



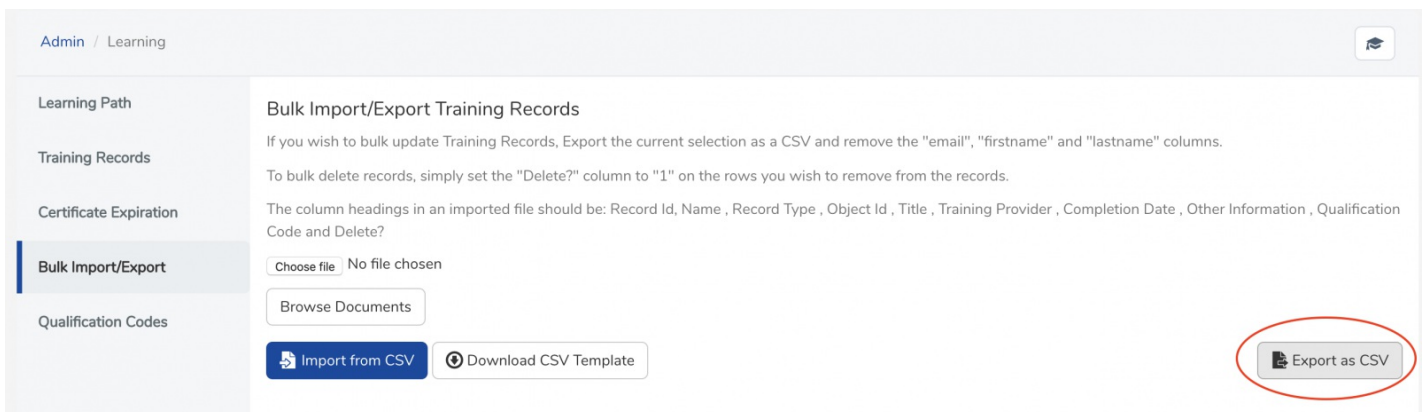
How to export Training Records

1. Exporting the entire Training Record data for reporting

Step 1: Navigate to

[Admin > Learning > Bulk Import & Export](#)

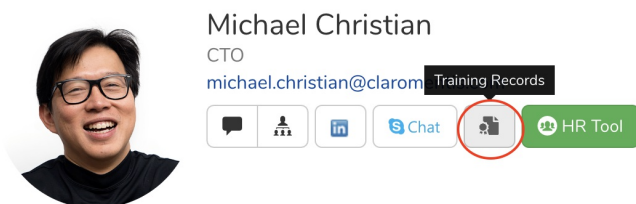
Step 2: Click on Export to CSV



2. Exporting Individual Training Record

Step 1: Navigate to individual user profile in People

People / Profile



[Profile](#) [Blog](#) [Thanks \(36\)](#)

Click on the **Training Record** button

Step 2: Click on Download as CSV

Learning / Training Records

View training records for

Select user

Browse

Download as CSV

26 February
2020



Agile Refresher (AGILE-REFRESH)
Event



27 September
2019



Learning how to use Postman (POSTMAN-INTRO)
Event



Last modified on 1 December 2023 by Hannah Door

Created on 11 March 2020 by Michael Christian

Tags: learning, learning management system