How to View Previously Approved or Rejected TrainingRequests

1. To view courses requested by employees in the past, go to your Employee Dashboard by clicking the corehr down-arrow at the top left of the screen:
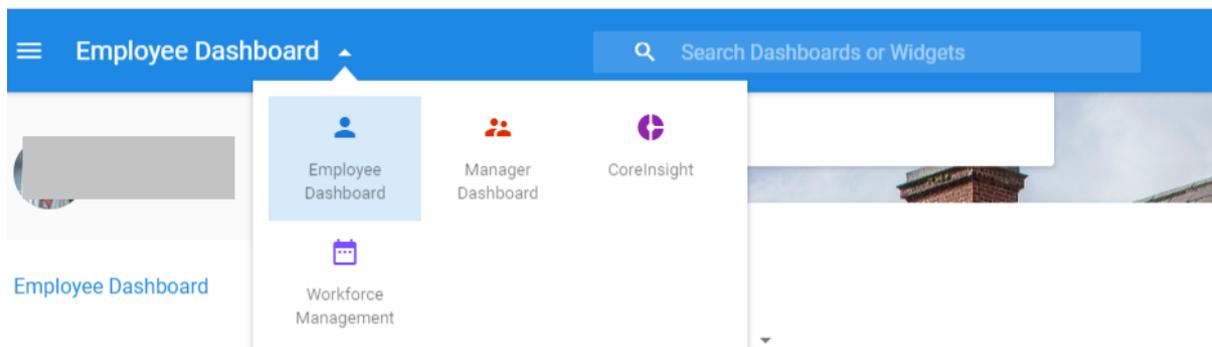
2. Select the Learning and Development tab.
3. Click the Actions down arrow in the top right hand corner of the My Train History box and select Previously Approved Request
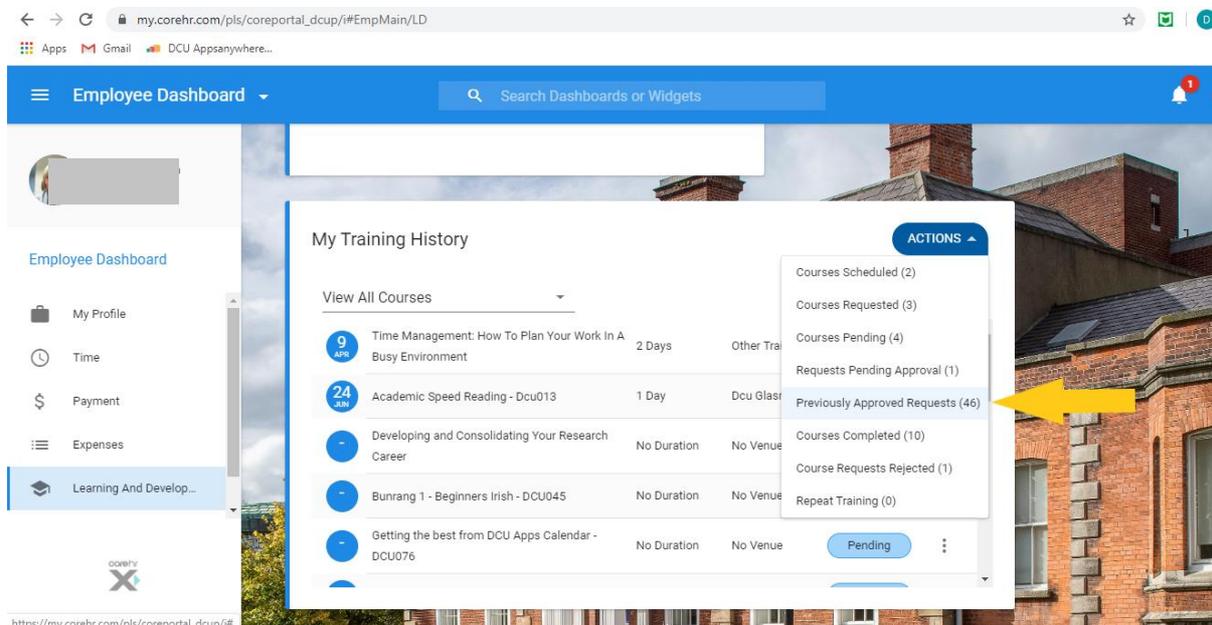
4. A list of all the requests you have processed (approved or rejected) are displayed with details of who made the request, when it was requested and what comments were made when approving or rejecting.

← **Employee Dashboard**

Course Type
Employee Dashboard > Course Type

Courses Previously Approved (46)

Course Name	Course Description	Category	Course C...	Request ID	Requested By	Course ID	Booking ...	Approved...	Approval Comments	
Systematically Searching the Literature - DCU015	This course is aimed at those looking to undertake a systematic review or those who wish to use a systematic approach to literature searching.	DEFAULT CATEGORY	DCU015	408		C01949	RE			⋮
Orientation for New Staff - DCU001	This information session will benefit both new staff (including temporary and part-time) and those who have been in the University for a period of time. DCU001	DEFAULT CATEGORY	DCU001	156		C01389	RE			⋮
TEST DCU200	test DCU200	DEFAULT CATEGORY	DCU200	26		C01009	RE			⋮