.	 Laravel ✓	2018-01-24 ✓
Lyndon Palor Banate Jr.	 Toottip Test ✓	2018-01-25 ✓
Lyndon Palor Banate Jr.	 10 Best Practices For Seminar ✓	2018-01-25 ✓
Lyndon Palor Banate Jr.	 Raw Poseidon ✓	2018-01-25 ✓

### Steps:

1. Click **Checked Trainings** tab.
2. Click icon to see details.

## How to Approve Training

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Overview

7 Trainings ①

7 Training Requests ②

Training Needs













Checked Trainings

Submitted Reports

Change Password

### Training Requests

Search

Name of Employee	Training Title	Training Date	Training Venue	Action
Noli Blancas Oandasan	Y4it	2018-05-12	Pasay City	 
Noli Blancas Oandasan	Y4it	2017-11-27	Tuguegarao City	 
Richard Ramirez Ayuyang	Programming	2016-11-24	Smx Convention Center	 
Test Tempo Debugging Jr.	Marriage And Semianar Have More In Common Than You Think	2019-01-25	Los Angeles	 
Test Tempo Debugging Jr.	7 Easy Ways To Make Seminar Faster	2018-01-25	London	 
Lyndon Palor Banate	How To Write The Perfect Headline	2018-01-25	Nairobi	 

### Steps:

1. Click **Trainings** tab.
2. Click **Training Requests** tab.
3. Click icon to approve.
4. Click to disapprove.