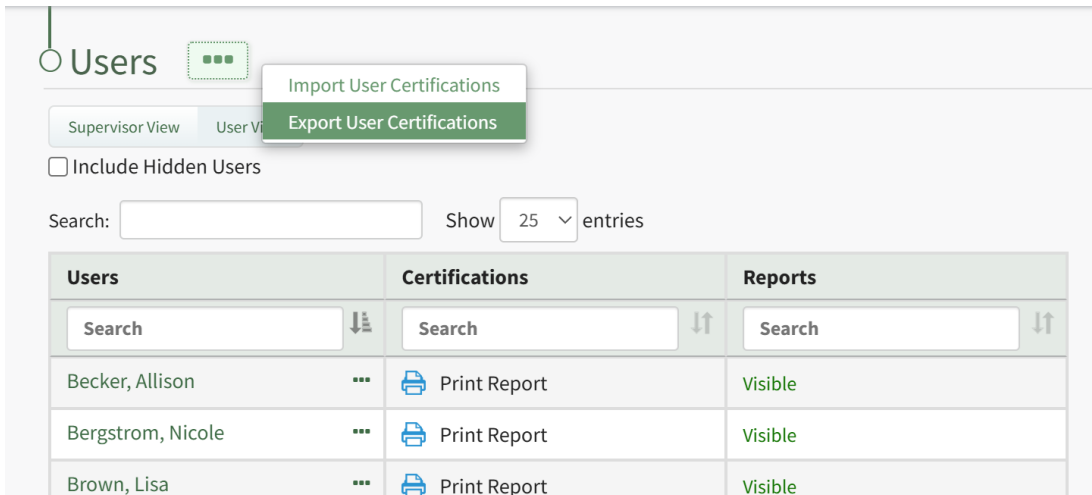


# Export User Certifications

User certification completion and expiration data can be exported from KAStrack into a CSV file.

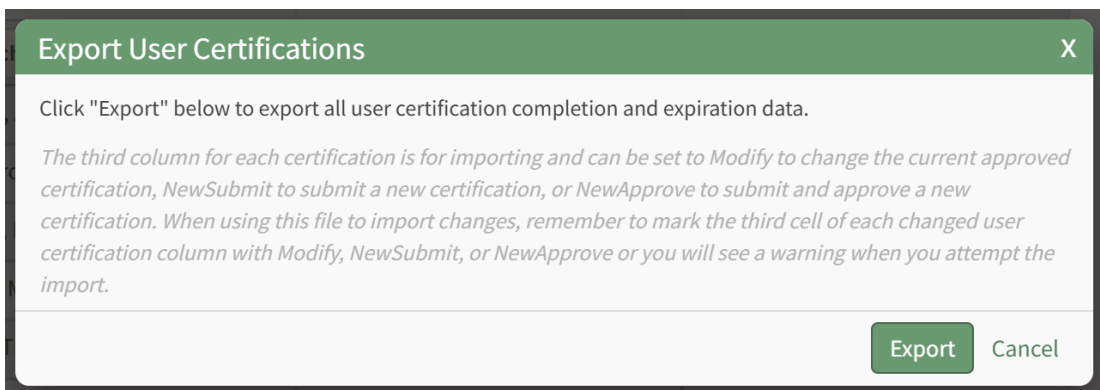
Select the Users Page in the People Module from the Main Menu to open the Users Table. Click the three-dot icon to the right of the header to open the Users Page Context Menu and select “Export User Certifications”.



The screenshot shows the 'Users' page interface. At the top, there's a header with 'Users' and a three-dot menu icon. Below this, there are tabs for 'Supervisor View' and 'User View'. A context menu is open, showing 'Import User Certifications' and 'Export User Certifications'. Below the menu, there's a checkbox for 'Include Hidden Users' and a search bar. A table with three columns: 'Users', 'Certifications', and 'Reports' is visible. The 'Users' column lists names like 'Becker, Allison', 'Bergstrom, Nicole', and 'Brown, Lisa'. The 'Certifications' column has a 'Print Report' link for each user. The 'Reports' column shows 'Visible' for each user.

| Users             | Certifications | Reports |
|-------------------|----------------|---------|
| Becker, Allison   | Print Report   | Visible |
| Bergstrom, Nicole | Print Report   | Visible |
| Brown, Lisa       | Print Report   | Visible |

This opens the Export User Certifications Modal.



The screenshot shows the 'Export User Certifications' modal. It has a green header with the title and a close button (X). The main content area contains instructions: 'Click "Export" below to export all user certification completion and expiration data.' followed by a detailed note about the third column of the certification table. At the bottom right, there are two buttons: 'Export' and 'Cancel'.

Click "Export" below to export all user certification completion and expiration data.

*The third column for each certification is for importing and can be set to Modify to change the current approved certification, NewSubmit to submit a new certification, or NewApprove to submit and approve a new certification. When using this file to import changes, remember to mark the third cell of each changed user certification column with Modify, NewSubmit, or NewApprove or you will see a warning when you attempt the import.*

Export Cancel

Select the “Export” button to download a CSV file into your device’s Downloads folder that contains all data pertaining to users' certification completions and expiration dates.

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