

A certificate can be either auto-generated by the system upon Course completion or manually given to users by Learning administrators in their training record.

The below methods will suit different situations and whether the Course content was completed on the intranet or externally.

Auto-generated

Can be enabled from Admin > Courses:



Once enabled users will receive a hardcoded certificate like the below once they complete a Course:



The certificate will only appear when looking at the Course:



Please note: This certificate design can only be altered using custom work. If you are interested in what is possible raise a ticket outlining your requirements here.

Added by administrators

- Individually

From a user training record select the 'Add certificate' option:

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View training records for	Select user	* Browse	Download as CSV	Claromentis Administrator System Administrator
31 January 🕞 testin 2023 E-Learn	g123 (test123) ing		× /=	+ Add New Record + Add Certificate
18 July 2017 ; Exam E-Learn	ple (EG01)		×8	Latest progress
				You have no active Learning Paths
				Filter by
				Training Records
				Certificates

A PDF or image can be uploaded as well as other metadata...

Learning / Training Record	5 / Add/Edit Certificate Details	* * * *
Certificate Name *	Certificate Name	
Certificate PDF	Choose file No file chosen	
	Browse Documents	
Certificate Image	Lupload image	
Online Certificate URL	Online Certificate URL	
License No.	License No.	
Valid from		
Valid to	a	
	Send notification to the user that their certificate has been updated	
	Save Cancel	

... once saved it will appear on that user's training record:

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			<u>.</u>			Certificate	75		

- To multiple users at once (as a new training record entry)

From a user's training record click 'Add new record'...

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... the option to assign to multiple users will appear as well as the ability to select that this has a certificate:

Learning / Training Records	Add/Edit Record Details	Y !	ш. ¶	*
	Add single user			
Select Users *	Abigail Clark Alan Metcalfe Browse Browse			
Training Name *	dbfdhb			
Training Provider	htdfhtnh			
Date Completed *				
	Has a Certificate?			
Qualification Code	Qualification Code			
Other Information	B I U ∓ X ₀ X ¹ EMAIL 00		[SOL	URCEJ

No auto-generation or upload of the certificate is required, instead, the system will simply create an entry for the 'certificate' in the training record.



Last modified on 7 September 2023 by Veronica Kim

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