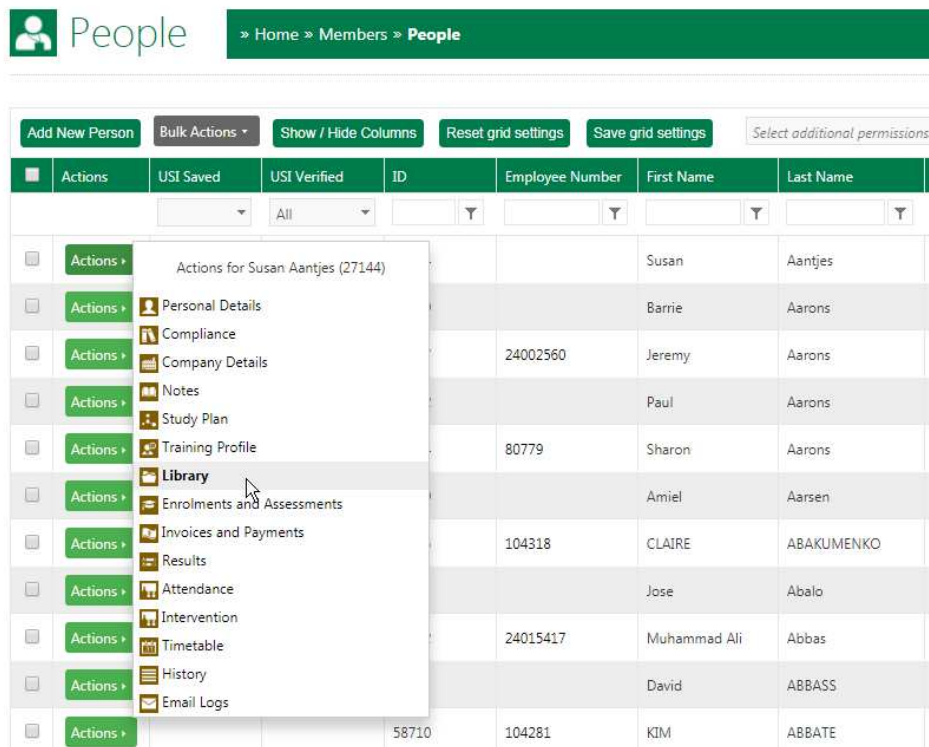


How to upload a Certificate to a Student's Library:

If you wish to upload an externally acquired certificate or document to a Student's Library follow the instructions below.

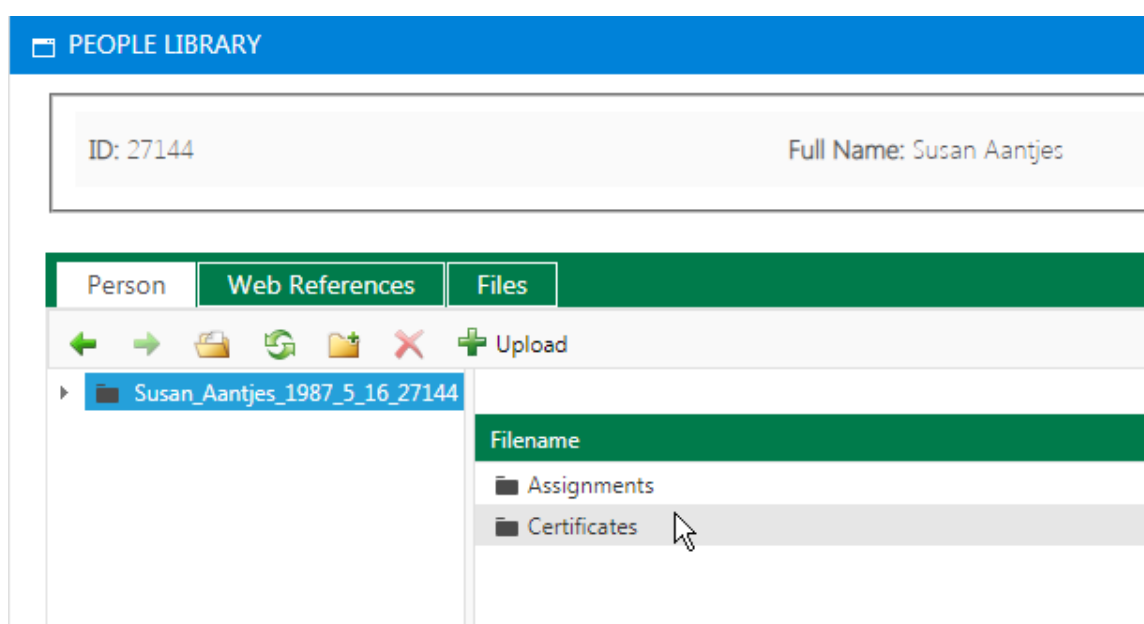
Go to **MEMBERS > PEOPLE** to search for the student you need to access. Once located, click on the **Actions** button near the student and select **Library**.



