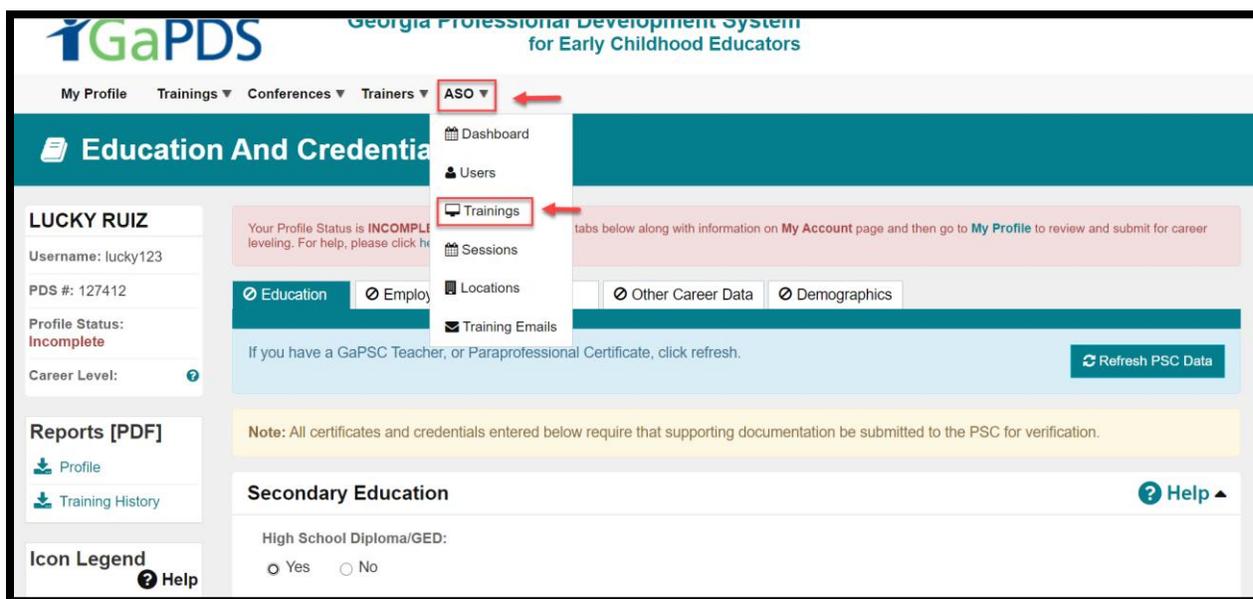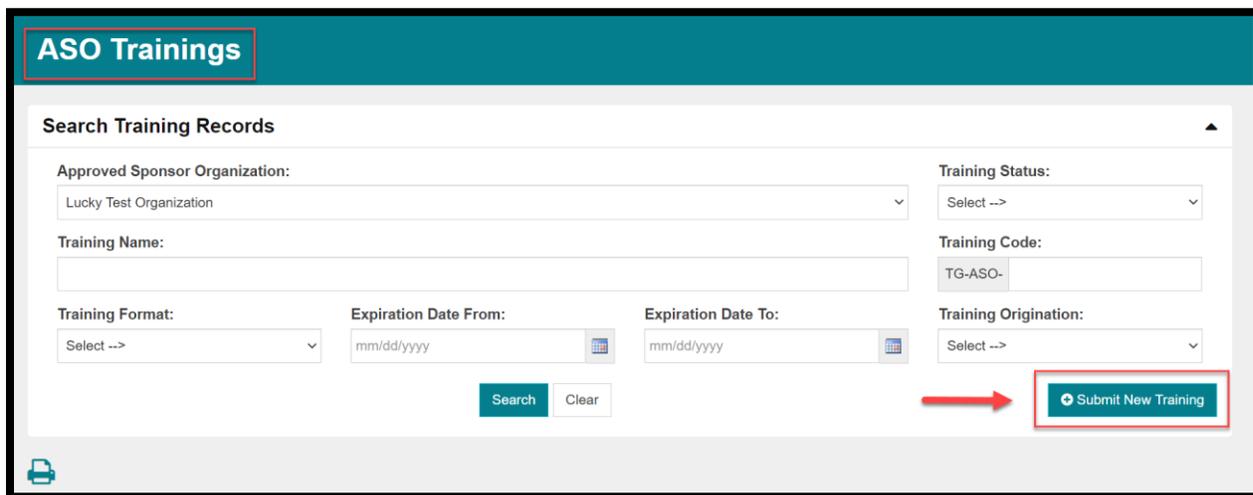# About the ASO Trainings Page

