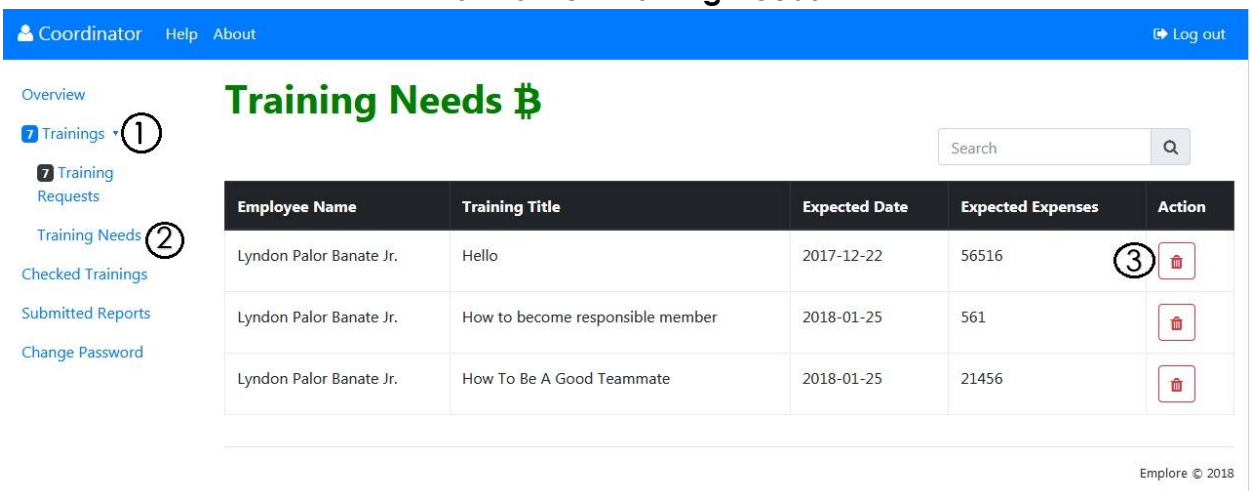
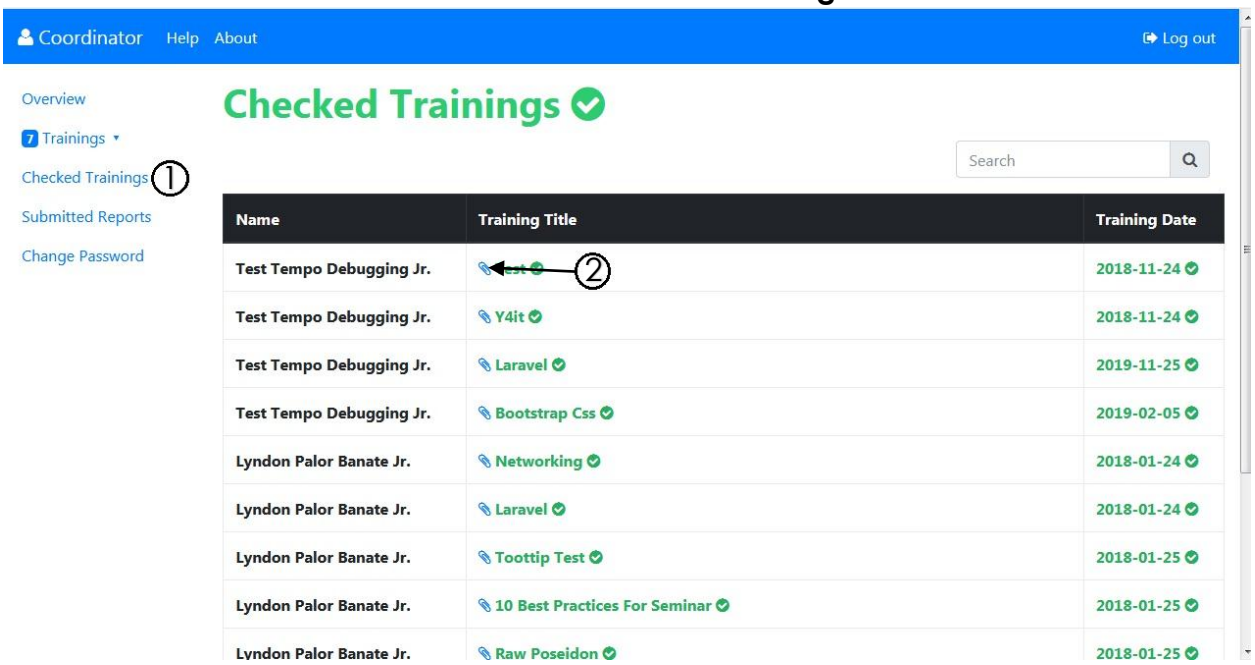
How to view Training Needs



Steps:

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

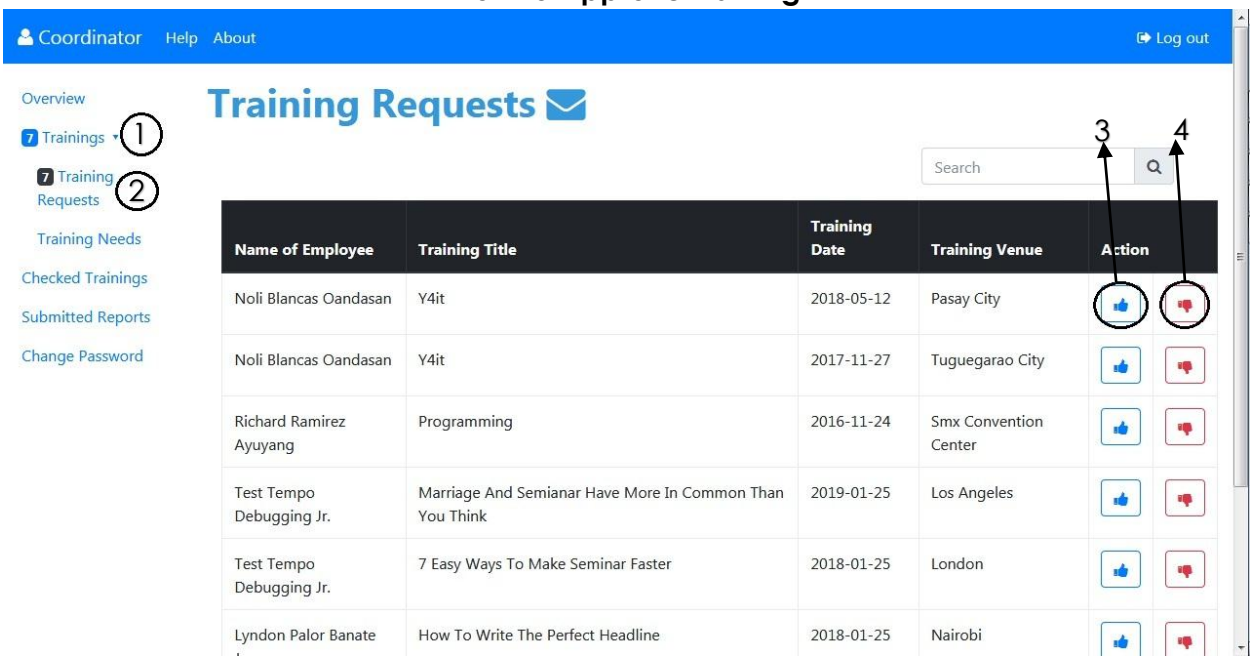
How to view Checked Trainings



Steps:

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

How to Approve Training



Steps:

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