Certificates Generations - User Guide & Installation

Developed by L3 System Support team

Date	Rev	Author	Comments
May 28th, 2025	1.1.0.0	EL AZZOUZI Asmae	1st official release

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1 Introduction

This document is the **USER GUIDE** for the *Certificates Generation* software, ***version 1.1.0.0***

Certificates Generation is developed to automate the creation of training certificates from Excel data and PowerPoint templates.

This is the first released version. Future versions will include automatic sending of certificates via Outlook and a Confluence page to encourage users to access documentation, retrieve their certificates, and receive personalized emails.

Work is also ongoing to build a comprehensive user list with SSO, region, and email to improve certificate distribution and tracking.

For any issues or feedback, please contact the L3 System Support team by email, providing:

- Description of the issue
- Relevant logs or attachments

1.1 Definitions
To facilitate reading this User Guide, find hereafter some definitions of terms used.

Terms	Comments
CEO	*Customer Experience & Operations*
SSO	SSO *Single Sign-On* – Used to identify the user logging into the app
PPTX	*PowerPoint Presentation File* – Template file format used to generate certificates
XLSX	*Excel Spreadsheet File* – File format used to import participant data
EXE	*Executable File* – The standalone application binary (*.exe)
Log	*Log File* – File that records the application's events or errors
Template	*PPTX Certificate Layout* – File containing the certificate design and placeholders
Placeholder	*Dynamic Field Tag* – e.g., {{NOM}}, used to insert participant-specific data

1.2 Pre-requisites

- *Certificates Generation* is intended **exclusively for CEO team members** .
- *Certificates Generation* runs on **Windows 10** and **Windows 11**.
- To generate certificates, *Microsoft PowerPoint* must be installed on the PC.
- The application requires an Excel file containing participant data **(Date Appeared, Name, N° of Attempts, Percent Score, etc.)**
- The certificate template used by the application must contain the following placeholders for dynamic replacement:

  - {{NOM}} (participant name)
  - {{FORMATION}} (training title)
  - {{DATE_FORMATION}} (training date)
  - {{DATE_EDITION}} (certificate issuance date)

- *Certificates Generation* is distributed as a standalone Windows executable (.exe), so there is **no need to install** Python or any additional packages for the end user.
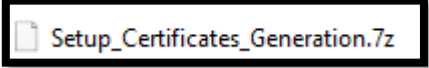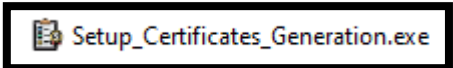
1.3 Known limitations

- The application does not support **MacOS** or **Linux** currently.
- User access control is limited to **Windows user login**; no additional authentication methods are implemented.
- The Excel input file must follow a **strict format for data extraction**; improper formatting may cause errors or skipped entries.
- The application does not yet support automatic sending of certificates by email. This feature will be included in future versions.
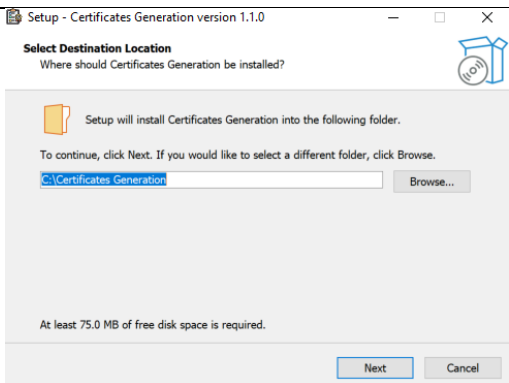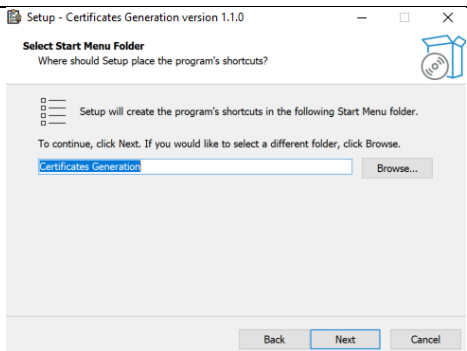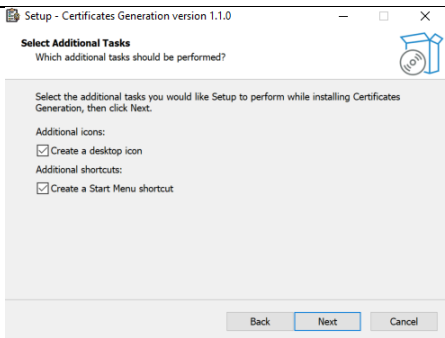
GE VERNOVA

