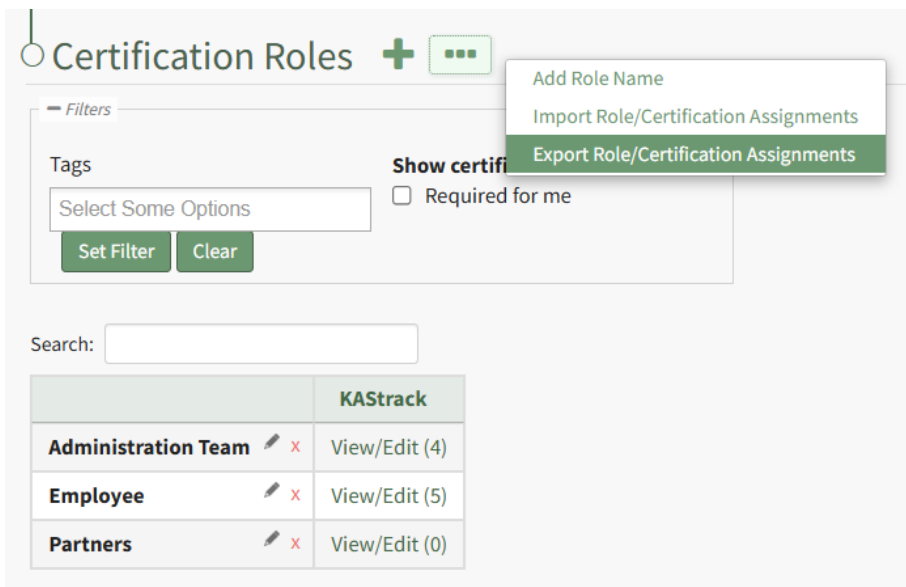








Export Roles/Certification Assignments

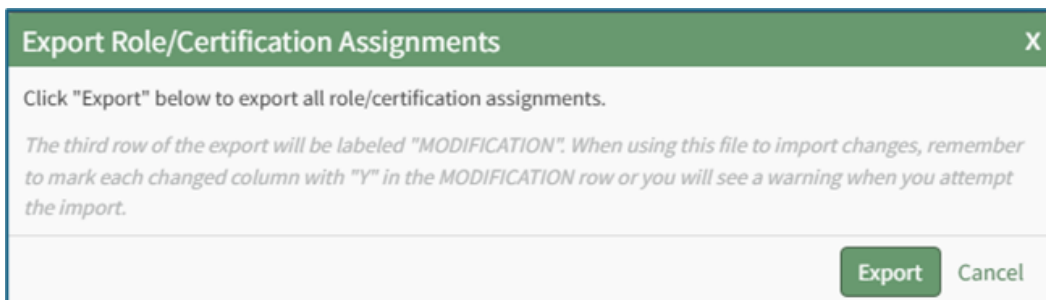
Certification assignments to Certification Roles can be exported from KAStrack into a CSV file. Select Roles Page in the People Module from the Main Menu to open the Certification Roles Table. Click the three-dot icon to the right of the header to open the Certification Roles Page Context Menu and select “Export Roles/Certification Assignments”.



The screenshot shows the 'Certification Roles' page. At the top, there is a search bar and a table of roles. A context menu is open over the table, showing options: 'Add Role Name', 'Import Role/Certification Assignments', and 'Export Role/Certification Assignments'. The 'Export Role/Certification Assignments' option is highlighted.

	KAStrack
Administration Team  	View/Edit (4)
Employee  	View/Edit (5)
Partners  	View/Edit (0)

This opens the Export Role/Certification Assignments Modal.



The screenshot shows the 'Export Role/Certification Assignments' modal. It contains instructions: 'Click "Export" below to export all role/certification assignments. The third row of the export will be labeled "MODIFICATION". When using this file to import changes, remember to mark each changed column with "Y" in the MODIFICATION row or you will see a warning when you attempt the import.' There are 'Export' and 'Cancel' buttons at the bottom right.

Select the “Export” button to download a CSV file into your device’s Downloads folder that contains all role/certification assignments.

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