

# 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).



## 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
<div> <div>2</div> <div>3</div> <div>View / Edit</div> <div>Terminate Employee</div> <div>View Employee Profile</div> <div>View Learner Records</div> <div>View Licences</div> </div>	Captain Kurk	Kurk	Captain	93091350190873	Manager	Company	Multiple [4] Orange / Purple]

- 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).

Image not found or type unknown



- 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
<div> <div>6</div> <div>Action</div> </div>	[4] Orange / Purple	Training	Congratulations!!	2019/03/29	2019/03/29	Yes	Yes			0	<input type="checkbox"/>
<div> <div>Action</div> </div>	[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.

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- Click on the certificate to view (8).

8

Captain\_Kurk (1).pdf

Show all X

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