



Training Records overview

What are training records?

'Training Records' in Claromentis are learning achievements gained in the Intranet by completing Courses, Quizzes, Events or Learning paths.

As long as they have been marked by this option in their settings at creation:


 Training Event

This event will be marked as Training Event and recorded in user's training record

On completion, an entry will be created in each person's record with the date this was achieved:


Learning > Training Records ?

View training records for Browse Download as CSV



Abigail Clark
Human Resources Assistant


+ Add New Record + Add Certificate

- 

Compliance training 101

Certificate


13 May 2026

Edit Delete
- 

Health & Safety 2026

Training Record


11 May 2026

Edit Delete
- 

Claromentis Beginner (CLABEG)

Learning Path


18 July 2017

Edit Delete
- 

Claromentis Drop-In Session (CLARODROP)

Event


18 July 2017

Edit Delete
- 

Claromentis Essentials (CLAESS)

E-Learning

18 July 2017

Edit Delete
- 

1-2-1 Training with Manager (CLAROTAT)

Training Record

17 July 2017







Edit Delete

Latest progress

Claromentis Digital Workplace
Points: 40/40 100%

0

Filter by...

- 
Training Records
2
- 
Certificates
3
- 
Learning Paths
1
- 
Quizzes
0
- 
Courses
1
- 
Events
1

Any course or certificate a person has achieved outside of the Intranet can still be added to their training record using the buttons for each.

Over time, this build up the training record across users to represent their achievements using the Claromentis Learning system, as well as any additional progression from content outside this.

How do the permissions work?

Permissions about who can see training records are set by administrators on the [admin side of learning](#), in the 'Training record' tab:

The screenshot shows the 'Admin > Learning' page. On the left is a sidebar with 'Admin' at the top and 'Learning Path' below it. Under 'Learning Path', 'Training Records' is selected. Below that are 'Certificate Expiration', 'Bulk Import/Export', and 'Qualification Codes'. The main content area is titled 'Training Records' and includes a sub-header 'Training Record administrator has full permission to add / edit / delete all Training Records'. Below this is a 'Permissions' section with a search box containing 'Start typing to add...', 'Browse', and 'Remove' buttons. A dropdown menu is open, showing 'All registered' and 'Role: Administrators'. Below the dropdown are several checkboxes: 'View subordinate training records' (checked), 'View all training records' (checked), 'Add/edit/delete their own training records' (checked), 'Add/edit/delete subordinate training records' (unchecked), 'Add/edit/delete everyone's training records' (unchecked), and 'View training record reports' (unchecked). A link 'View effective permissions...' is below the checkboxes. At the bottom is a 'Save' button.

Generally, administrators will be able to view and update any person's training record.

Additional responsible users can also be given the same abilities if you need them to.

Everyone else can be allowed to view others' training records (or not!) and update their own training record if you would like them to be able to, rather than having administrators/other responsible users update these instead.

Can training records be exported?

All current Training records can be exported to a CSV using the function for this on the admin side of Learning:

The screenshot shows the 'Admin > Learning' page. On the left is a sidebar with 'Admin' at the top and 'Learning Path' below it. Under 'Learning Path', 'Bulk Import/Export' is selected. The main content area is titled 'Bulk Import/Export Training Records' and includes 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 instructions is a 'Choose file' button with 'No file chosen' text and a 'Browse Documents' button. At the bottom are three buttons: 'Import from CSV', 'Download CSV Template', and 'Export as CSV'. The 'Export as CSV' button is highlighted with a red box.

Records can also be imported using a CSV if necessary; more information [here](#).