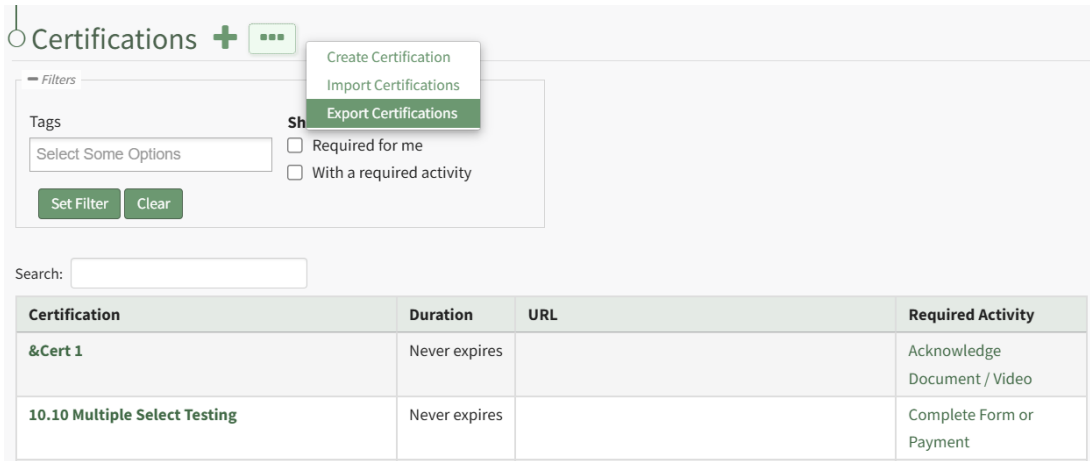


Export Certifications

Certifications can be exported from KAStack into a CSV file.

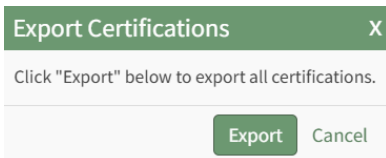
Select the Certifications Page in the People Module from the Main Menu to open the Certification Table. Click the three-dot icon to the right of the header to open the Certifications Page Context Menu and select “Export Certifications”.



The screenshot shows the 'Certifications' page header with a search icon, a plus sign, and a three-dot menu icon. A context menu is open, listing 'Create Certification', 'Import Certifications', and 'Export Certifications' (which is highlighted). Below the menu is a 'Filters' section with a 'Tags' dropdown (set to 'Select Some Options'), a 'Show' section with checkboxes for 'Required for me' and 'With a required activity', and 'Set Filter' and 'Clear' buttons. A 'Search:' input field is also present. Below these elements is a table with the following data:

Certification	Duration	URL	Required Activity
&Cert 1	Never expires		Acknowledge Document / Video
10.10 Multiple Select Testing	Never expires		Complete Form or Payment

This opens the Export Certifications Modal.



The screenshot shows a modal dialog titled 'Export Certifications' with a close button (X). The dialog contains the text 'Click "Export" below to export all certifications.' and two buttons: 'Export' and 'Cancel'.

Select the “Export” button to download a CSV file into your device’s Downloads folder that contains all Certifications and their details.

Revision #4

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