How to View and Export the Training Matrix

Training · https://cclearninghub.co.uk/docs/how-to-view-and-export-the-training-matrix/

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- Home
- Care Control Knowledgebase
- Care Control Cloud
- HR
- Training
- How to View and Export the Training Matrix



Kieran Worth

The Training Matrix in Care Control’s HR app gives you a complete grid view of all staff members and their training course completion status in one place. It is accessible from the Training Area and allows you to quickly identify where gaps in training exist across your team.

Each row represents a staff member, and each column represents a training course. A tick with a date indicates when a course was last completed, a clock icon with a date means the course is due soon, and a caution symbol marked ‘never’ means the staff member has not yet completed that course at all. Clicking on any staff member’s name will take you directly to their individual training record.

You can filter the matrix by category, role, or other criteria using the dropdown menus at the top of the page, and clear them at any time using the clear filters button. Once you have the view you need, you can export the full matrix as a CSV file for use in reporting or audits.

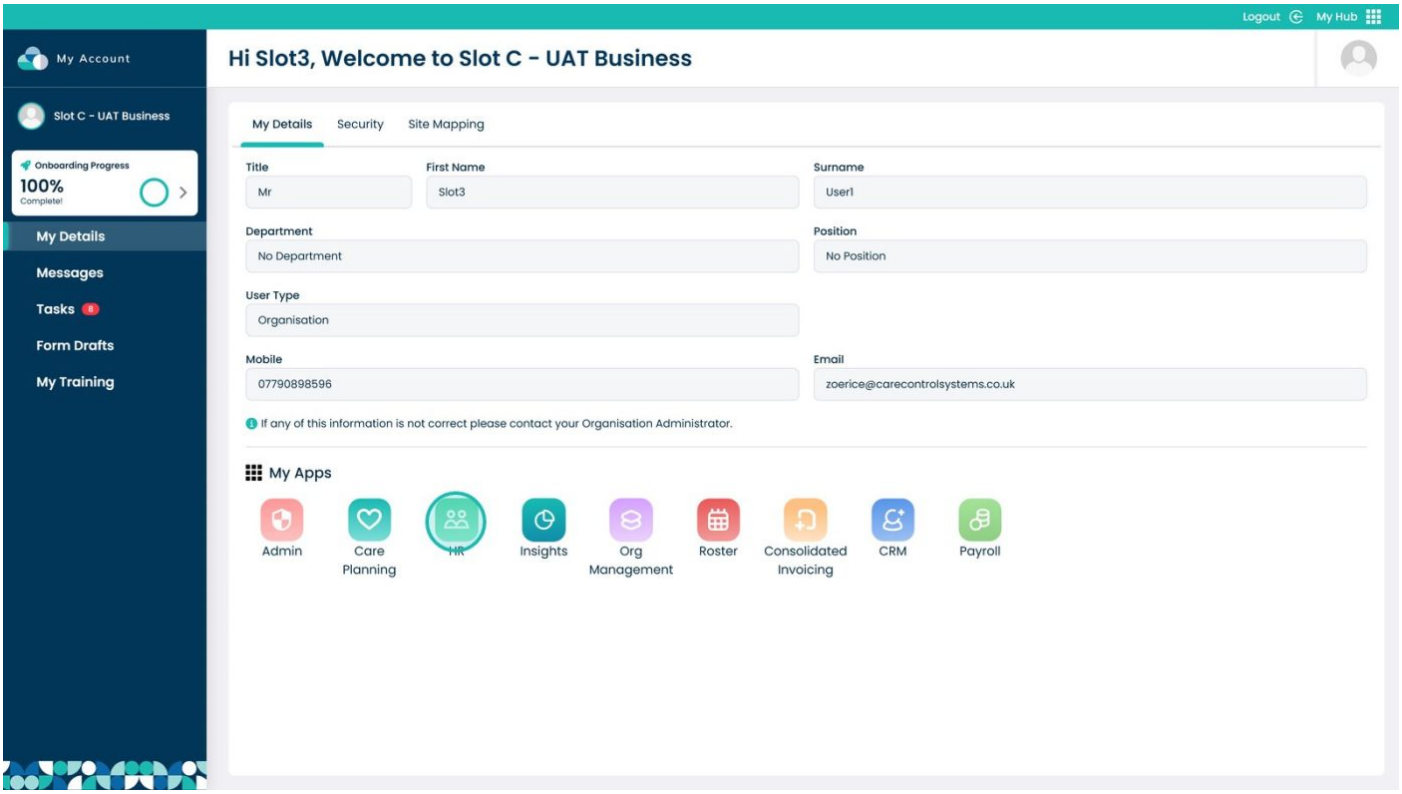
Interactive Guide

Embedded media:

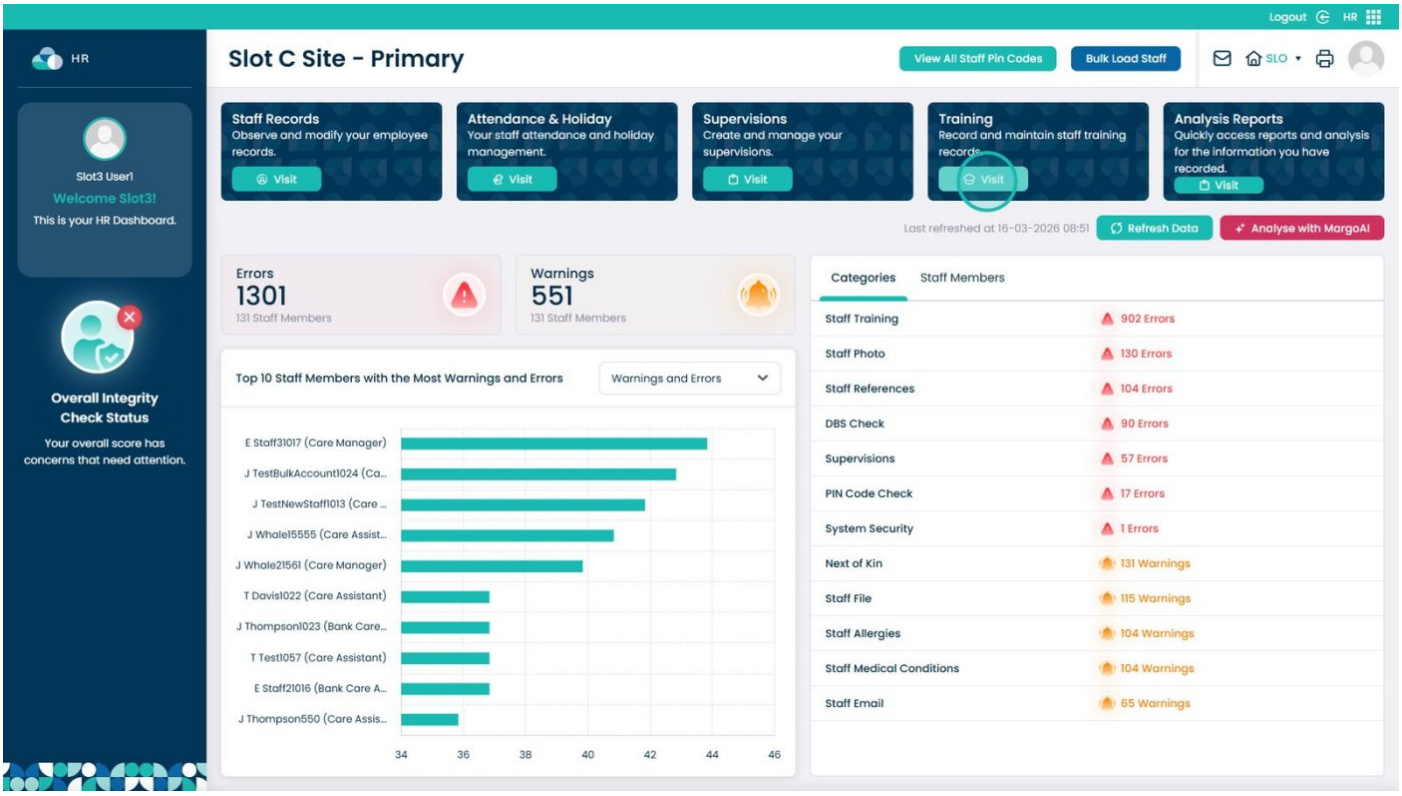
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Text based guide

