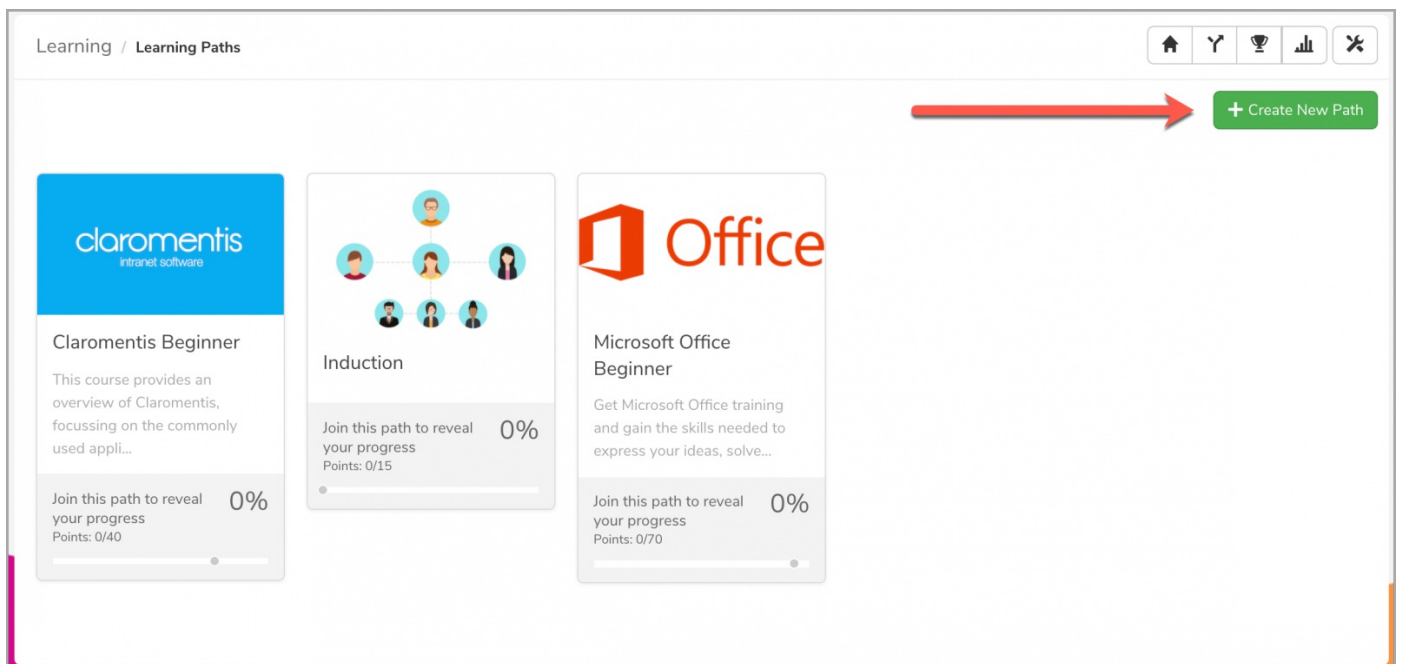


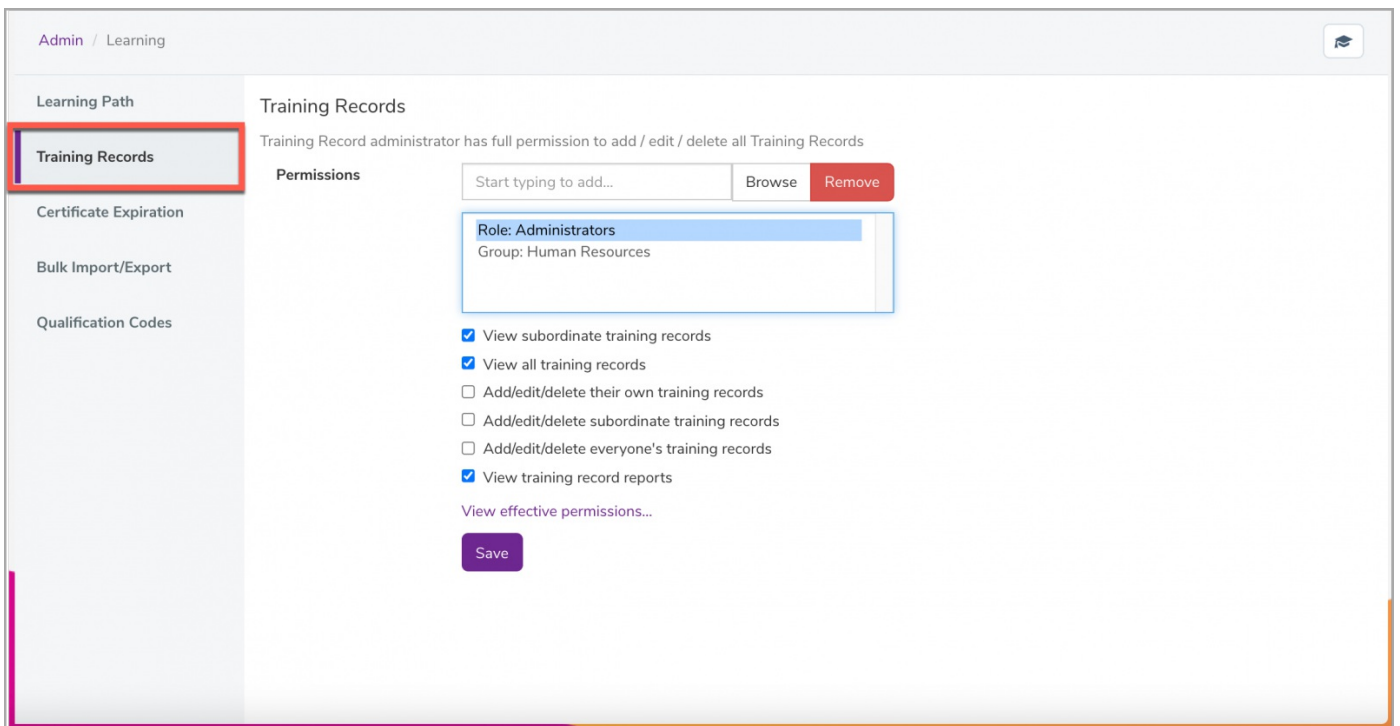
This can be seen from the front-end of the application where the user(s) will have the option to view, create, and edit any learning path that exists on the intranet:



