



## How to export Training Records

It is possible to export all [training records](#) to a CSV as well as a user's individual record.

This guide details the steps for both functions, which [application administrators](#) of the Learning application can follow.

### Export all training records

1. Navigate to Admin > Learning > Bulk Import & Export

2: Click the 'Export to CSV' button

A screenshot of the 'Bulk Import/Export Training Records' interface. The page has a left sidebar with navigation options: 'Admin', 'Learning Path', 'Training Records', 'Certificate Expiration', 'Bulk Import/Export', and 'Qualification Codes'. The main content area is titled 'Bulk Import/Export Training Records' and contains instructions for bulk updates and deletions. It includes a 'Choose file' button (with 'No file chosen' text), a 'Browse Documents' button, and two buttons at the bottom: 'Import from CSV' and 'Export as CSV'. The 'Export as CSV' button is highlighted with a red rectangular box.

3: A file containing all records for each user on the site will be saved locally.

### Export a user's training record

1: Open the user's profile from the [front end of People](#)

2: Click on the Training Record button

People > Profile

**Abigail Clark**  
Human Resources Assistant  
abigail@claromentis.net

HR Tool

Profile Thanks (4)

Address: Towerpoint, 44 North Road, Brighton, East Sussex, BN1 1YR

Landline: +44 (0)1273 666355

Date of Birth: 31 January 2019

Badges: Coaching, Communication

Endorsements: 8 Coaching, 5 Communication

Manager: Pippa Fraser (Human Resources Manager)

Direct Reports: Alison Kelly (Human Resources Assistant), Amelia Jackson (Human Resources Assistant)

3: Click 'Download as CSV'

Learning > Training Records

View training records for: Select user [dropdown] Browse

Download as CSV

+ Add New Record + Add Certificate

**Compliance training 101**  
Certificate  
13 May 2026  
Edit Delete

**Health & Safety 2026**  
Training Record  
11 May 2026  
Edit Delete

**Latest progress**  
Claromentis Digital Workplace  
Points: 40/40  
100%

**Filter by...**  
Training Records 2  
Certificates 2

4: A file containing all records for that user will be saved locally.