

## How to Check training compliance for a specific course Option 1

\*You must have staff reporting to you to use this functionality.\*

1

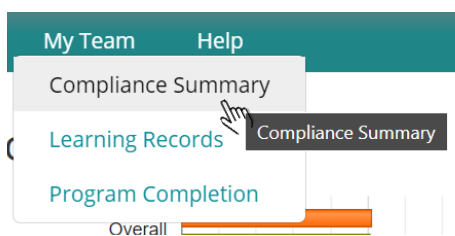
Login to the [KIWI LMS](#)

English (en) ▾

Log In

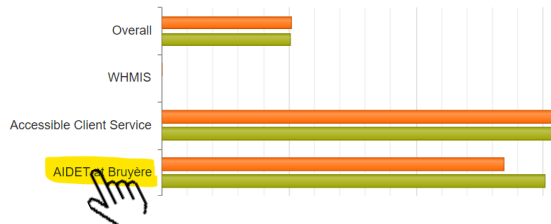
2

Click on *My Team* in the top menu bar and select *Compliance Summary*



3

Click on the name of the course to see your team's compliance report for that specific course.



You can sort and filter  any of the columns to show only the information that is relevant to your needs. You may also export the report to excel by clicking the

button.

How to  
**Check training compliance for a specific course**  
**Option 2**

\*You must have staff reporting to you to use this functionality.\*

1

Login to the [KIWI LMS](#)

English (en) ▾

Log In

2

Search for the specific course in the *search bar* (top right) then click on the *magnifying glass icon*

WHMIS

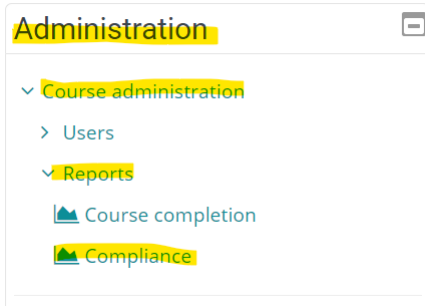



Customise this page




3

On the left side of the window, in the Administration block, go to: *Course administration* > *Reports* > *Compliance*



You can sort and filter  any of the columns to show only the information that is relevant to your needs. You may also export the report to excel by clicking the

 button.