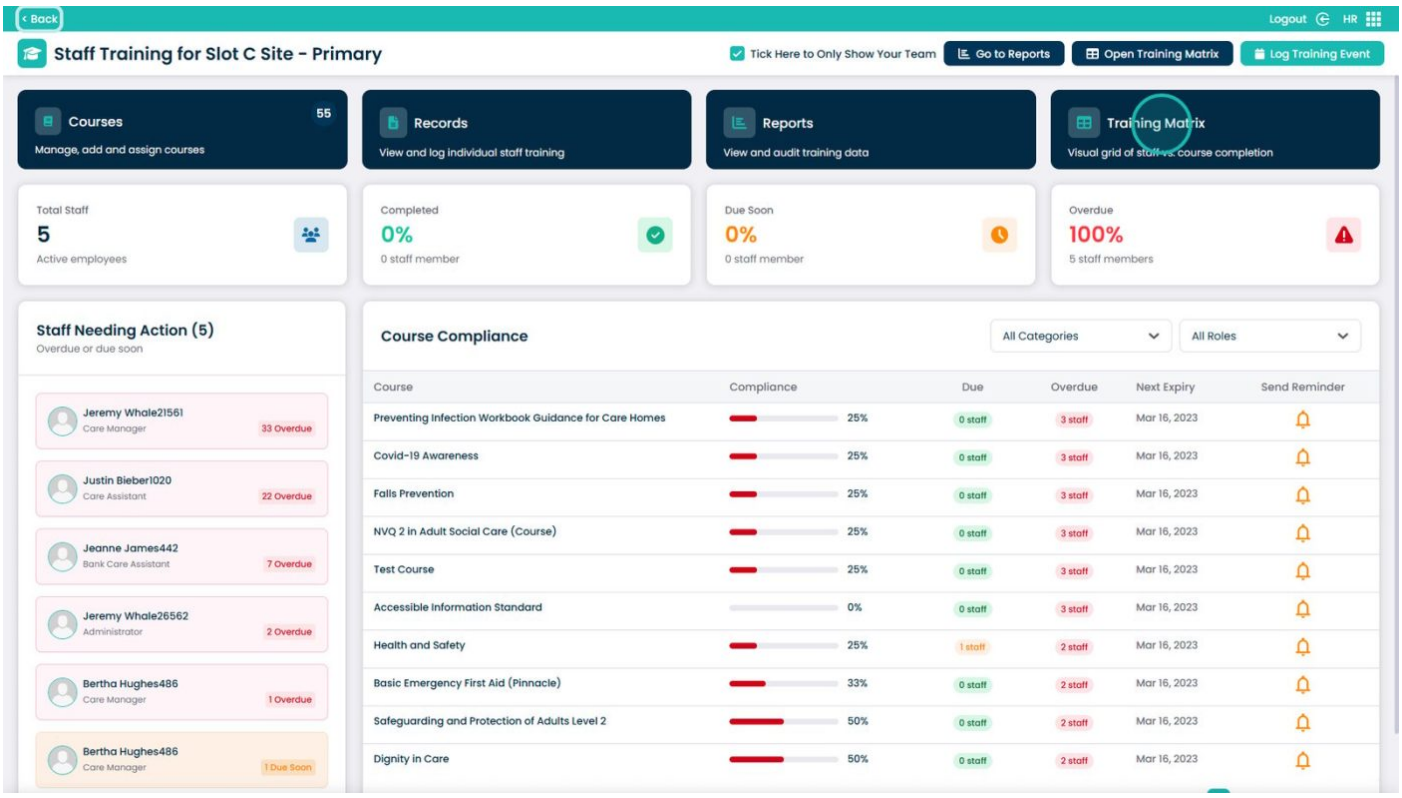
Enter the HR App



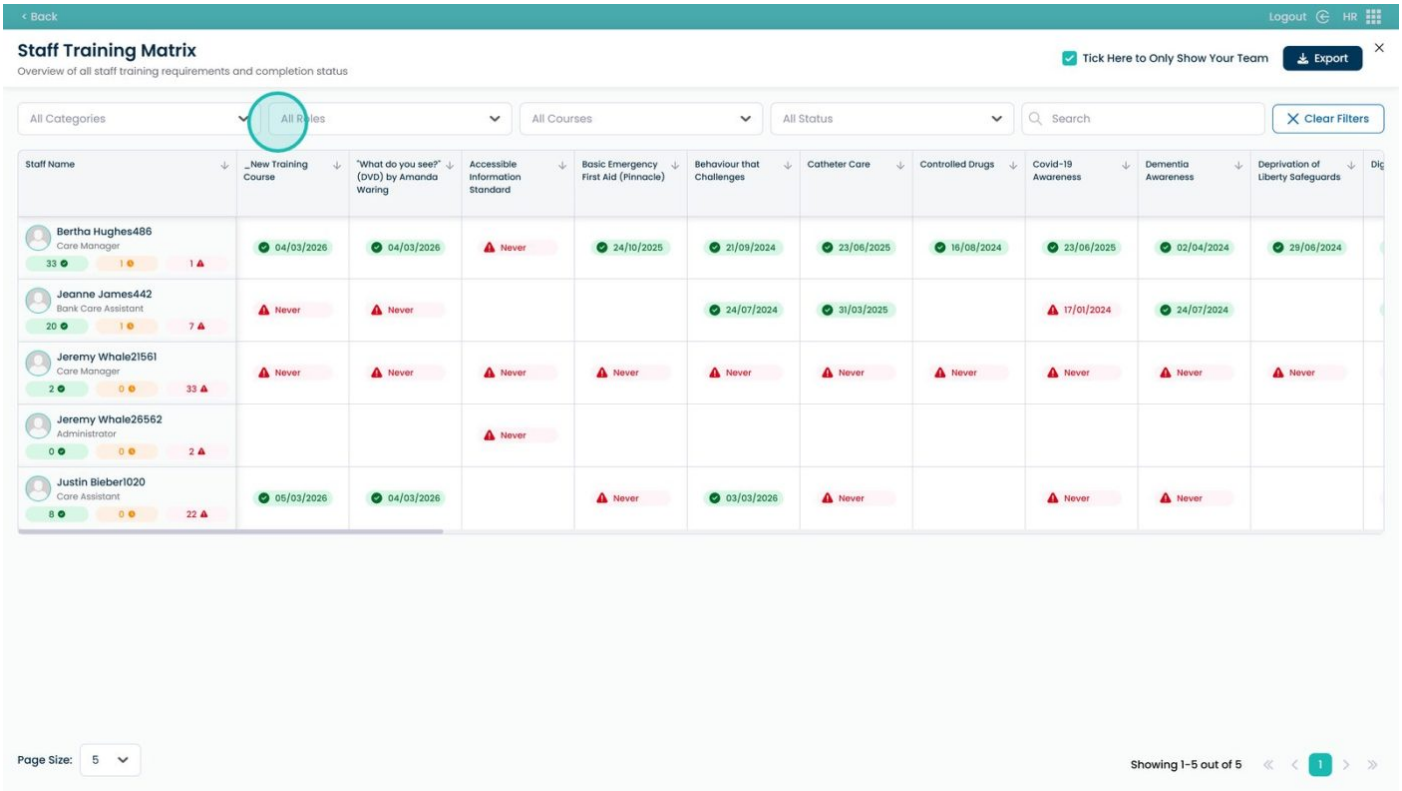