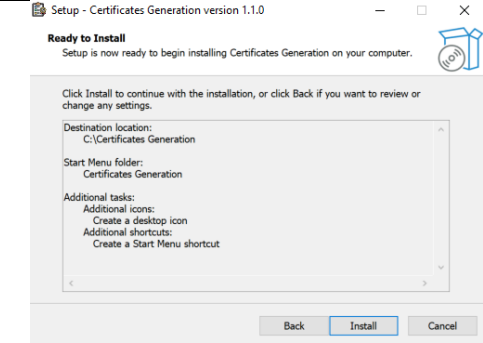# 2   Installation Guide
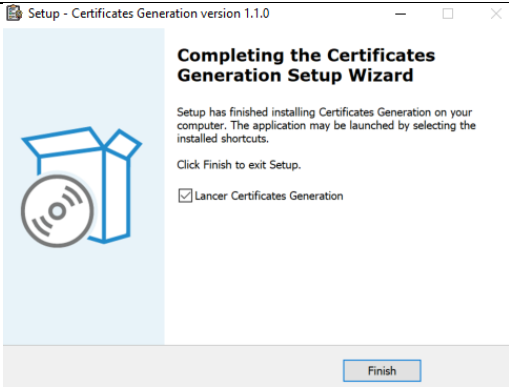
2.1   Certificates Generation Installation

2.1.1   Retrieve Certificates Generation Setup installation

Load "**Setup_Certificates_Generation7z**" file from <mark>Page Confluence</mark>	Setup_Certificates_Generation.7z
Unzip "**Setup_Certificates_Generation.7z**"	Setup_Certificates_Generation.exe
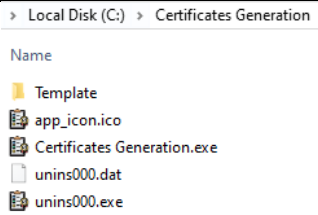
2.1.2   First-time Installation on your PC

Launch as administrator "**Setup_Certificates_Generation.exe**"	
Select Destination location Then, *Next*.	**Select Destination Location** Where should Certificates Generation be installed? Setup will install Certificates Generation into the following folder. To continue, click Next. If you would like to select a different folder, click Browse. C:\Certificates Generation Browse... At least 75.0 MB of free disk space is required. Next Cancel
Select Start Menu Folder: Select *Next*	**Select Start Menu Folder** Where should Setup place the program's shortcuts? Setup will create the program's shortcuts in the following Start Menu folder. To continue, click Next. If you would like to select a different folder, click Browse. Certificates Generation Browse... Back Next Cancel
Select Create a Desktop icon & Start Menu Shorcut: *Select Next*	**Select Additional Tasks** Which additional tasks should be performed? Select the additional tasks you would like Setup to perform while installing Certificates Generation, then click Next. Additional icons: ☑ Create a desktop icon Additional shortcuts: ☑ Create a Start Menu shortcut Back Next Cancel

Ready to Install: Select *Install*	
Installation is finished. You can select *Finish*.	
Installer finishes with shortcut ready for launch	

2.2 Check Installation

You can check Certificates Generation installation.

|	
With Windows explorer, go to the folder where Certificates Generation is installed. Here to "C:\ Certificates Generation"	

Check Certificates Generation version. You can check the version of **Certificates Generation**: select "**Certificates Generation.exe**", click right, select Properties. Then Details sheet.	
Check Certificates Generation Log folder At each Audit, ***Certificates Generation*** records Logs to the folder "…**\Certificates Generation**"	
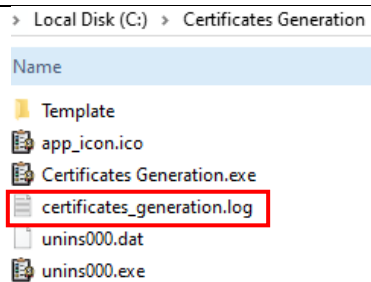
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3.1 Folders Structure

After installation, the main folder structure is as follows:

C:\Program Files\Certificates Generation

- ➢ Certificates Generation.exe   ← Main application
- ➢ Template\   ← Folder containing the PowerPoint certificate template
- ➢ certificates_generation.log   ← Installation logs(Created after first use)

3.2 Prepare Data Before Launch

Before launching the application, ensure that:

- The **Excel file** with participant data is ready and formatted properly (columns must include at least:
  (Date Appeared, Name, N° of Attempts, Percent Score, …)

