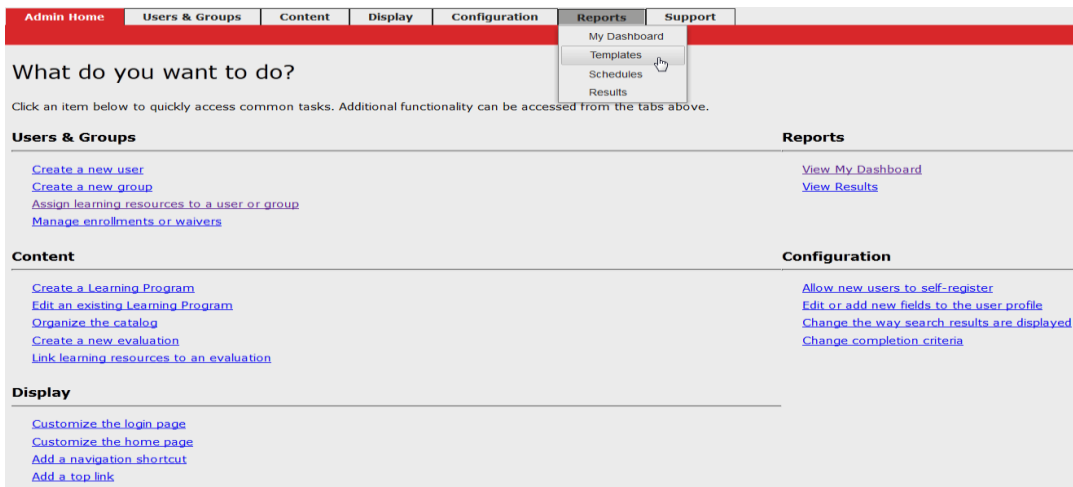
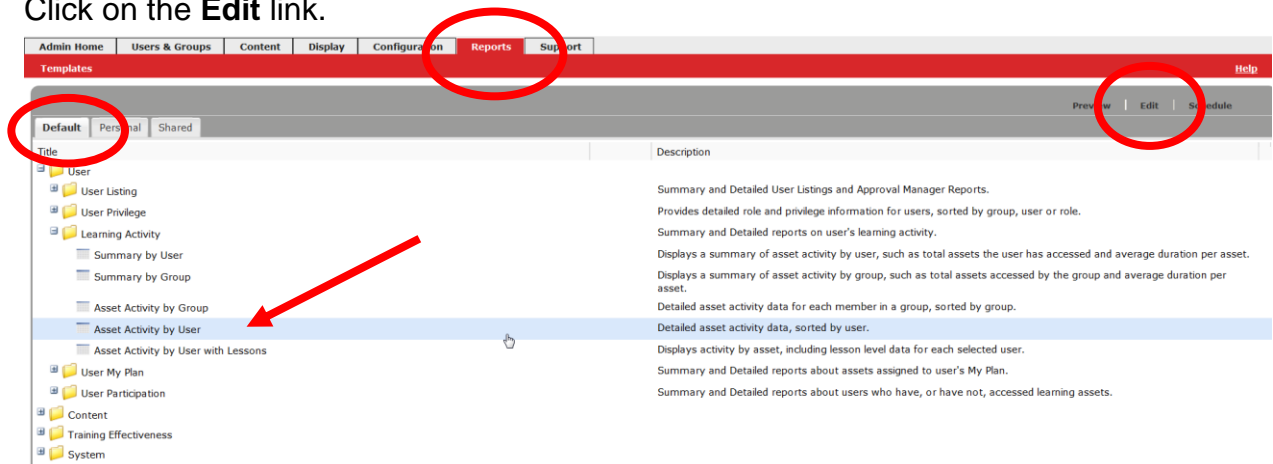


