



## Courses: Certificate options

A user completes a [Course](#) in Claromentis by completing [all modules](#) within it.

Once [Course completion](#) is reached, there is an option to auto-generate a certificate for the user to see and/or appear in their training record, which we recommend enabling.

Administrators can also apply external certificates manually to users' [training records](#) for Courses taken outside Claromentis.

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

## Auto-generated certificates

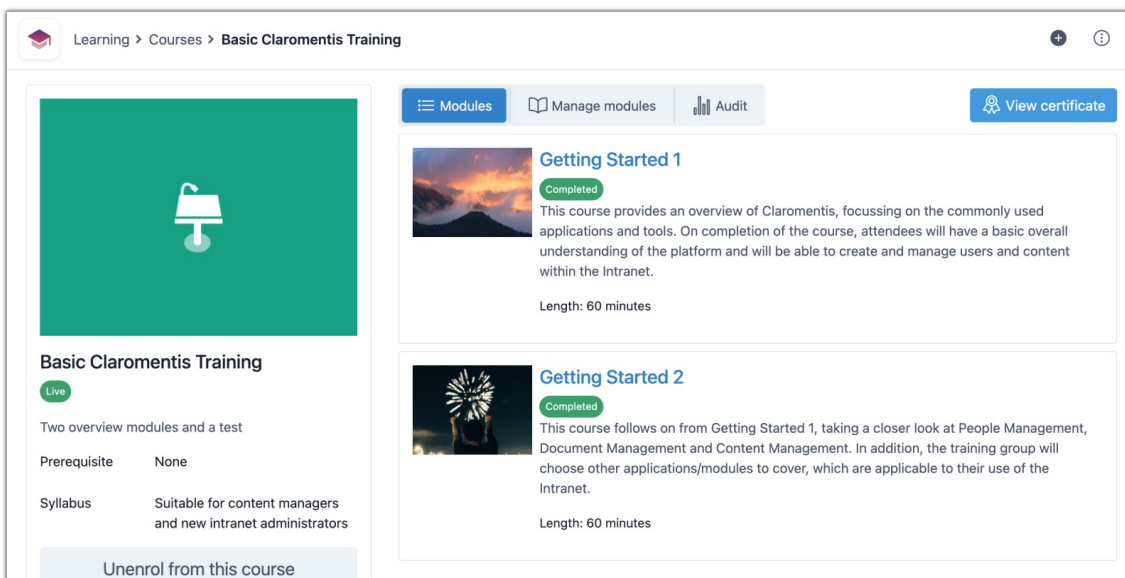
Can be enabled from the [admin side of the Courses application](#) (Applications > Admin > Courses > Preferences)

A screenshot of the 'Admin > Courses (e-learning) > Preferences' page. The page has a sidebar on the left with a navigation menu containing 'Admin Permissions', 'Course Permissions', 'Module Permissions', 'Manage Categories', and 'Preferences' (which is highlighted). The main content area is titled 'Preferences' and contains three sections: 'Email Reminder' with a text input field containing '7' and 'Days' next to it; 'Certificate' with a radio button for 'Off' and a selected radio button for 'On'; and 'File Downloads' with a checked checkbox and a description: 'Show download buttons for web-supported video (.mp4) audio (.mp3), images (.gif .jpg .jpeg .png) and pdf file formats. Download button will always be shown for other file formats such as MS Word, Excel, or PowerPoint.' Below these sections is a 'Module Report Score' section with an unchecked checkbox and the text: 'Show the score column. Please note that not all modules contain score information.' At the bottom of the main content area is a 'Submit' button.

When enabled, users will receive a hardcoded certificate like the one below once they complete a Course:



The certificate can be accessed using the button inside a Course that appears once this has been achieved:



**Please note:** The certificate design can only be altered using custom work. If you are interested in what is possible, raise a ticket outlining your requirements [here](#).

## Certificates added by administrators

### - Individually

From a [user training record](#), select the 'Add certificate' option:

Learning > Training Records

View training records for

**Abigail Clark**  
Human Resources Assistant

**Latest progress**

Claromentis Digital Workplace  
Points: 40/40 **100%**

**Filter by...**

- Training Records 1
- Certificates 1
- Learning Paths

**Claromentis Beginner (CLABEG)**  
Learning Path  
18 July 2017

**Claromentis Drop-In Session (CLARODROP)**  
Event  
18 July 2017

**Claromentis Essentials (CLAESS)**  
E-Learning  
18 July 2017

Various information about the certificate can be applied, including a validity period (if applicable)

Learning > Training Records > Add/Edit Certificate Details

Certificate Name \*

Certificate PDF  No file chosen

Certificate Image

Online Certificate URL

License No.

Valid from

Valid to

Send notification to the user that their certificate has been updated

Once saved, it will appear on that user's training record and can be viewed or downloaded:

Learning > Training Records

View training records for

**Abigail Clark**  
Human Resources Assistant

**Latest progress**

Claromentis Digital Workplace  
Points: 40/40 **100%**

**Filter by...**

- Training Records 1
- Certificates 2

**Compliance training 101**  
Certificate  
13 May 2026

**Claromentis Beginner (CLABEG)**  
Learning Path  
18 July 2017

**Claromentis Drop-In Session (CLARODROP)**

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

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

Learning > Training Records

View training records for:

**Abigail Clark**  
Human Resources Assistant

**Latest progress**

Claromentis Digital Workplace  
Points: 40/40 **100%**

**Filter by...**

- Training Records: 1
- Certificates: 1
- Learning Paths: 1

**Training Records List:**

- Claromentis Beginner (CLABEG)**  
Learning Path  
18 July 2017
- Claromentis Drop-In Session (CLARODROP)**  
Event  
18 July 2017
- Claromentis Essentials (CLAESS)**  
E-Learning  
18 July 2017

... 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

Training Name \*

Training Provider

Date Completed \*

Has a Certificate?

Qualification Code

Other Information

Send notification to the user that their record has been updated

Check the 'Has certificate' box; the system will create an entry for the 'certificate' in the training record.

Learning > Training Records

View training records for:

**Abigail Clark**  
Human Resources Assistant

**Latest progress**

Claromentis Digital Workplace  
Points: 40/40 **100%**

**Filter by...**

- Training Records: 2
- Certificates: 3
- Learning Paths: 1

**Training Records List:**

- Compliance training 101**  
Certificate  
13 May 2026
- Health & Safety 2026**  
Training Record  
11 May 2026
- Claromentis Beginner (CLABEG)**  
Learning Path  
18 July 2017

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