Click Visit on the Training Area



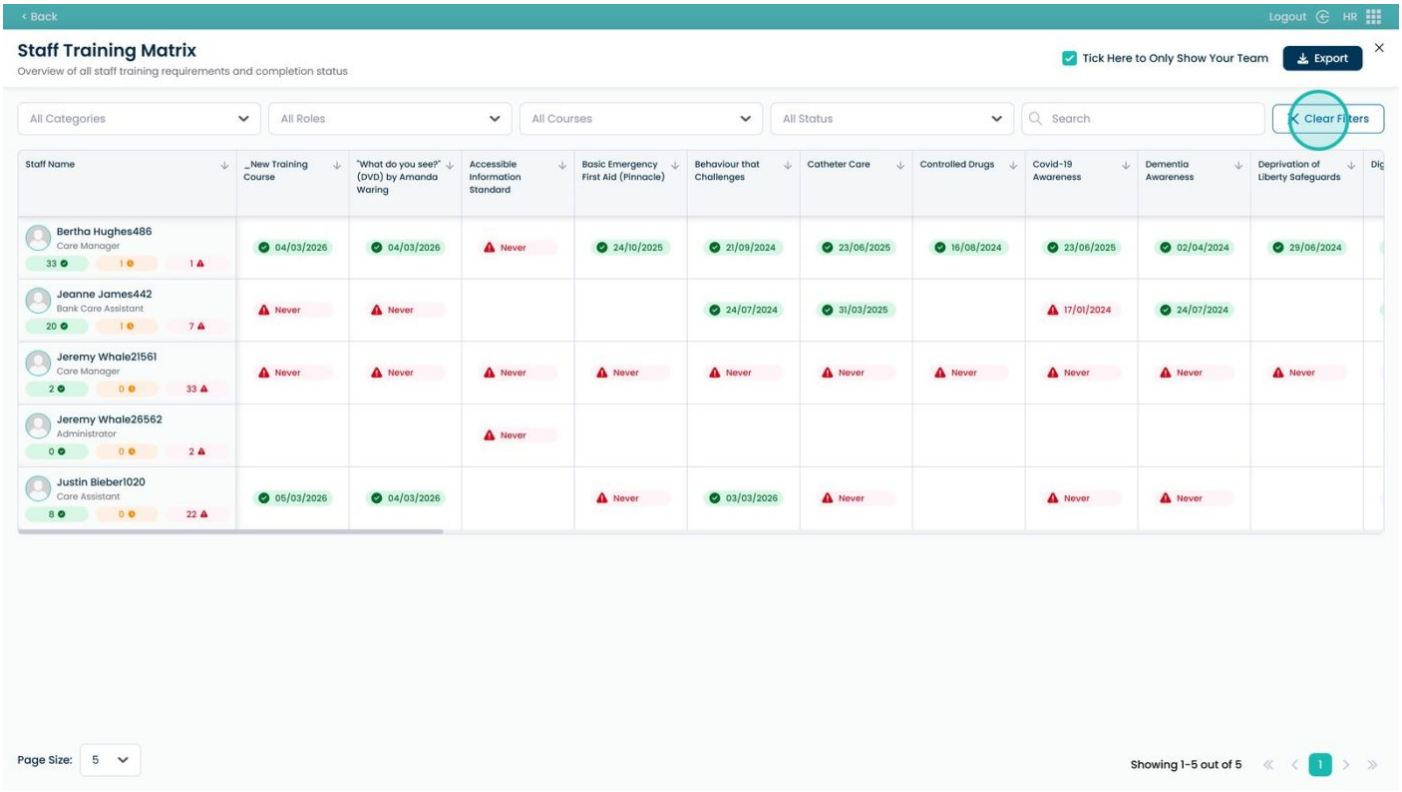
Click the Training Matrix box



