

1. Exporting the entire Training Record data for reporting

Step 1: Navigate to

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Admin > Learning > Bulk Import & Export
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Step 2: Click on Export to CSV

Admin / Learning						
Learning Path	Bulk Import/Export Training Records					
Training Records	If you wish to bulk update Training Records, Export the current selection as a CSV and remove the "email", "firstname" and "lastname" columns.					
	To bulk delete records, simply set the "Delete?" column to "1" on the rows you wish to remove from the records.					
Certificate Expiration	The column headings in an imported file should be: Record Id, Name , Record Type , Object Id , Title , Training Provider , Completion Date , Other Information , Qualification Code and Delete?					
Bulk Import/Export	Choose file No file chosen					
Qualification Codes	Browse Documents					
	Simport from CSV ODownload CSV Template					

2. Exporting Individual Training Record

Step 1: Navigate to individual user profile in People



Click on the Training Record button

View training records for		Select user	Ŧ	Browse	Download as CSV
26 February 2020	E Agile	e Refresher (Agile-Refres	H)		/ 🖬
7 September 2019	Event	ning how to use Postma	an (Postman-Intro)		≠ 亩

Last modified on 1 December 2023 by Hannah Door

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