For an overview of the Learning Path feature, click [here](#).

Training Records

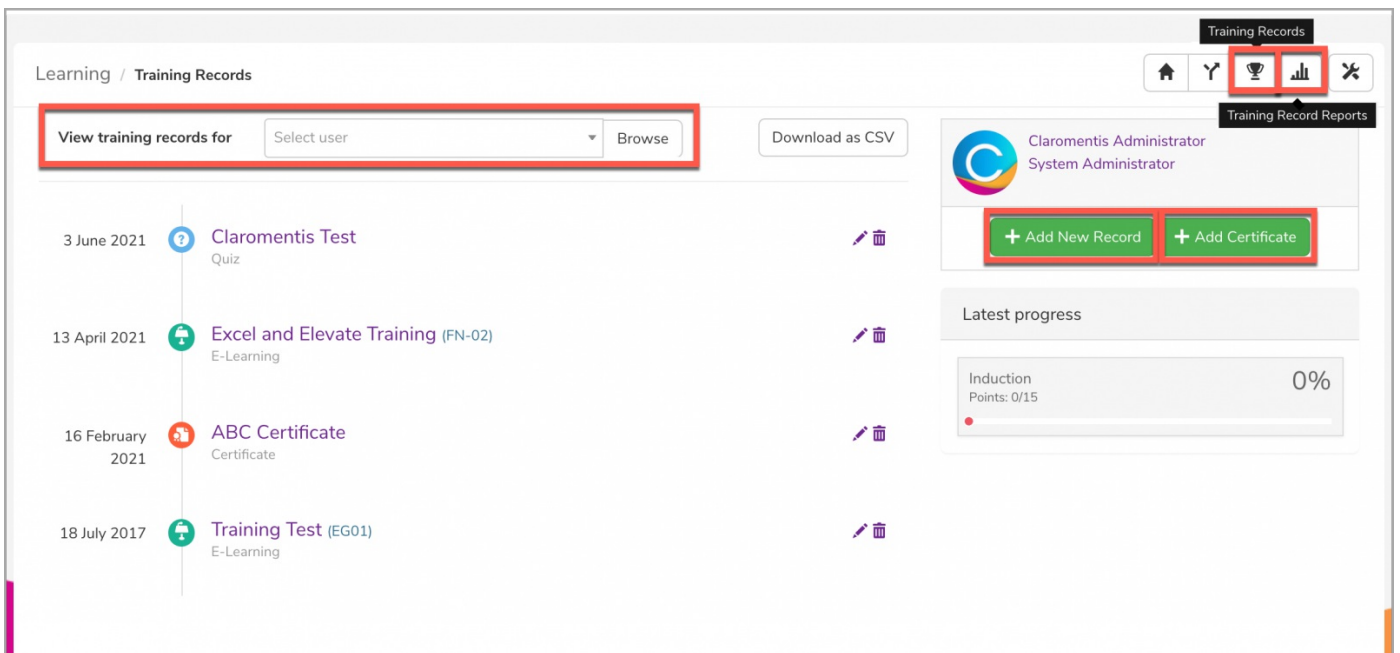
The Training Records section will give users full permission to access and manage training records by allowing them to add / edit / delete all training records:



