



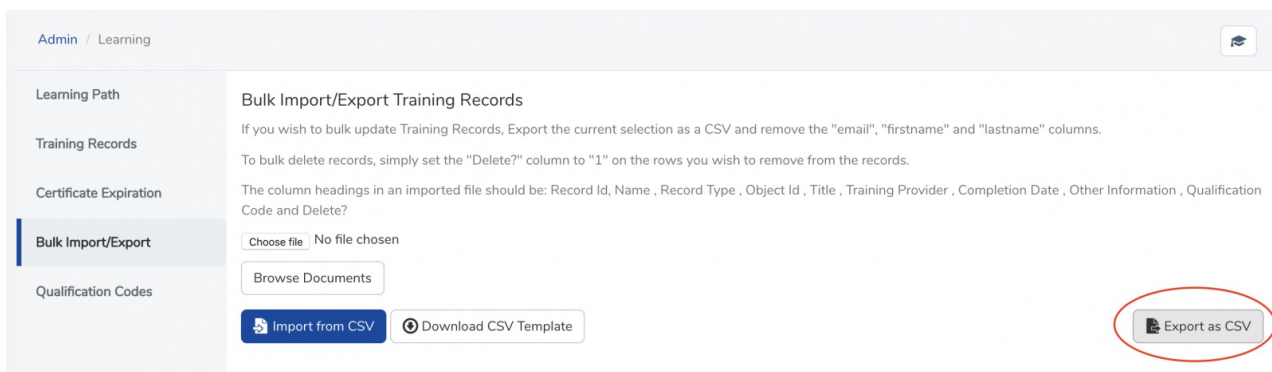
How to export Training Records

1. Exporting the entire Training Record data for reporting

Step 1: Navigate to

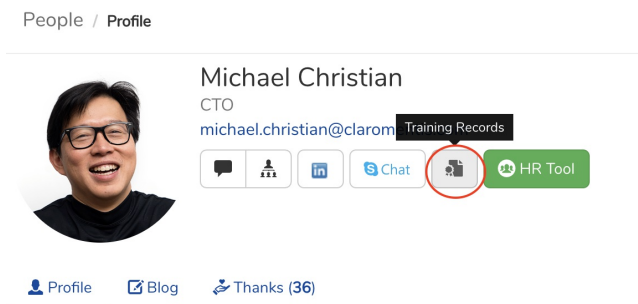
Admin > Learning > Bulk Import & Export

Step 2: Click on Export to CSV



2. Exporting Individual Training Record

Step 1: Navigate to individual user profile in People



Click on the **Training Record** button

Step 2: Click on Download as CSV

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](#)

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Tags: [learning](#), [learning management system](#)