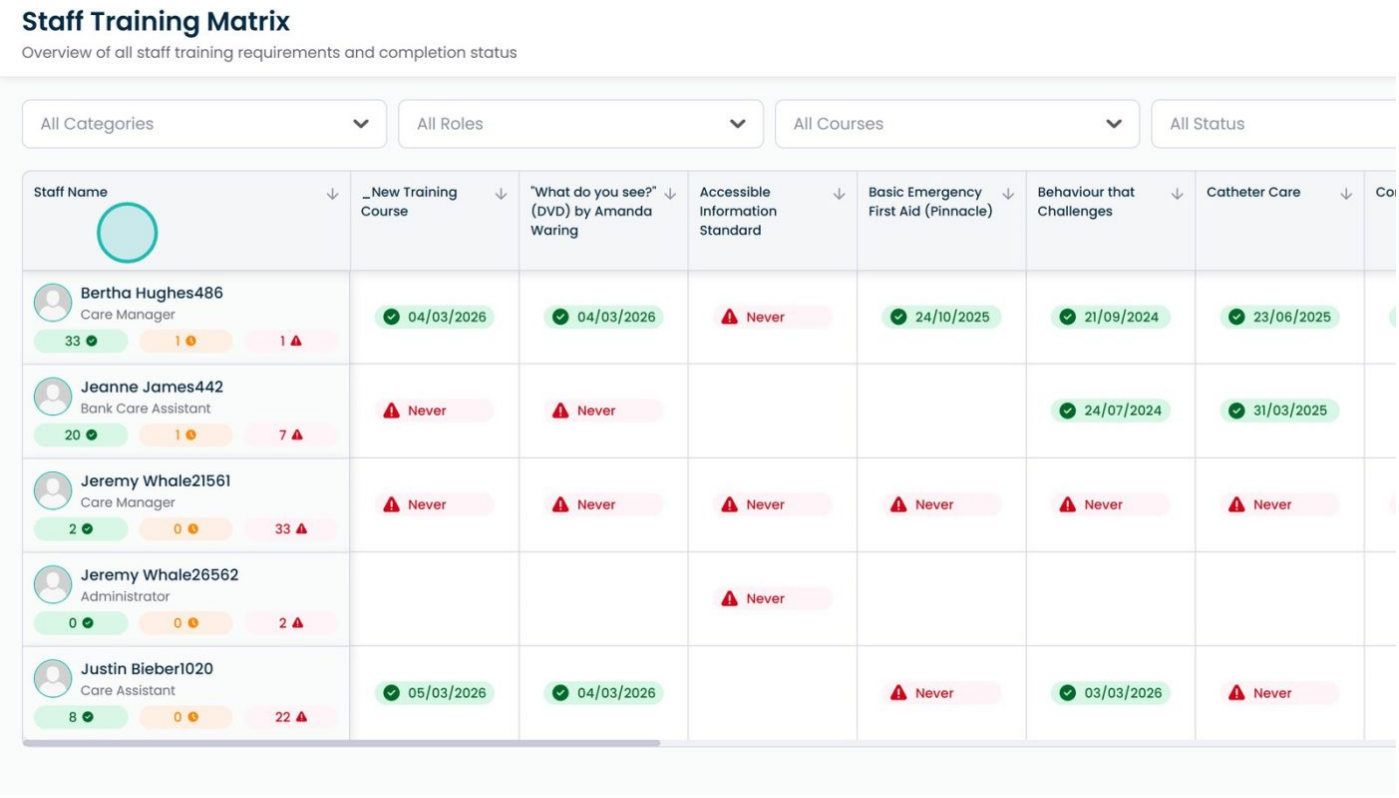
You can filter the matrix using the dropdown boxes at the top of the page



