



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 a navigation menu: Admin (selected), Learning Path, Training Records, Certificate Expiration, Bulk Import/Export (highlighted), and Qualification Codes. The main content area is titled 'Bulk Import/Export Training Records' and contains 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 three buttons: 'Choose file' (with 'No file chosen' text), 'Browse Documents', and 'Import from CSV'. At the bottom right, there is a button 'Export as CSV' which is highlighted with a red rectangle.

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

Profile Thanks (4)

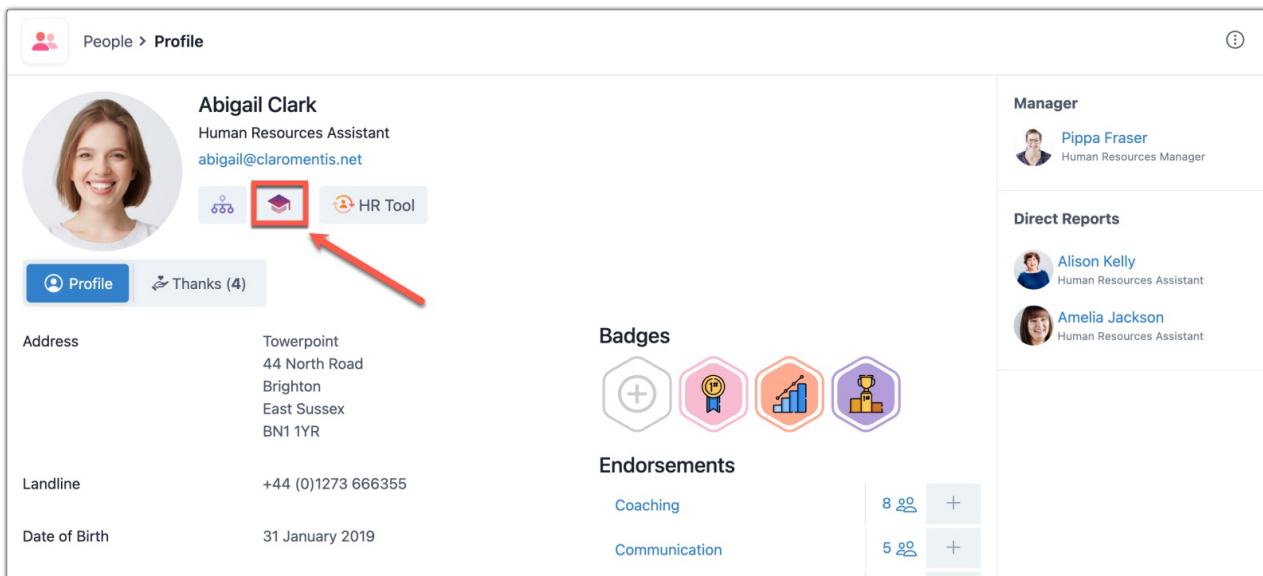
Address: Towerpoint, 44 North Road, Brighton, East Sussex, BN1 1YR
Landline: +44 (0)1273 666355
Date of Birth: 31 January 2019

Manager: Pippa Fraser (Human Resources Manager)

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

Badges: Coaching, Communication

Endorsements: 8 Coaching, 5 Communication



3: Click 'Download as CSV'

Learning > Training Records

View training records for: Select user [dropdown] Browse

Download as CSV

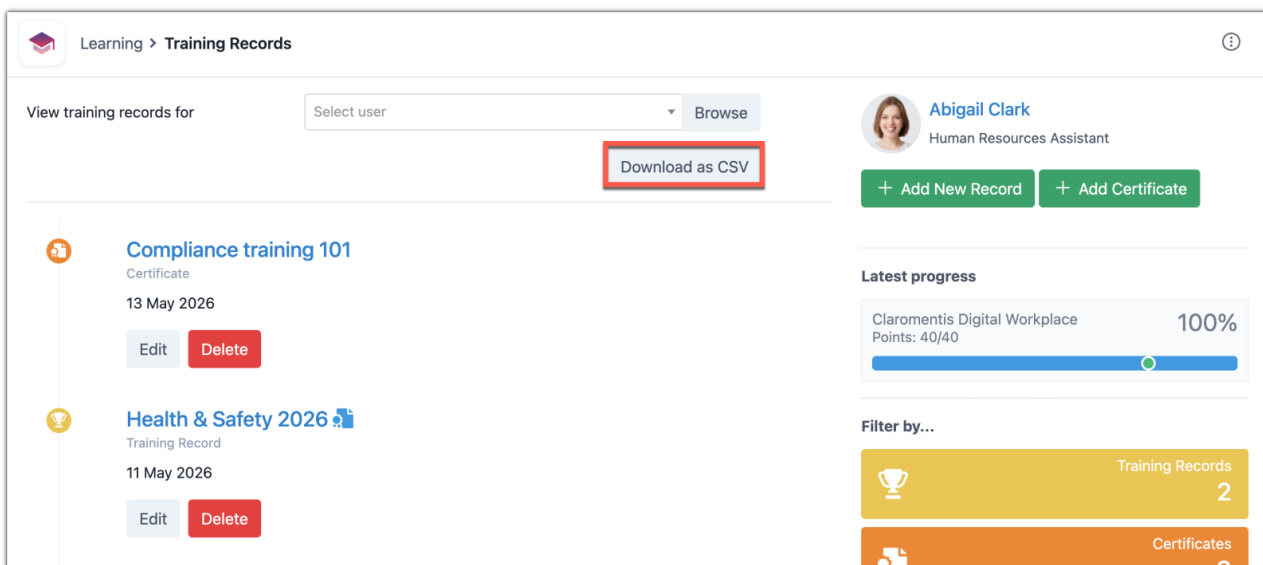
+ Add New Record + Add Certificate

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.