It is also possible to define different types of permission by their role/group:

- **View subordinate training records:** User(s) (i.e. Managers) can view subordinates training records within the learning platform.
 - This depends on the direct reports filled out on user profiles in the 'Org Chart' tab - a manager will only be able to access records of their direct reports as entered.
- **View all training records:** User(s) can view all training records for every user.
- **Add/edit/delete their own training records:** User(s) can manage their own training records.
- **Add/edit/delete subordinate training records:** User(s) can manage training records belonging to their subordinates as well as their own.
- **Add/edit/delete everyone's training records:** User(s) can manage all training records for every user.
- **View training record reports:** User(s) can access reports from the front-end of documents containing training records of all users.

From the front-end of the application, the user will see the following options:



For an overview of Training Records, please click [here](#).

Certificate Expiration

This section will allow users to define the intervals to use for Certificate expiration reminder notifications:

Admin / Learning

Learning Path

Training Records

Certificate Expiration

Bulk Import/Export

Qualification Codes

Certificate Expiration

Choose the intervals to use for Certificate expiration reminder notifications

On expiry date

Always available

Reminder 1

14

day(s) prior

Reminder 2

30

day(s) prior

By default, also send reminders to

Start typing to add...

Browse

Remove

View matching users...

Save

Reminder: Notifications will be sent to users according to the user's communication settings (i.e. email and/or in-system messages).

Bulk Import/Export

As an application administrator, this is where you can bulk update Training Records or export existing training records:

Admin / Learning

Learning Path

Training Records

Certificate Expiration

Bulk Import/Export

Qualification Codes

Bulk Import/Export Training Records

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?

Choose File

No file chosen

Browse Documents

Import from CSV

Download CSV Template

Export as CSV

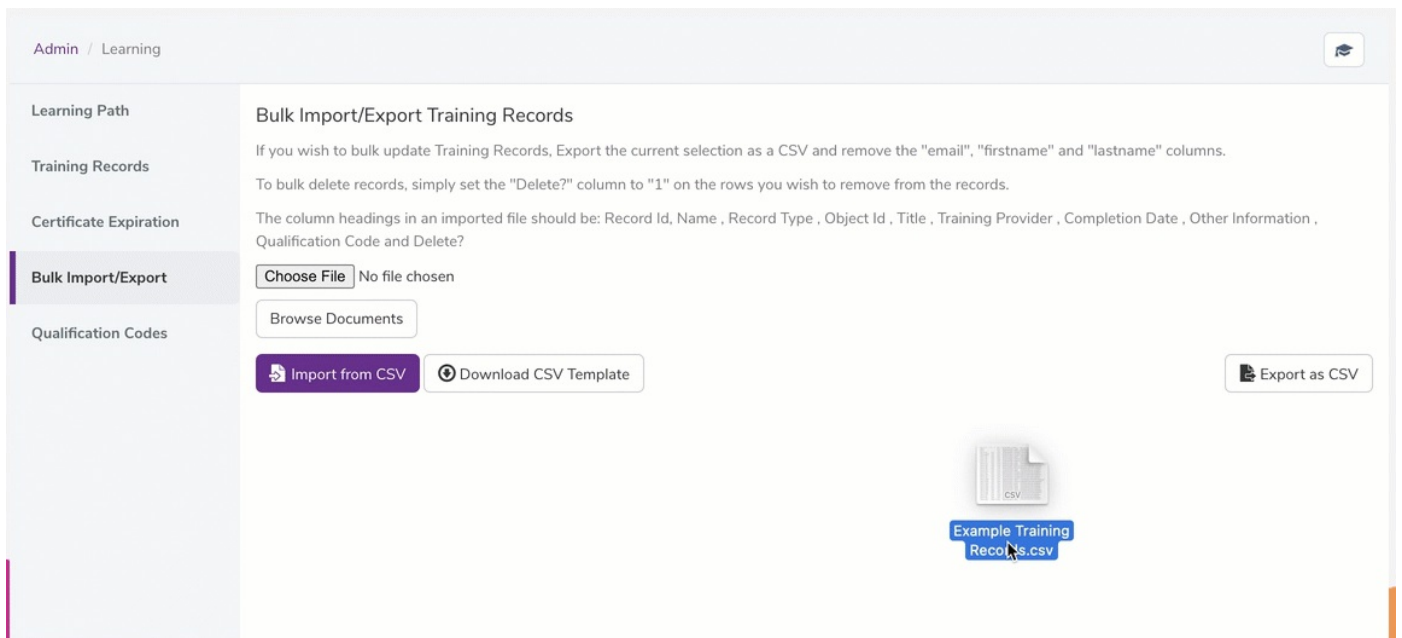
To import records, you can either (1) Browse the CSV directly from the Documents application by selecting