1. Log in to GaPDS as an ASO Admin, ASO Trainer Admin, or ASO Trainer, click on the "**ASO**" tab, and select "**Trainings**".
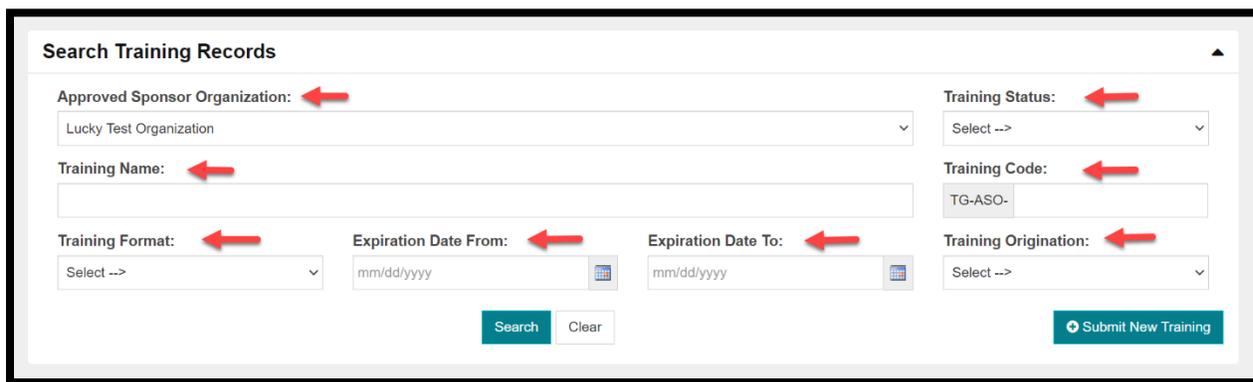

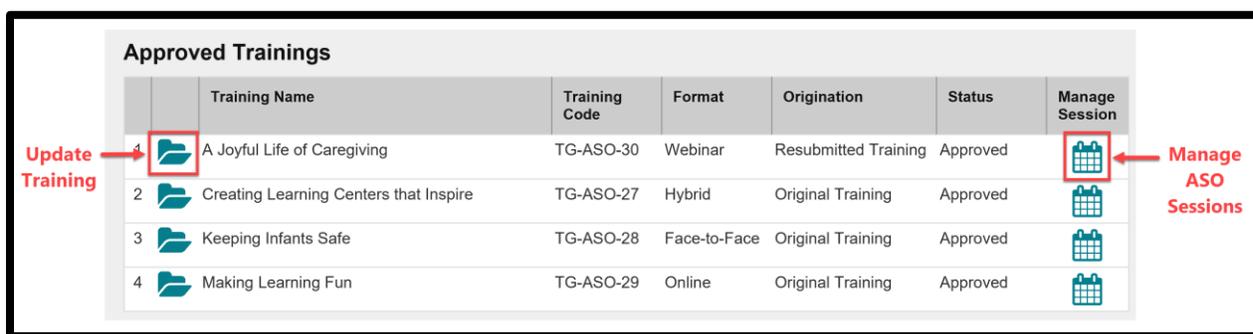2. The 'ASO Trainings' page displays with the following functionality:

- **Submit New Training** – refer to the help document **How to Submit an ASO Training for Approval** for assistance.

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- **Search Training Records** – enter or select one or more of the following search criteria to locate a specific training or trainings:

  - Approved Sponsor Organization
  - Training Name
  - Training Format
  - Expiration Date From/ To

  - Training Status
  - Training Code
  - Training Origination

- **Print Training Approval Report** – click on the Print Training Approval Report (🖶) icon. Only Approved or Accepted trainings display in the report. In-Progress, Submitted, Deferred, Not Approved, and Expired Trainings do not display.

- **Approved Trainings –** in this section, you can view information about Approved or Accepted trainings (i.e., Training Code, Format, etc.), update Approved or Accepted trainings via the View (📂) icon and manage ASO sessions (📅).

Note: ASO Trainers cannot submit trainings for approval or update trainings.

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- **In-Progress Trainings** – in this section, you can view trainings with the following statuses: In Progress, Submitted (for Approval), Deferred, or Not Approved.

In-Progress Trainings

		Training Name	Format	Origination	Status	
1	📝	After School Care	Webinar	Original Training	Deferred	🗑️
2	📁	Let's Play Outdoors	Face-to-Face	Original Training	Submitted	
3	📝	Schoolhouse Rocks		Original Training	In Progress	🗑️

- **Expired Trainings** – in this section, you can view any trainings with an Expired status.

Expired Trainings

		Training Name	Training Code	Format	Origination	Expiration Date	Status	Manage Session
1	📁	Training for Trainers Part II: Analyzing Your Training	TG-ASO-21	Hybrid	Original Training	Feb 11, 2021	Expired	📅
2	📁	Water Safety 101	TG-ASO-151	Online	Original Training	Mar 01, 2021	Expired	📅

Icon Key:

1. **Print Training Approval Report**

2. **Update Training**

3. **Manage Session**

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