The screenshot shows the 'People' management interface. At the top, there's a breadcrumb trail: » Home » Members » People. Below this, there are several buttons: 'Add New Person', 'Bulk Actions', 'Show / Hide Columns', 'Reset grid settings', and 'Save grid settings'. A dropdown menu for 'Select additional permissions' is also visible. The main table lists students with columns: Actions, USI Saved, USI Verified, ID, Employee Number, First Name, and Last Name. The 'Actions' menu for Susan Aantjes (27144) is expanded, showing options like Personal Details, Compliance, Company Details, Notes, Study Plan, Training Profile, **Library** (highlighted), Enrolments and Assessments, Invoices and Payments, Results, Attendance, Intervention, Timetable, History, and Email Logs.

Actions	USI Saved	USI Verified	ID	Employee Number	First Name	Last Name
		All			Susan	Aantjes
					Barrie	Aarons
				24002560	Jeremy	Aarons
					Paul	Aarons
				80779	Sharon	Aarons
					Amiel	Aarsen
				104318	CLAIRE	ABAKUMENKO
					Jose	Abalo
				24015417	Muhammad Ali	Abbas
					David	ABBASS
			58710	104281	KIM	ABBATE

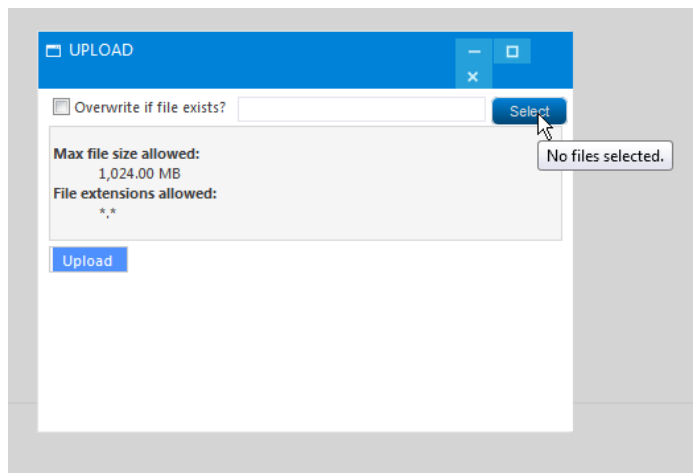
A **People Library** pop-up window appears showing two folders; **Assessments** and **Certificates**. Click on **Certificates**



The screenshot shows the 'PEOPLE LIBRARY' pop-up window. At the top, it displays 'ID: 27144' and 'Full Name: Susan Aantjes'. Below this, there are three tabs: 'Person', 'Web References', and 'Files'. The 'Files' tab is active, showing a folder named 'Susan_Aantjes_1987_5_16_27144'. Inside this folder, there are two sub-folders: 'Assignments' and 'Certificates'. The 'Certificates' folder is highlighted, and a mouse cursor is pointing at it.

Click on 

The following screen will appear:

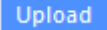


Click on .

Select your file (and click Open) to add file.

Note, tips for file naming to avoid problems uploading your document:

- A good format for date designations is YYYYMMDD or YYMMDD. This format makes sure all of your files stay in chronological order, even over the span of many years.
- Try not to make file names too long, since long file names do not work well with all types of software.
- Special characters such as ~ ! @ # \$ % ^ & * () ` ; < > ? , [] { } ' " and | should be avoided. • When using a sequential numbering system, using leading zeros for clarity and to make sure files sort in sequential order. For example, use "001, 002, ...010, 011 ... 100, 101, etc." instead of "1, 2, ...10, 11 ... 100, 101, etc."
- **Do not use spaces.** Some software will not recognize file names with spaces, and file names with spaces must be enclosed in quotes when using the command line. Other options include:
 - Underscores, e.g. file_name.xxx
 - Dashes, e.g. file-name.xxx
 - No separation, e.g. filename.xxx
 - Camel case, where the first letter of each section of text is capitalized, e.g. FileName.xxx

Click on the  button.

Your Certificate will now appear in the Certificates folder.