Printing a Training Certificate for an Employee

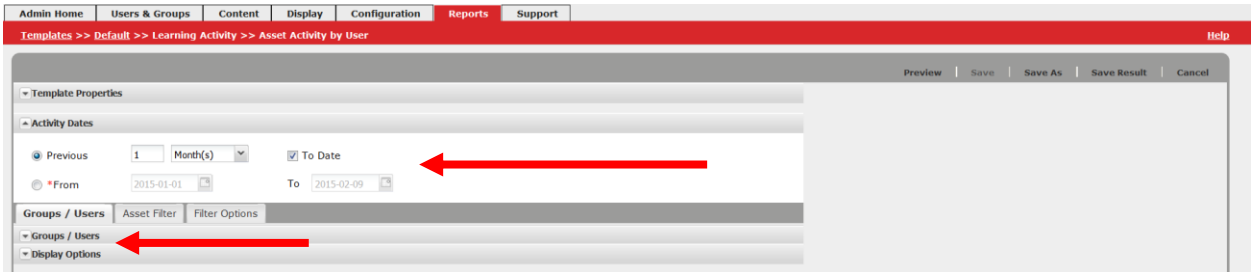
1. A supervisor or manager can print a training certificate on behalf of an employee. Sign into **Develop West** www.westga.edu/developwest. Your User ID and Password will be your UWG network credentials.
2. Click the **Admin** link.
3. Click the **Reports** tab.
4. Click **Templates**.



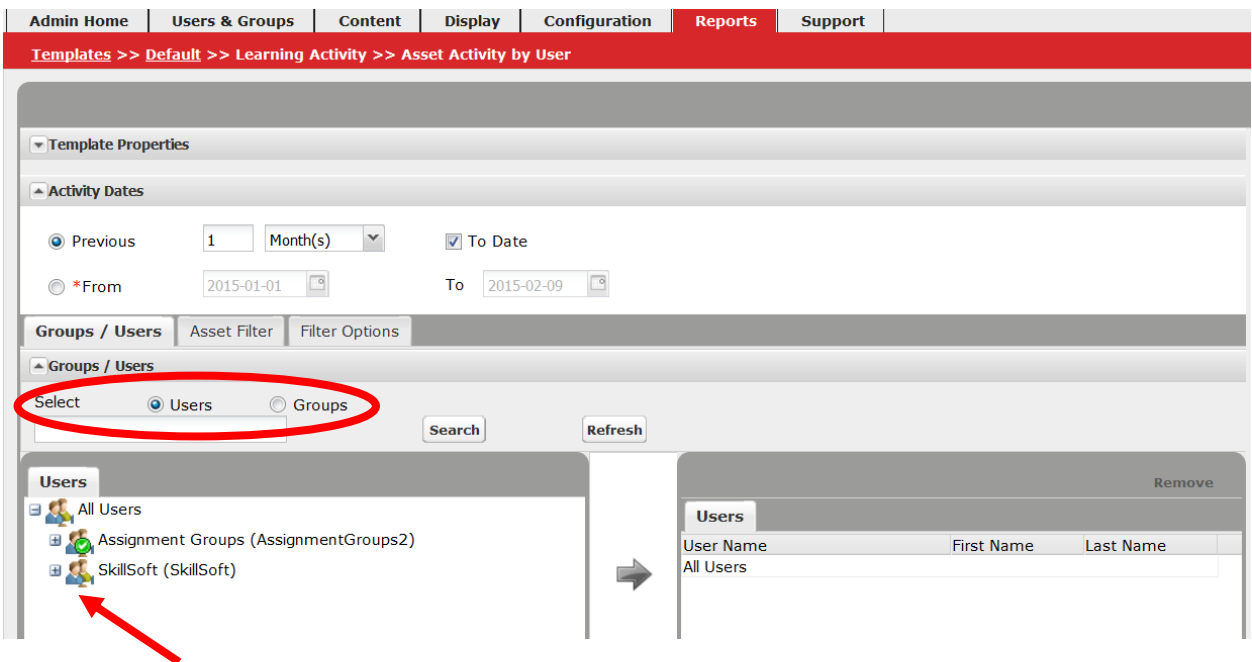
5. In the **Reports** window and on the **Default** tab, select the report that you would like to run. A popular report is **Asset Activity by User**. You may need to click the plus sign (+) to drill down to the list of reports.
6. Click on the report name.
7. Click on the **Edit** link.