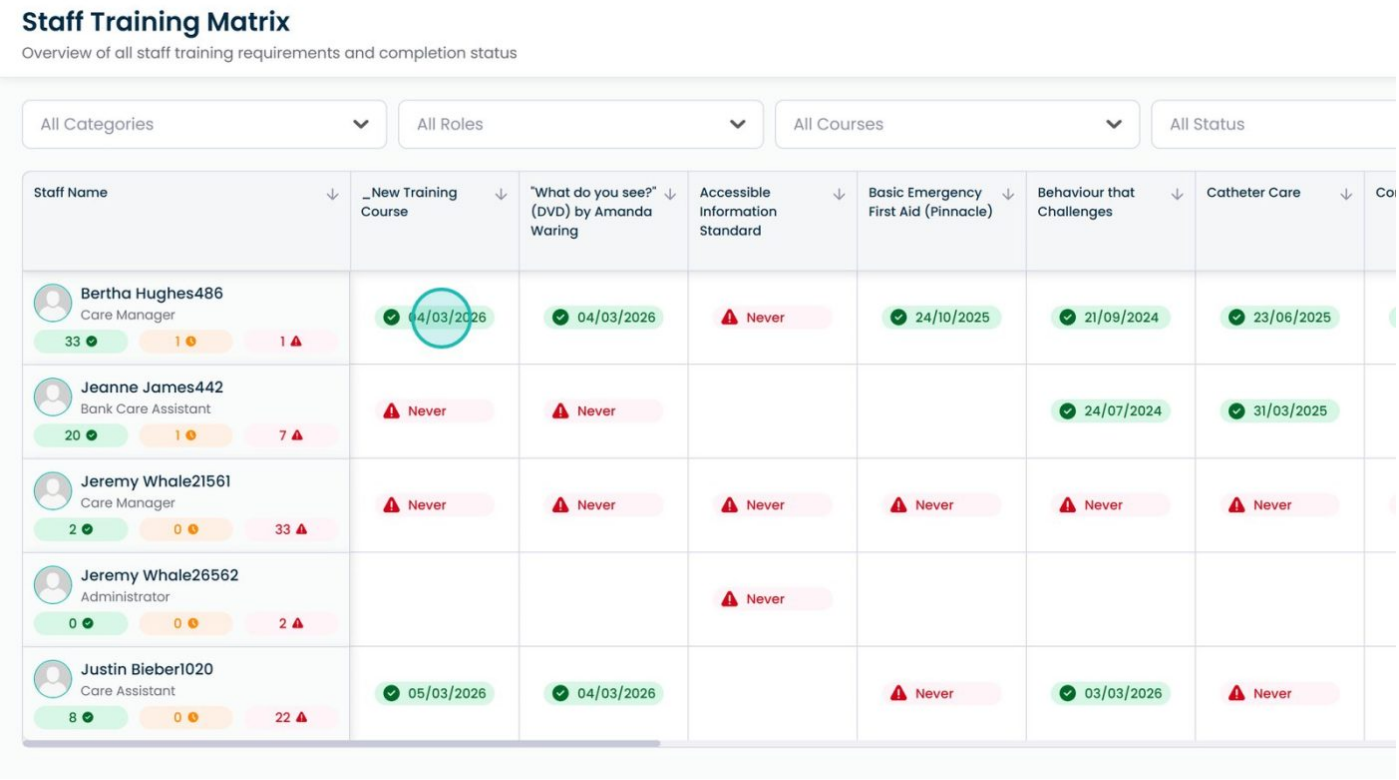
Clear the filters by using this button



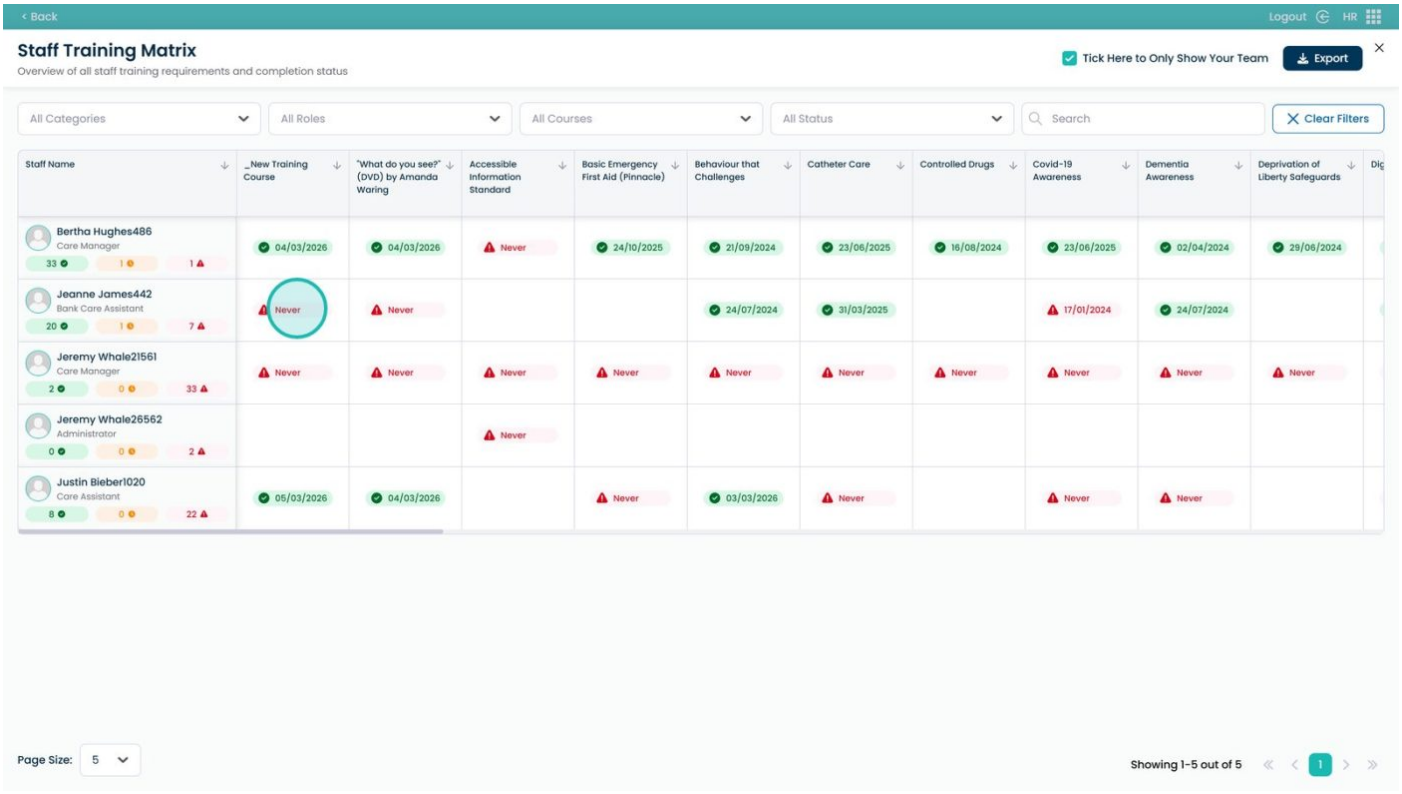
The left-hand column features all of the staff members — clicking a staff member will take you to their training record