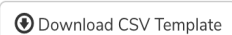
Browse Documents

 or (2) Upload the CSV from your own PC by selecting

Choose File

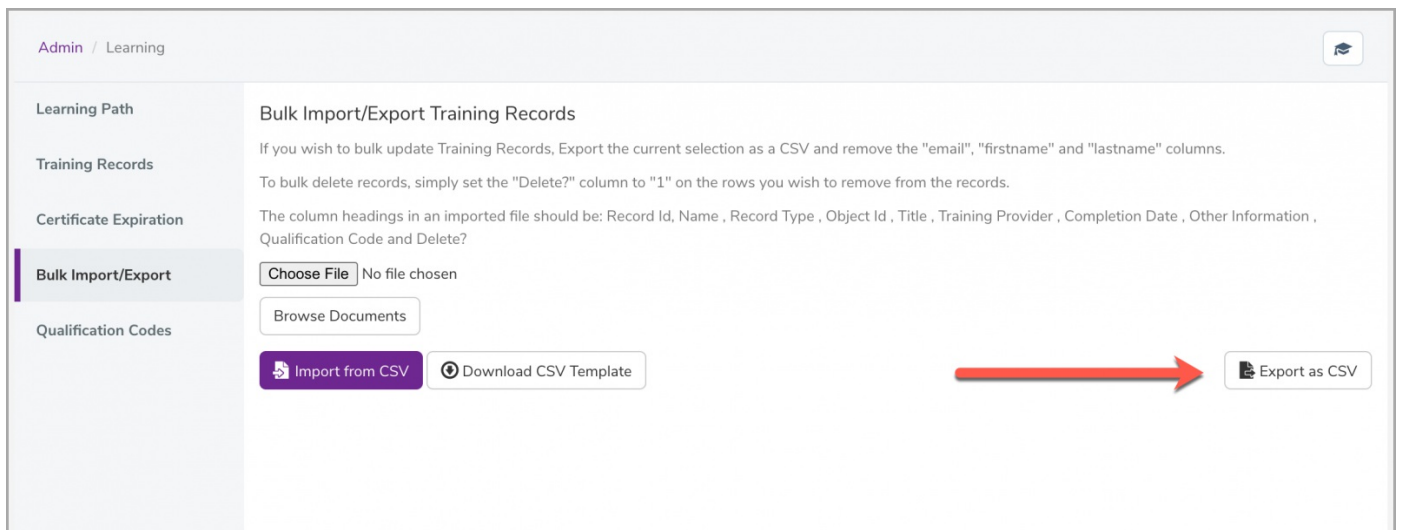
 or using our drag and drop feature:



The CSV will successfully be imported upon clicking  if the CSV is in the correct format. If you require a template of the CSV, select .

For more information on bulk importing training records and the correct format, head to our [article here](#).

To export training records, you can select export one as a CSV. The CSV will contain all training records of every user:



Please note: The CSV from the admin side will provide training records of every user. However, if you need training records from select users, you can do so from the front end of the application.

Qualification Codes

The Qualification Codes section is where you will see a list of all existing qualification codes and where they are used in the application:

Admin / Learning

Learning Path

Training Records

Certificate Expiration

Bulk Import/Export

Qualification Codes

Warning! Existing Training Events or E-Learning Courses that are using the same code need to be updated when changing a Qualification Code.

Qualification Codes

+ Add Code

Permissions

10 entries per page

1 2 3

Code	Description	Used In	
CLABEG			
CLADROP			
CLAESS			
CLARODROP			
CLAROTAT			
CLATT			
CPR			
EG01			
EGMP			
EGP			

Showing 1 to 10 of 21 entries

To add a new code, you can do so by clicking **+ Add Code** at the top right-hand side of the page.

To change permissions for a certain user or set of users to edit the qualification codes, select the key icon **Permissions**

To edit or delete any of the existing qualification codes, select the pencil icon or trashcan to the right of the desired code:

Admin / Learning

Learning Path

Training Records

Certificate Expiration

Bulk Import/Export

Qualification Codes

Warning! Existing Training Events or E-Learning Courses that are using the same code need to be updated when changing a Qualification Code.

Qualification Codes

+ Add Code

Permissions

10 entries per page

1 2 3

Code	Description	Used In	
CLABEG			
CLADROP			
CLAESS			

Please note: Existing Training Events or E-Learning Courses that are using the same code need to be updated when changing a Qualification Code.

Last modified on 1 December 2023 by Hannah Door

Created on 5 July 2021 by Veronica Kim

Tags: admin, learning, lms, user guide, qualification code, qualification