



Step 4: In the 'Find What' bar type in the Job Title that you would like to find within the Training plan auto enrollments. This search is only successful if the Job Title is spelled the exact same as it is in Relias. You may find it more helpful to copy and paste from the system to ensure it matches.

The screenshot shows the 'Find and Replace' dialog box with the 'Find' tab selected. The 'Find what:' field is circled in red and contains the text 'Direct Care Staff'. Below the dialog box, a table lists search results with columns for Sheet, Name, Cell, and Value. A red arrow points to the 'Direct Care Staff' value in the third row of the table.

Sheet	Name	Cell	Value
ABC - Psychology and the Curren		\$I\$5	Direct Care Staff
Child Mental Health		\$I\$5	Direct Care Staff
Human Services Credential in Ch		\$I\$5	Direct Care Staff
Human Services Credential in Au		\$E\$2	The Human Services Credentia
Human Services Credential in Ch		\$E\$2	The Human Services Credentia
Human Services Credential i (2)		\$E\$2	The Human Services Credentia
Human Services Credential in In		\$E\$2	The Human Services Credentia
Human Services Credential in Me		\$E\$2	The Human Services Credentia
Human Services Credential in Su		\$E\$2	The Human Services Credentia

9 cell(s) found

Step 5: The list of values shows each time the Job Title appears in an auto enrollment profile. Click on one to see the details of that training plan in the excel spreadsheet.