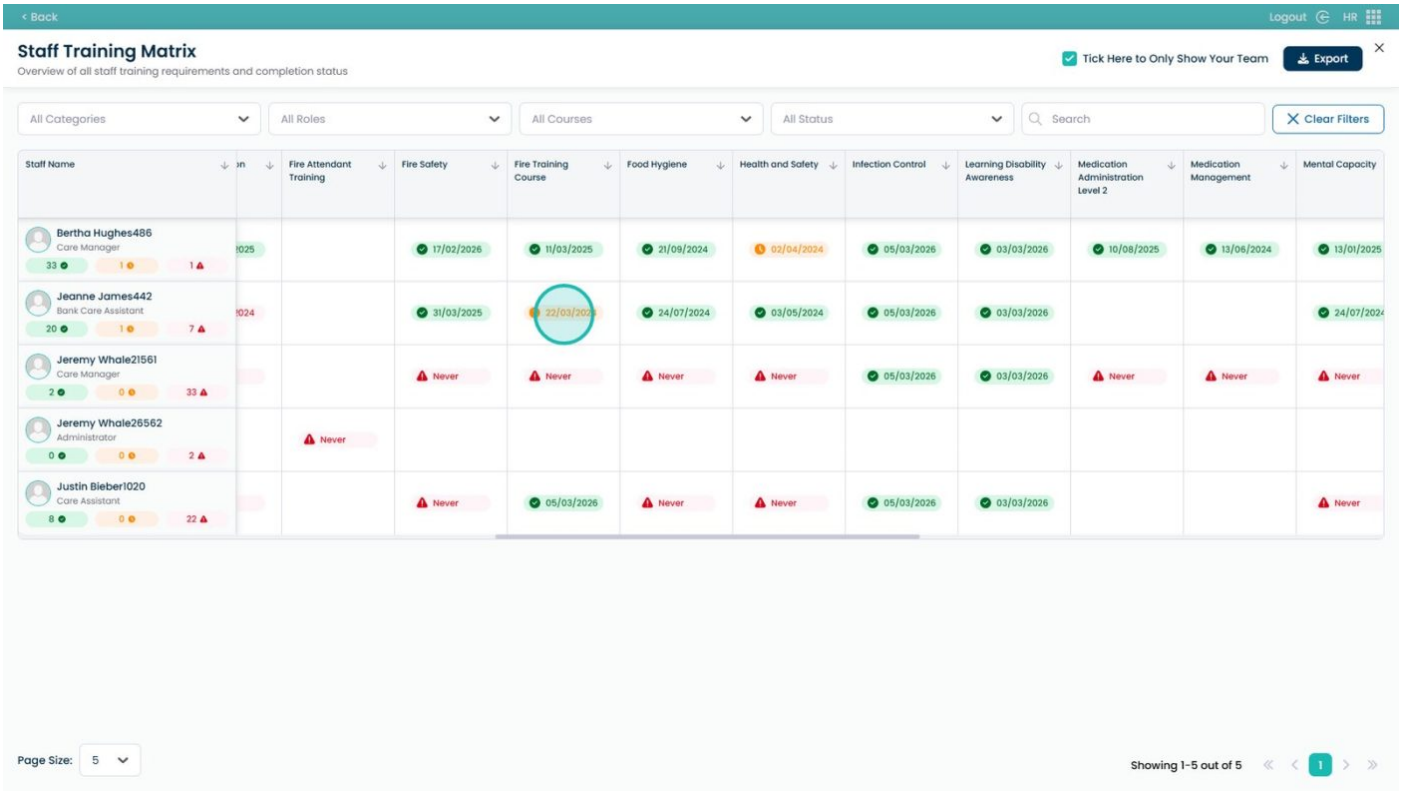
The other columns feature different training courses — a tick and a date shows when the course was last completed