8. You can select a specific time period or certain dates for the report.
9. Click on the **Groups/Users** dropdown.

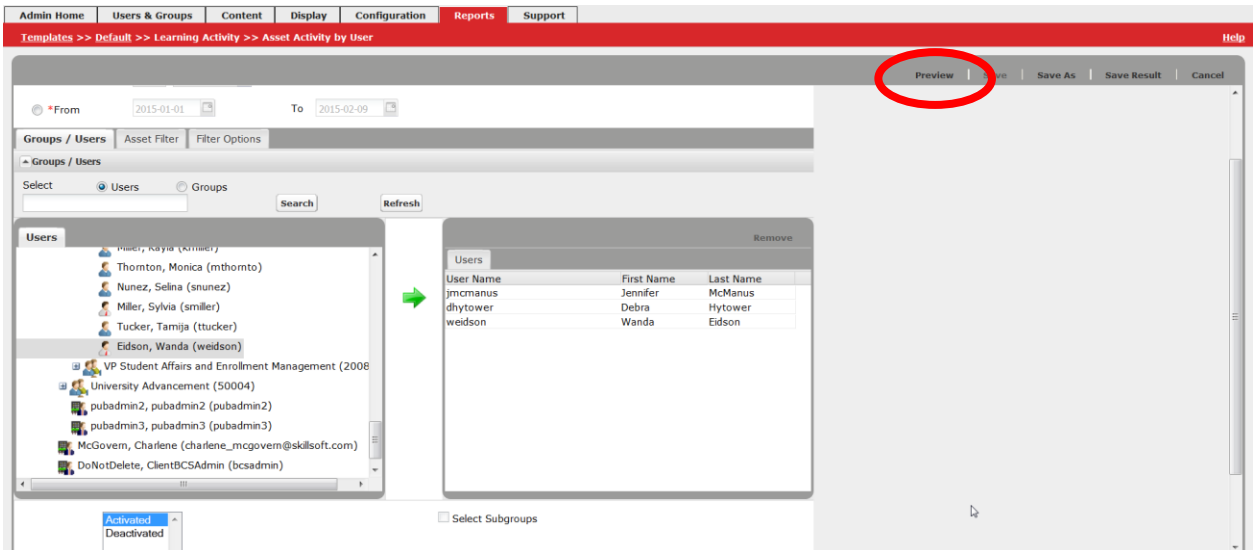


10. Once in the Groups/Users dropdown box, select the Users radio button.
11. You may need to click on the plus sign (+) next to your department name to see all users.



12. Select the users that you would like to add to your report. Click the green arrow to add them to the user group.

13. Click the **Preview** link to run the report.



14. Once the report has been compiled, you will see a blue **Completed** link. Click on this link to open a window that will contain the certificate.

The screenshot shows the 'Asset Activity by User' report interface with a table of activity. The table has columns for Course, Start Date, End Date, and Status. The 'Completed' link in the table is circled in red.

Course	Start Date	End Date	Status
so_bvred_a01_dt_enu	0 2015-10-29	2015-10-29	In Progress
so_wnot_a01_dt_enu	0 2016-03-10	2016-03-11	In Progress
eAdding_eTime_in_ADP	0 2015-07-08	2015-07-08	Completed
est_for_vehicle_evaluation	1 2015-08-13	2015-08-13	Completed
est_for_vehicle_evaluation	2 2015-08-13	2015-08-20	Completed
est_for_vehicle_evaluation	3 2015-08-20	2015-08-20	Completed
est_for_vehicle_evaluation	4 2015-09-09	2015-09-09	Completed

15. A sample of the completed certificate is below.



Learn. Grow. Achieve.

This is to certify that

has completed the course

test for vehicle evaluation - test_for_vehicle_evaluation

on

Aug 19, 2015