## **Download and Manage Certificates**

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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.

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

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

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

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4

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

	FIRST NAME	LAST NAME	DATE	STATUS
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The No.	Rebecca	Jones	25.03.2024, 15:13	~
	Tom	Walker	1	<u>~</u>
	ightarrow Confirm	all 1 open users		