

How To Download a Learner Certificate For Administrators

How to get there?

Click on System Administration (1), then with your cursor hover over Modules (2) | Manage Employees (3).

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What to do?

- Search for the user using the search boxes and click on Search (1).
- Navigate to the user and click on Action (2).
- A new windows will open.
- Click on View / Edit (3).

Search Employees

Current Employees
 Previous Employees
 All

Employee Number
 Name
 Surname
 ID Number

Job Code
 Position

Number of Employees in All Employees: 1524

Actions	Employee Number	Surname	Name	ID Number	Position	Location in organisation	Schema
<input checked="" type="button" value="Action"/>	Captain Kurk	Kurk	Captain	93091350190873	Manager	Company	Multiple [[4] Orange / Purple]

View / Edit

Terminate Employee

View Employee Profile

View Learner Records

View Licences

- You will be navigated to a new screen.
- On the left click on the plus icon at Employee Development (4).
- Navigate to Learner Records (5).

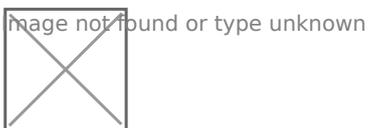


- Click on Action (6) for the desired learner record.
- A new window will open.

Note: Only a certification type learner record will allow you to download a certificate.

Actions	Schema	Training Type	Title	Start Date	End Date	Completed	Competent	Score	Provider	Credits	Delete
<input checked="" type="button" value="Action"/>	[4] Orange / Purple	Training	Congratulations!!	2019/03/29	2019/03/29	Yes	Yes			0	<input type="checkbox"/>
<input type="button" value="Action"/>	[4] Orange / Purple	Training	Document Upload	2019/03/15	2019/03/15	Yes	No	0		0	<input type="checkbox"/>

- Click on Download Certificate (7).
- The certificate will start to download in your browser.



- Click on the certificate to view (8).



Revision #1

Created 28 March 2021 16:34:00 by Lizette Lotter

Updated 31 March 2021 15:52:03 by Lizette Lotter