



## 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

A screenshot of the 'Bulk Import/Export Training Records' interface. The breadcrumb trail is 'Admin / Learning'. The left sidebar has 'Bulk Import/Export' selected. The main content area has the title 'Bulk Import/Export Training Records' and instructions: '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. 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?'. Below the text are buttons for 'Choose file' (No file chosen), 'Browse Documents', 'Import from CSV', and 'Download CSV Template'. The 'Export as CSV' button is circled in red.

### 2. Exporting Individual Training Record

Step 1: Navigate to individual user profile in People

A screenshot of a user profile for Michael Christian, CTO. The breadcrumb trail is 'People / Profile'. The profile includes a photo of Michael Christian, his name, title, and email 'michael.christian@clarom'. Below the email is a 'Training Records' link. A row of icons includes a chat bubble, a group of people, a LinkedIn icon, a 'Chat' button, a red-circled icon of a person with a document, and an 'HR Tool' button. At the bottom, there are links for 'Profile', 'Blog', and '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