# Find, filter and update employees in bulk

Search the Employees list, filter by department and training status, and act on many people at once.

For: Administrators, Managers · Updated November 17, 2026 · https://hipaacertify.com/support/article/employee-list

The **Employee List** on the **Employees** page shows 15 people per page, newest first.

## Search and filter

- **Search name or email…** filters as you type.
- **Filter by Department** shows one department or **Unassigned**.
- **Training** filter:
  - **Incomplete**: has at least one training not finished
  - **Complete**: everything assigned is finished
  - **Overdue**: has a training past its due date
  - **No Training Assigned**
- **Clear** resets all filters.

## Act on many people at once

1. Check the boxes next to the people you want.
2. To include everyone that matches your filters, not just the current page, check the box in the header, then click **Select all [number] matching**.
3. Use the buttons in the bar that appears:
   - **Send Invites**: invites anyone not yet invited and skips the rest.
   - **Set Department**: moves everyone selected to a department, or to **Unassigned**.
   - **Assign Training**: assigns one or more courses with an optional due date.
   - **Remove Selected**: removes the selected people. Their training records are kept.



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## Row actions

Each row has **View**, **Edit**, **Assign**, and either **Send Invite** (not invited yet) or **Reset PW** (already invited).

> **TIP**
>
> To chase overdue training, filter **Training: Overdue** and click **Export** → **Training Log** for a list to share, or open each person with **View**.

Need more help? Visit https://hipaacertify.com/support or contact us at https://hipaacertify.com/contact.



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