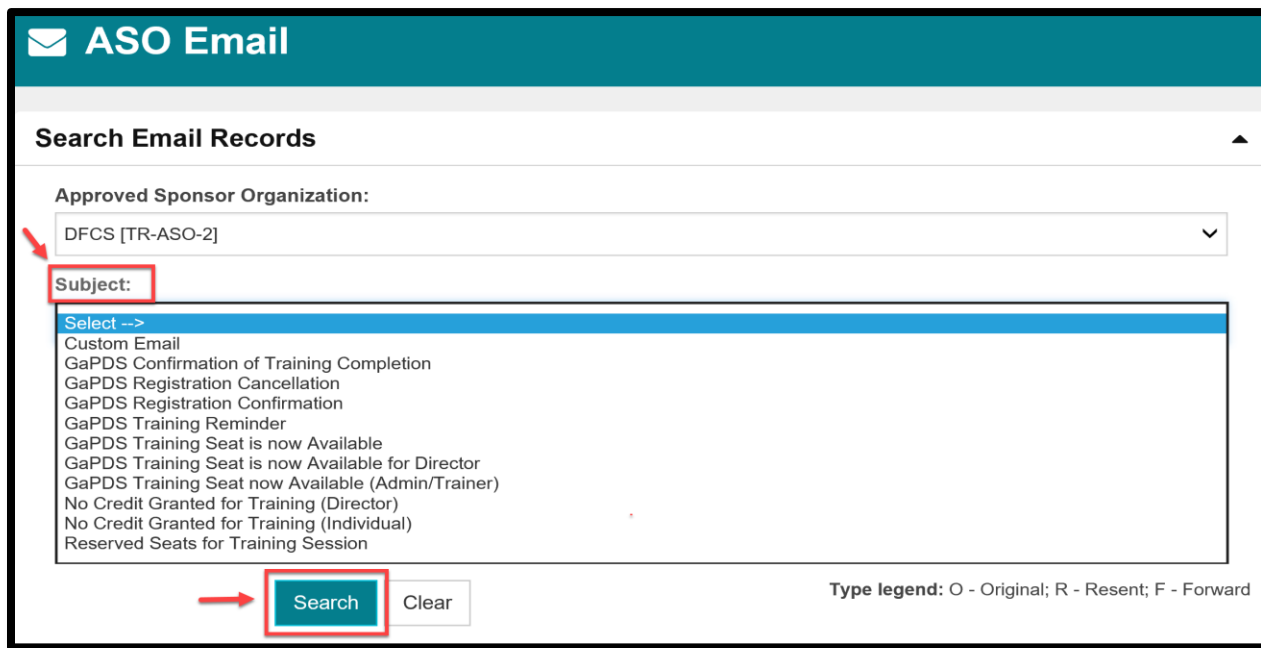


How to Search for an ASO Training Email

1. Log in to GaPDS as an ASO Admin, ASO Trainer Admin, or ASO Trainer, click on the “ASO” tab, and select “Training Emails”.

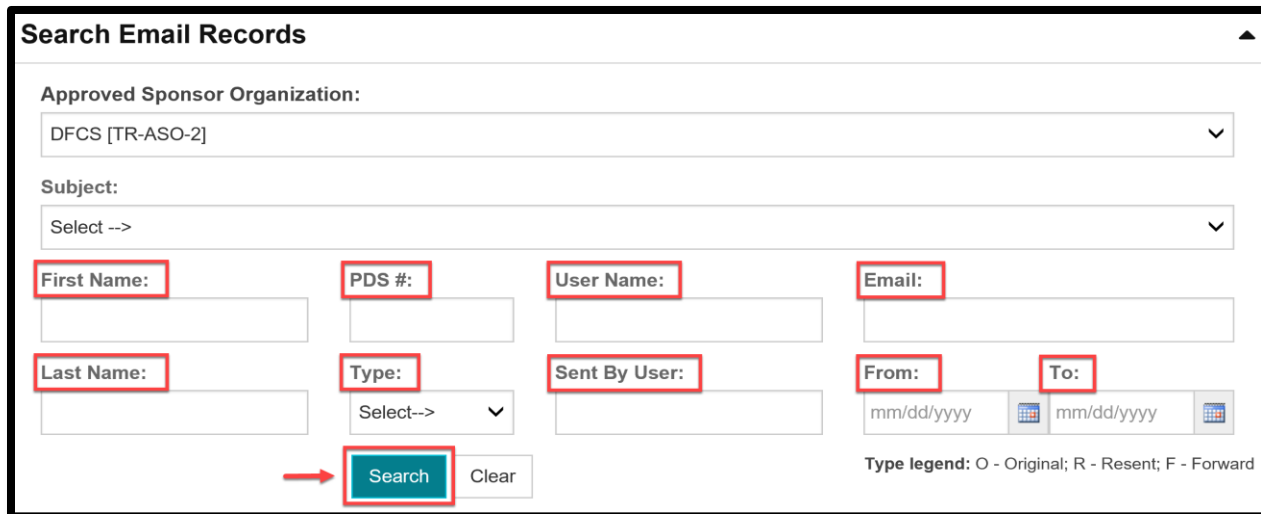


2. On the ‘ASO Email’ screen, complete one of the following options to locate a training email or emails:
 - a. Click on the “Subject” dropdown, select a subject, and click “Search”.



- or -

- b. Enter one or more of the search criteria (i.e., First Name, PDS #, etc.) and click ‘Search’.



3. The search result(s) display in the grid.
 - a. Click on the “View Message” (mail) icon.
 - b. The ‘View PDS Email’ popup displays.
 - c. You can Resend or Forward training emails sent by your ASO.

