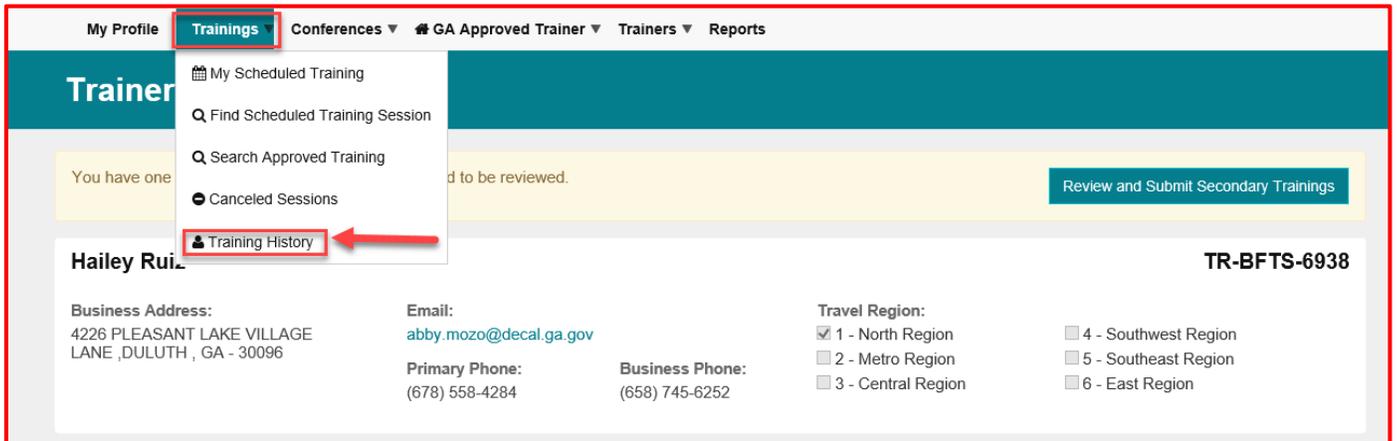


Participant Training History

1. Once logged into GaPDS, Click the “Trainings” navigation Tab.
 - a. Select “Training History” tab.



2. The Participant Training History page displays.

Under this section you have the ability to search for participants that have taken your trainings before. There is the ability to search by entering the following:

1. First Name
2. Last Name
3. Confirmation #
4. Cancellation #
5. PDS#
6. Provider Name
7. Status
8. Provider #
9. Session Dates

**** Note:** You do not have to enter information into all 9 available fields in order to find a participant.

Participant Training History

Participant Search Criteria

First Name:
 Last Name:
 Confirmation #:
 Cancellation #:
 Session Dates:

This Week Next Month
 This Month Date Range

PDS #:
 Provider Name:

From: To:

Status:
 Provider #:

Select -->

The Training History Results Grid will only display trainings associated with the specific trainer logged into the system. Trainers will **not** be able to view trainings a participant has taken with another Trainer.

Participant Training History

Participant Search Criteria

First Name:
 Last Name:
 Confirmation #:
 Cancellation #:
 Session Dates:

This Week Next Month
 This Month Date Range

PDS #:
 Provider Name:

From: To:

Status:
 Provider #:

Select -->

Page Size: 10

	Last Name	First Name	PDS#	Training	Date(s)	Status	Completed Hours	Employer	Action
1	Baker	Anita	88015	Health And Safety Orientation Part 2 Audience: Beginner Competencies: ECE1.2, ECE1.3, ECE2.2, ECE4.2, ECE4.3	12/16/2018	Attended	4.00		

