

Training Certificate

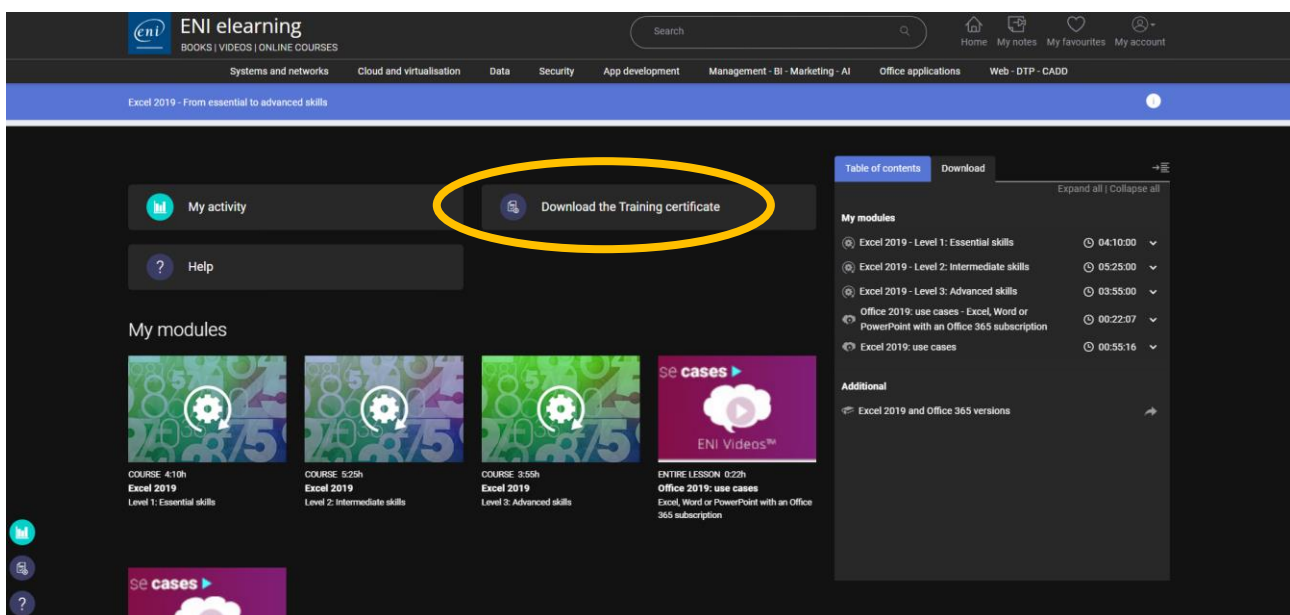
As administrator, you can edit training certificates for your users via the admin console. The certificate can also be available to the users, within their course in their learning portal. To use this functionality, submit the request to your customer success manager.

The training certificate can be edited when a user reaches an overall progress of 90% for a given course. This gauge can be altered by submitting a request to your customer success manager.

NB: the formatting and mentions differ according to the language in which the certificate is edited, and for students pursuing their course via a training centre.

Downloading the training certificate from the user portal:

- From the online course's homepage:
Once a progress of at least 90% is reached:
 - Click the **Download the Training certificate** button.
 - The learner can download their activity report, containing the detail of the modules studied, which does not appear on the certificate, at any time using the **My Activity** button and the PDF export button.



The screenshot shows the ENI elearning user portal. The top navigation bar includes the ENI logo, course categories (Systems and networks, Cloud and virtualisation, Data, Security, App development, Management - BI - Marketing - AI, Office applications, Web - DTP - CADD), and user links (Home, My notes, My favourites, My account). The main header displays the course title 'Excel 2019 - From essential to advanced skills'. Below this, there are two buttons: 'My activity' and 'Download the Training certificate', with the latter being highlighted by a yellow circle. The 'My modules' section shows four course cards for 'Excel 2019' at different levels (Essential, Intermediate, Advanced) and an 'Office 2019: use cases' module. A right-hand sidebar titled 'Table of contents' lists the modules and their durations, with a 'Download' button at the top.



ENI elearning
BOOKS | VIDEOS | ONLINE COURSES

Search

Home My notes My favourites My account

Systems and networks Cloud and virtualisation Data Security App development Management - BI - Marketing - AI Office applications Web - DTP - CADD

Excel 2019 - From essential to advanced skills

My activity

Download the Training certificate

Table of contents Download

Expand all Collapse all

My modules

- Excel 2019 - Level 1: Essential skills 04:10:00
- Excel 2019 - Level 2: Intermediate skills 05:25:00
- Excel 2019 - Level 3: Advanced skills 03:55:00

Excel 2019 - Level 1: Essential skills

Excel 2019 - From essential to advanced skills

Course runtime: 00:00:00
Time logged in: 00:00:51
Progress: 0%

Excel 2019 - Level 1: Essential skills

Topics completed (0) Unsuccessful topics (0) Topics not accessed (50)

Get started in Excel

Predicted time: 1:10h 14 topics 0/14

- You need to know: About your spreadsheet application
- Opening a workbook
- Overview of the environment
- Moving around a workbook
- You need to know: Text made easy
- Entering data
- You need to know: Selecting, copying, moving

Downloading the training certificate from the admin console:

- From the admin console's homepage:
 - In the **Search** area, input the user's surname and/or forename or username or email address.

