skillsforwork | TeachToProtect

Download and Manage Certificates

1 Click **Certifications** in the left-hand menu.

2 You will then see all active training topics and the documentation for each. If you click over the **icon with a tick** inside it, you can view the certificates from employees who have completed and passed training.

	PRODUCT TeachToProtect (UK) ⌄				Member frontend

Documentation Proofs

Here you can archive and manage all documentation and certificates. Our system is designed to provide you with a comprehensive overview of all documents. You can access your stored certificates and documents anytime, anywhere and share them quickly and easily if needed.

⌃

TOPIC	DATE	TRAINING TYPE	COMPLETED	DOCUMENT
DSE	22.04.2024	ELearning	0	
Fire Safety	29.03.2024	ELearning	1	
First Aid	22.03.2024	ELearning	0	

Privacy

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3 Click the icon under **Actions** to download an employee's certificate. Or click **Download All Certificates** to download all certificates at once.

ficates ✕

LAST NAME	DATE	STATUS	ACTIONS
Dobson	14.03.2024, 17:01	✓	
Jones	–		
Walker	–		

All Certificates

4 You can also click this icon to add a document or certificate manually.

TRAINING TYPE		COMPLETED	DOCUMENT
ELearning		0	
ELearning		1	☑ ✎
ELearning		0	☑ ✎

Q Quick Search

Add document

5 Click the **tick** to add a certificate for the selected employee.

upload

	LAST NAME	DATE	STATUS
	Dobson	14.03.2024, 17:01	✓
	Jones	–	✓ ✕
	Walker	–	✓ ✕

all 2 open users

dow
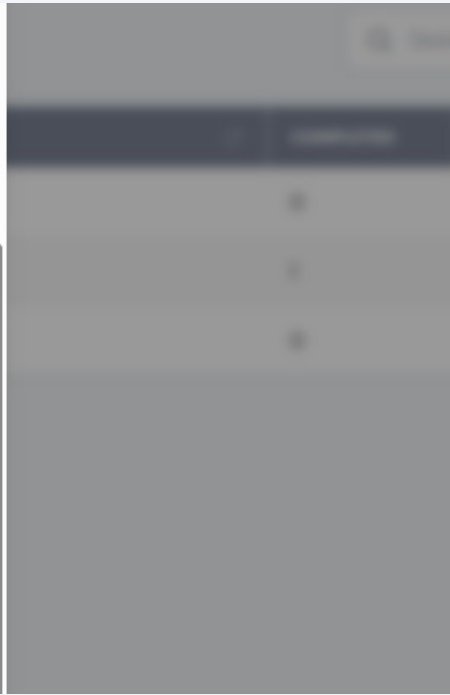
6 Then confirm your selection by clicking the button below. Then click **Close window**.

FIRST NAME	LAST NAME	DATE	STATUS
Emma	Dobson	14.03.2024, 17:01	✓
Rebecca	Jones	25.03.2024, 15:13	✓
Tom	Walker	–	✓

→ Confirm all 1 open users

→ Close window