

In LSO courses can be mandatory for learners. Mandatory means that a training officer or supervisor has suggested a learner, or group of learners, complete a course. Learners are not automatically booked into these courses, they must follow booking procedures. To determine who has been notified a course is mandatory use the following steps:

- 1. Expand the Participation Menu.**
- 2. Click the Mandatory Assignments Report link.**
- 3. Select Course Type from the Course Type drop down menu.**
- 4. Select a course type using the search option in the Course ID field.**
- 5. Click "Execute".**

The results will show who this course has been deemed mandatory for and their booking status.

Please contact your agency training officer for assistance.