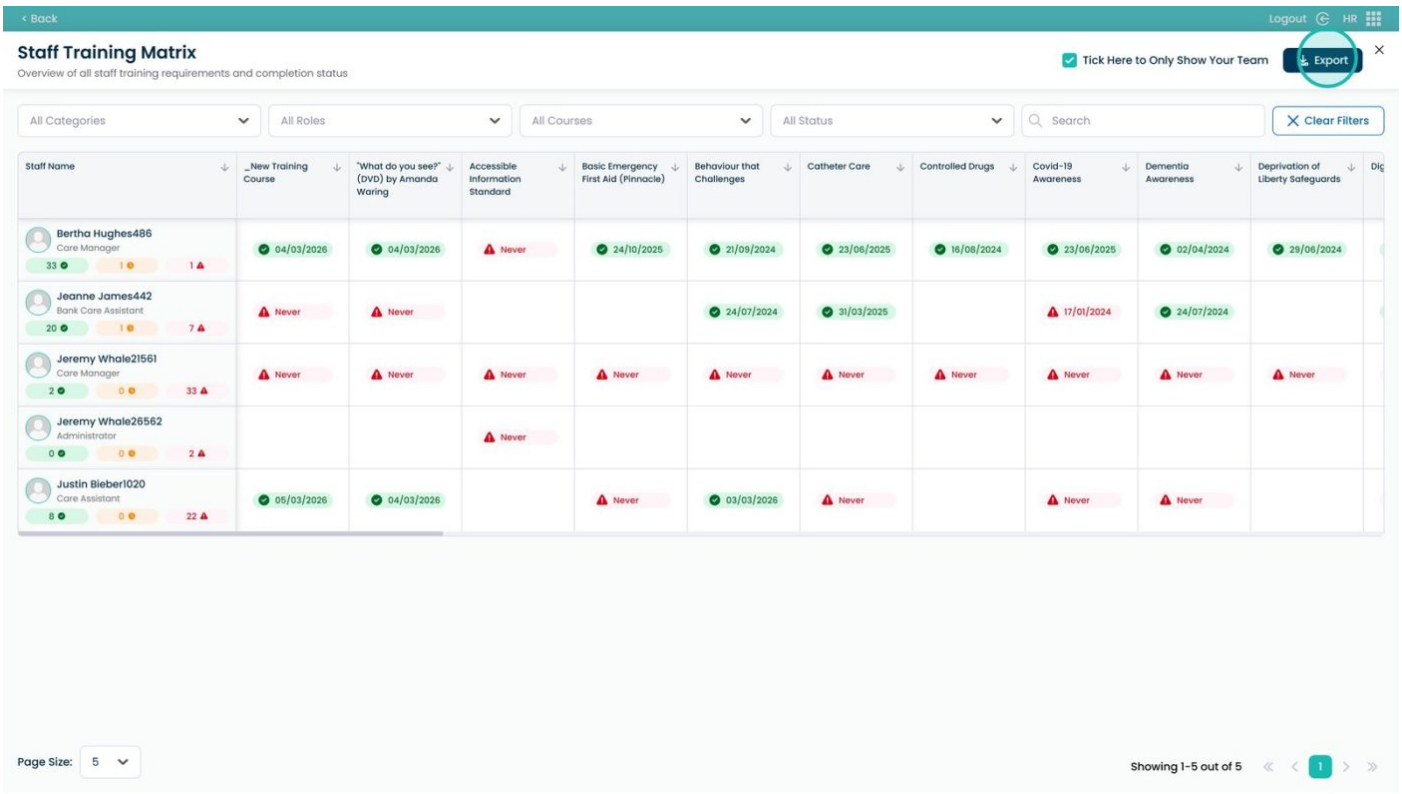
A caution symbol and ‘never’ means the staff member has never completed the course



A clock icon and date indicates the course is due soon



Click Export to download a CSV file with all of the data in the training matrix



Was it helpful ?

- Happy
- Normal
- Sad

Table of Contents

↑ Top