

Certifications Import

The Certifications import starts with filling out the Certifications Import template.

	А	В	С	D	E	F
1	Personnel Code	Certification Code	Certification #	Certification Method Code	Instructor Code	Date Taken
2	Required	Required	Optional	Optional	Optional	Required
3	JD	OPB		IP	LS	11/13/2023
4						
5						
6						
7						
8						
9						
10						

- Column A is the personnel code and is required. It can be found by going to Assurance > Setup > Company Attributes > Personnel Setup. Use the **Code** column.
- Column B is the certification code and is required. It can be found by going to Assurance > Setup > Certifications > Certifications. Use the **Code** column.
- Column C is for the certification number associated with the certification. (If applicable)
- Column D is the certification method code. It can be found in Assurance > Setup > Certification > Certification Method. Use the **Code** column.
- Column E is for the instructor code, this can be found by going to Assurance > Setup > Certification > Instructor. Use the **Code** column.

Column F - is for the certification date and is required.

Once you have your import file created, you are ready to import. Go to Assurance > Imports > Certification Import.

Then under the Standard tab, select Certification Import.

All Feed Sow Sales	Standard
Select Import	- ·
biece import.	
Boar Stud Import	Under the
Certification Import	Standard Tab
Feed Bin Import	Select
Feed Budget Import	Certification
Feed Formulation AccuFeed Import	Import
Feed Formulation Brill Import	
Feed Formulation Import	
Group Event - Treatments	
Group Expenses -Original	
Group Expenses -Standard	
Group Expenses -Standard Nutrition	
Growth Curve Feed Import	
Mortality Import - Standard	
Movement Import - Standard	
Movement Import - with Comments and Subo	groups
Movement Import - with Subgroup	
Personnel Import	
Weekly Ingredient Prices Import	

Next, click the Choose File button and browse to the location of the file to be imported then click Process File.

Select In Certifi Choo	nport: cation Im se File No ort D	port o file chosen elete Record:	Pro	ecords	Select your file and Process File	click							
Row	Impor Ready Delete Edit Personnel Code		Personnel Code	*Personnel Match	Certification Code		Certification # Certification Method Code		Certification Method Match	Instructor Code	Instructor Match	*Date Taken	
				T	T	T	T	T	T	T	T	T	
No records to display.													
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Once the document is uploaded, click Match Records.

All Feed Sow Sales Standard													
Select Import													
Cho	se File N	o file chosen	Pro	ocess File									
Imp	ort D	elete Records	Match R	ecords									
Row	Impor Ready	Delete	Edit	Personnel Code	*Personnel Match	Certification Code	*Certification Match	Certification #	Certification Method Code	Certification Method Match	Instructor Code	Instructor Match	*Date Taken
				T	T	T	T	T	T	T	T	T	
1			Edit	00TR56F	LMS test	PQA	Pork Quality Assurance	1234567890	IP	In Person	EM	EM	5/31/2020
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Once lines have been matched and are marked Import Ready, click Import.

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Select Im Certific	timport fifection import												
Choos	t D	elete Records	Pro Match R	ocess File Records									
	Impor			Personnel		Certification		Certification	Certification	Certification	Instructor		
Row	Ready	Delete	Edit	Code	*Personnel Match	Code	*Certification Match	#	Method Code	Method Match	Code	Instructor Match	*Date Taken
Row	Ready	Delete	Edit	Code	*Personnel Match	Code	*Certification Match	#	Method Code	Method Match	Code	Instructor Match	*Date Taken
Row 1	Ready	Delete	Edit	Code 00TR56F	*Personnel Match	Code T PQA	*Certification Match Pork Quality Assurance	# 1234567890	Method Code	Method Match T In Person	Code T EM	Instructor Match	*Date Taken

Your Import is now complete!

	Hire Date	Termination Date	*Personnel Code	Supervisor	Service Tech	Veterinarian	Nutritionist	Barn Mana
T			T	T	T	T	T	
		Import Cor	nplete port Complete DK		×			

Note: To view the Certification added, go to the setup tab of any module, and select Personnel Setup. On the line with the name of the person you would like to view, select Certificates.