

Certifications Import

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

	A	B	C	D	E	F
1	Personnel Code	Certification Code	Certification #	Certification Method Cod	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.

Select Import:

- Boar Stud Import
- Certification Import
- Feed Bin Import
- Feed Budget Import
- Feed Formulation AccuFeed 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 Subgroups
- Movement Import - with Subgroup
- Personnel Import
- Weekly Ingredient Prices Import

Under the Standard Tab select Certification Import

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

Select Import: Certification Import

Choose File | No file chosen | Process File

Select your file and click Process File

Import | Delete Records | Match Records

Row	Import Ready	Delete	Edit	Personnel Code	*Personnel Match	Certification Code	*Certification Match	Certification #	Certification Method Code	Certification Method Match	Instructor Code	Instructor Match	*Date Taken
	<input type="checkbox"/>	<input type="checkbox"/>											

No records to display.

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Once the document is uploaded, click Match Records.

All Feed Sow Sales Standard

Select Import: Certification Import

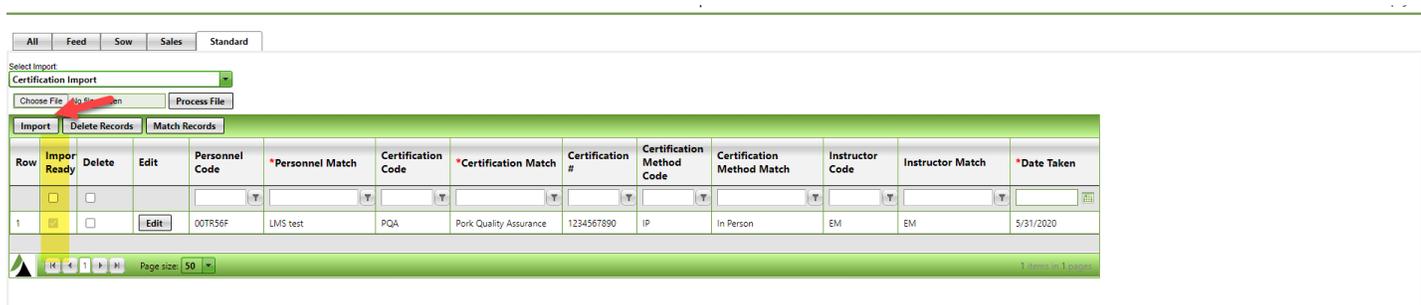
Choose File | No file chosen | Process File

Import | Delete Records | Match Records

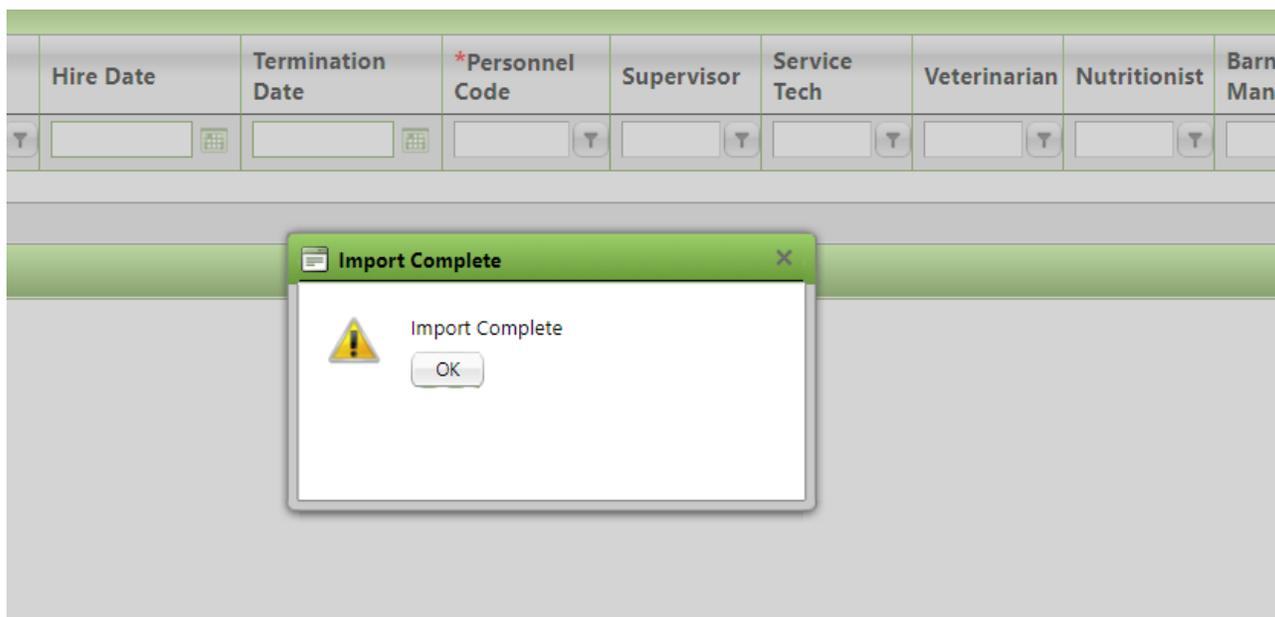
Row	Import Ready	Delete	Edit	Personnel Code	*Personnel Match	Certification Code	*Certification Match	Certification #	Certification Method Code	Certification Method Match	Instructor Code	Instructor Match	*Date Taken
1	<input type="checkbox"/>	<input type="checkbox"/>	Edit	00TR56F	LMS test	PQA	Pork Quality 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.



Your Import is now complete!



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.