



Managing Training Records

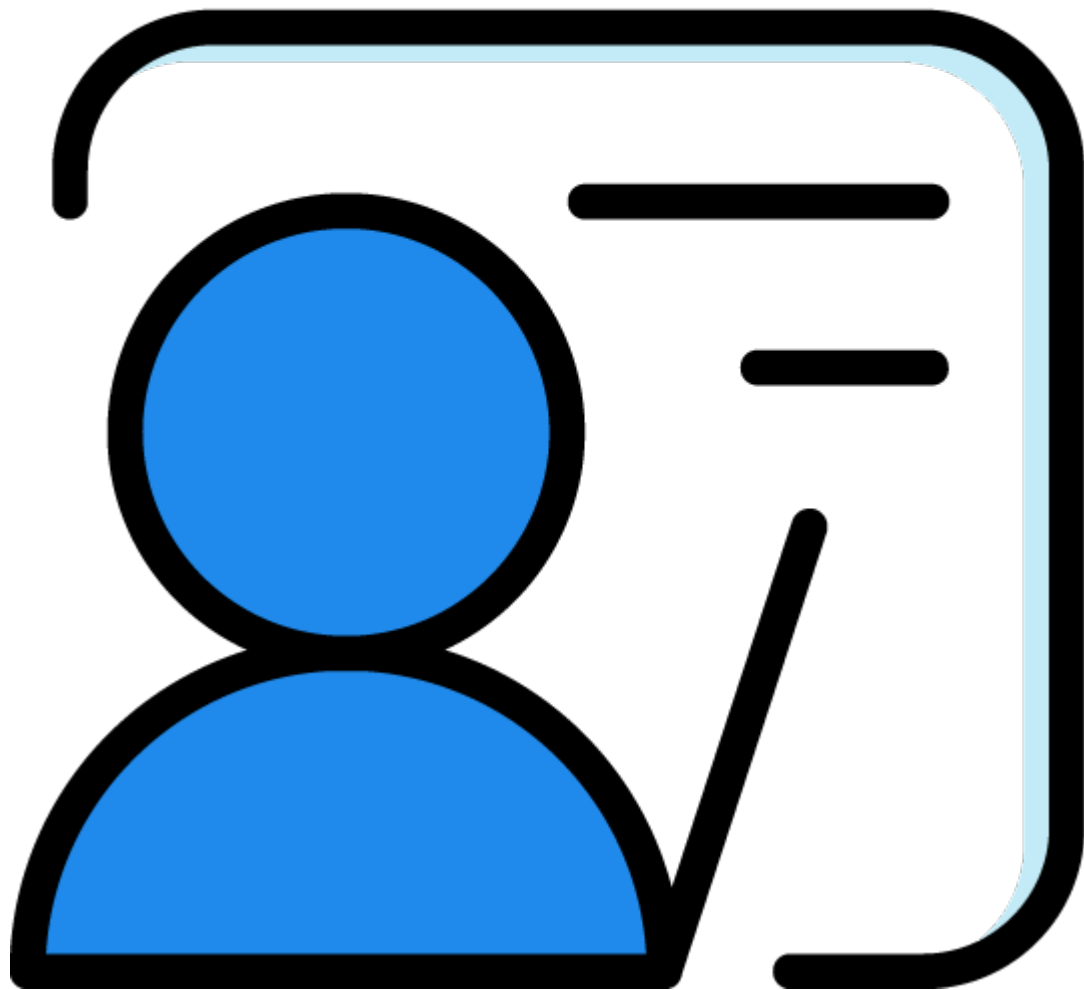
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A Few Things to Note:

- This session is being recorded.
- The recording will be automatically Emailed to all registrants of this session, as soon as it becomes available.
- You can and should download a copy of this presentation from the Handouts section of the GoToWebinar sidebar.
- You can type in your questions any time within the questions field of GoToWebinar

After This Session, You Will Be Able To:

- Create code tables to support organization of your certificates and courses
- Confirm Best Practices associated with training records and their management
- Create certificates for both standing record needs and courses
- Identify training record nuances of certificates
- Identify how certificates support and influence your PowerDMS courses



Code Tables

Security: requires permission to the Administration Menu to access and create code tables

- ✓ Code tables can be created for both Certificates and Courses.
- ✓ Intended to provide a means of organization for your certificates or courses in the blue sidebar menu display.
- ✓ Displayed as a folder but does not support the traditional folder features you may be familiar with from document folders.
- ✓ Does not support assignment of training nor security permissions on the enclosed certificates or courses in the “folder”.



Why Certificates?

Can be used for traditional display/printing. Can also be used for record keeping for the organization.

Best Practice is to include a certificate with every course developed and maintained in PowerDMS.

Supports efficiencies and automations for administrators by automating:

- ✓ Assignment of the training to users
- ✓ Reminders of renewable training based on the cadence you require
- ✓ Efficient reporting on completed training for users

Creating and Managing Certificates Resources

Getting Started

[Creating Certificates](#)

[Assigning and Awarding
Certificates](#)

Certificate Details

[Certificate Properties](#)

[Creating Printable Certificate
Images](#)

[Alert Notifications](#)

Reporting

[Analytics Certificates
Reports](#)

You Should Now Be Able To:

- Create code tables to support organization of your certificates and courses
- Define Best Practices associated with training records and their management
- Create certificates as standalone records or attached to a course
- Identify training record nuances of certificates
- Identify how certificates support and influence your PowerDMS courses





Questions