Editing/Deleting Supplemental Training from Individual Training Histories

This module addresses how to edit or delete supplemental training history line items from individual training records in E-Track.
To begin, make sure you are in EITHER “Manager Trainees” or “Manage Direct Reports” login mode and then click on the blue Activities tab from the top menu.
Next, enter the name of the person for whom you want to edit or delete existing supplemental training and hit the blue and white arrow to search.
In the search results, click on the individual’s underlined name to open that individual’s training record.
You will be taken to the individual’s To Do List. Click on “This Person’s History” from the left-side menu.
Click on the underlined title of the supplemental training line item you wish to edit or delete to open that record.
Now you can either edit the existing details and click the “Save” button OR, to delete this supplemental line item, simply click the “Delete” button.