ENI Portal administration

Domain Group

demo-eni

About the client

Customer area name: demo-eni

Link to manage the licences: <https://licences.eni-elearning.com/default.aspx?lang=fr>

Link to the ENI Editions help desk website: <https://editionseni.freshdesk.com/en/support/solutions>

Visit the news site

List of domains

Create

#	Name	Comments	Users	Groups	Creation date	Created by	Type
					month/day/year		

- Select the record of the user concerned and click the **Activity** button.

ENI Portal administration

Search

Domain Group

demo-eni

List of users Search results: DEMO ENI

Export Properties Access the domain Delete Activity

#	Username	First name	Last name	E-mail	Suspended	Deleted	Comments	Domain	Type
1110788	DEMO ENI	Démq	ENI		(All)	No		Inscription E-Formation	Standard



- In the window that appears, click the **Training certificate** tab.
- Then select the record corresponding to the course for which you would like to edit the certificate and click the **Training certificate** button.

Keep in mind certificates can only be edited if the user has reached at least 90% overall progress.

Detailed report: Training certificate

Utilisateur: DEMO ENI

The training certificates are available for the online IT courses whose progress is of at least 90 %
The training certificates are available for the online office software courses whose progress is of at least 80 %

Last name	Description	Enrolment date	First access	Last access	Progress	Time logged in
EN_EBTEAV1 Teams V1	Teams - Teamwork with Office 365 (v1)	9/26/23	10/10/23	10/10/23	100%	7:09:17
ADP_19POW_EN_PrePost	My PowerPoint 2019 course	9/26/23	9/25/23	10/10/23	43%	3:35:34
ADP_19EXC_EN_PrePost	My Excel 2019 course	9/26/23	10/10/23	10/24/23	36%	4:02:09

- The training certificate, exported to PDF, appears in the downloads.

- It is also possible to download several certificates at a time by selecting a group.
- Select the group for which you would like to edit one or more certificates.
 - Select a course and click the **Activity** button.

ENI Portal administration

Search

Domain Group Actions

DEMO ENI

EN - Courses

Group properties

Group name: EN - Courses - V2 Created on 8/29/23 by

Comments:

List of associated courses

Define the associations Change the order Programme can Activity

#	Name	Title	Type	Template	Assessments	Creation date	Ord
123207	EN_VB216ONE OneNote 2016	OneNote 2016 Create and share your notes	Multi client	Standard	<input type="checkbox"/>	4/11/19	1
125638	EN_VBSKYV1 Skype for Business v1	Skype for Business Communicating in real time (v1)	Multi client	Standard	<input type="checkbox"/>	6/17/19	2
144041	EN_EB13-510 Outlook 2019	Outlook 2019 Make good use of your messaging system	Multi client	Standard	<input type="checkbox"/>	7/29/20	3
146822	EN_EBTEAV1 Teams V1	Teams Teamwork with Office 365 (v1)	Multi client	Standard	<input type="checkbox"/>	9/25/20	4



- Click the **Training certificate** tab.
Keep in mind certificates can only be edited if the users have reached at least 90% overall progress. The records which are greyed out correspond to learners who have not reached the minimum required overall progress.

Detailed report: **Training certificate**

E-formation : Démo ENI

The training certificates are available for this course when the progress is of at least 90 %

<input type="checkbox"/>	Last name	First name	Login	First access	Last access	Progress	Time logged in
<input type="checkbox"/>	ENI	Démo	DEMO ENI	12/1/21	11/28/23	100%	0:03:36
<input type="checkbox"/>		Emilie				0%	0:00:00
<input type="checkbox"/>		Emilie				0%	0:00:00
<input type="checkbox"/>		Emilie				0%	0:00:00
<input type="checkbox"/>		Andrew				0%	0:00:00
<input type="checkbox"/>		Emilie				0%	0:00:00
<input type="checkbox"/>		Emilie				0%	0:00:00
<input type="checkbox"/>		Emilie				0%	0:00:00

- Use the first tick box to select all records or tick the boxes of the learners for whom you would like to edit certificates, then click the **Training certificate** button.

Detailed report: **Training certificate**

E-formation : Démo ENI

The training certificates are available for this course when the progress is of at least 90 %

<input checked="" type="checkbox"/>	Last name	First name	Login	First access	Last access	Progress	Time logged in
<input checked="" type="checkbox"/>	ENI	Démo	DEMO ENI	12/1/21	11/28/23	100%	0:03:36
<input type="checkbox"/>		Emilie				0%	0:00:00
<input type="checkbox"/>		Emilie				0%	0:00:00
<input type="checkbox"/>		Emilie				0%	0:00:00
<input type="checkbox"/>		Andrew				0%	0:00:00
<input type="checkbox"/>		Emilie				0%	0:00:00

- The certificates will then be available in a zipped file inside the Downloads folder.



CERTIFICATE EXAMPLE:

NB: the formatting and mentions differ according to the language in which the certificate is edited, and for students pursuing the courses via a training centre.



I, the undersigned, Denis LECUPPE

legal representative of Editions ENI, training provider, confirm that:

SURNAME FORENAME

has pursued the training activity: **COURSE TITLE** as provided by **CORPORATE NAME**

between 27/02/2023 and 25/05/2023, for a total duration of 20:40 hour(s)

ST HERBLAIN, France

11 December 2023

Denis LECUPPE, Administrative and finance director

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Editions ENI cannot be held accountable if the trained student is not the account owner in the event of identity fraud.