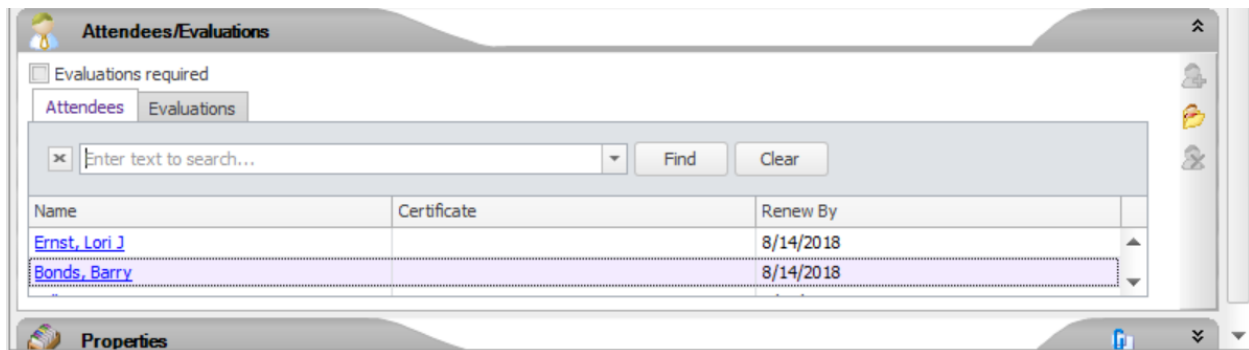


Quick Tip: Training Event Attendee Search

Did you know that searching for an Attendee in a Training Event can be easier than filtering alphabetically by name?

1. Open the Training Event Record of choice
2. Then open the Attendees/Evaluation Tab and highlight on any individual in the list.
3. Hold down the Control Key and hit F. A search bar will populate in the Attendees box. See photo below!



4. Locate the Attendee of interest by placing their name in the box and clicking find!