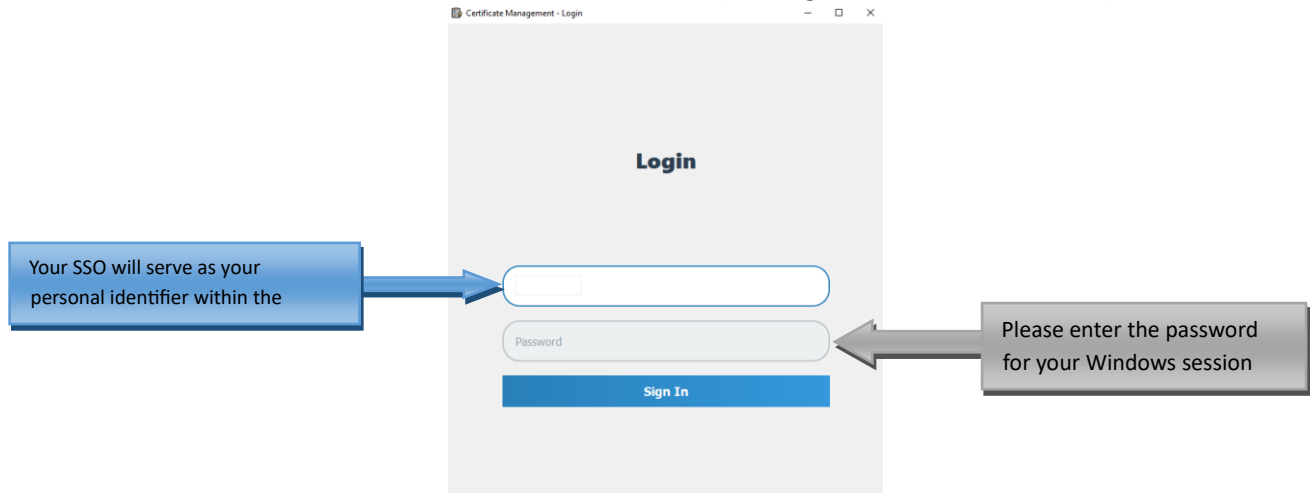|	A	B	C	D
1	**Date Appeared**	**Created By**	**No. of Attempts**	**Percent Score**
2	03/14/2025 07:59:37 AM	ASMAE EL AZZOUZI	0	99
3	03/07/2025 03:38:26 AM	Taha Abdullah,Ahmed	2	85
4	03/07/2025 03:32:45 AM	Taha Abdullah,Ahmed	1	55
5	03/06/2025 06:24:19 AM	Falah,Sadeq	0	35
6	03/02/2025 11:34:58 AM	Kouar,Ibrahim	0	90
7	02/25/2025 10:26:20 AM	S,SENTHIL	0	4
8	02/11/2025 05:39:23 AM	Srirengan,Jeyanand	0	85

- The **PowerPoint template** in the Template\ folder includes the following placeholders:
  - o {{NOM}}
  - o {{FORMATION}}
  - o {{DATE_FORMATION}}
  - o {{DATE_EDITION}}
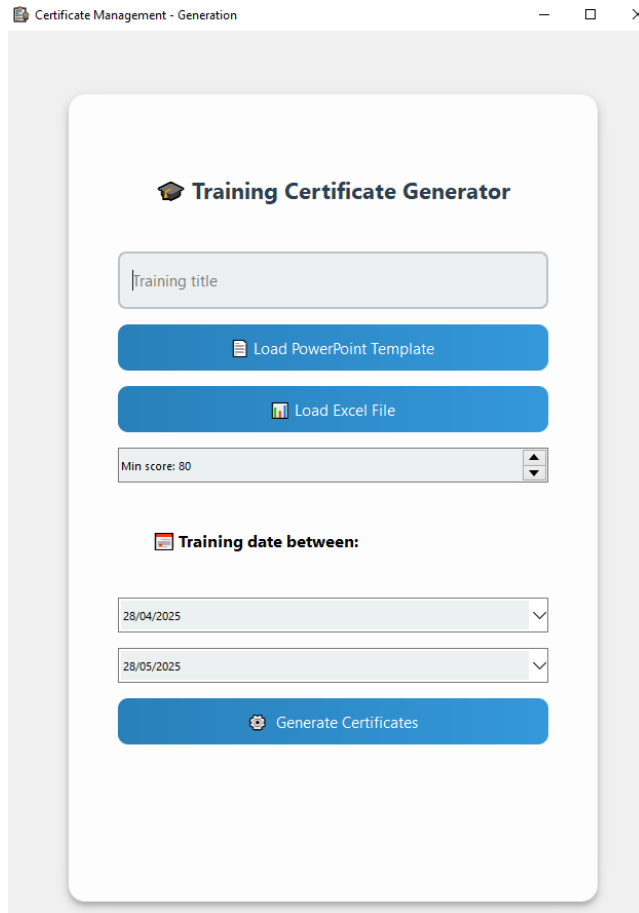
3.3 Launch Certificates Generation

3.3.1 Login Page

- Launch as administrator "Certificates Generation.exe "(click right **Run as administrator**):

Your SSO will serve as your personal identifier within the

Please enter the password for your Windows session

- Then, Click Sign In

3.3.2 Generation Page

The certificate generation process consists of the following steps

1. **Enter the Training Title**
    Type the name of the training session (**e.g., *DS Agile Level 1***).

2. **Load the PowerPoint Template**
    Click on **"Browse"** or **"Load Template"** to select the .pptx file that contains the certificate layout.
    ⚠ Make sure the template includes the required placeholders:

    o   {{NOM}} – Participant name

    o   {{FORMATION}} – Training title

    o   {{DATE_FORMATION}} – Training date
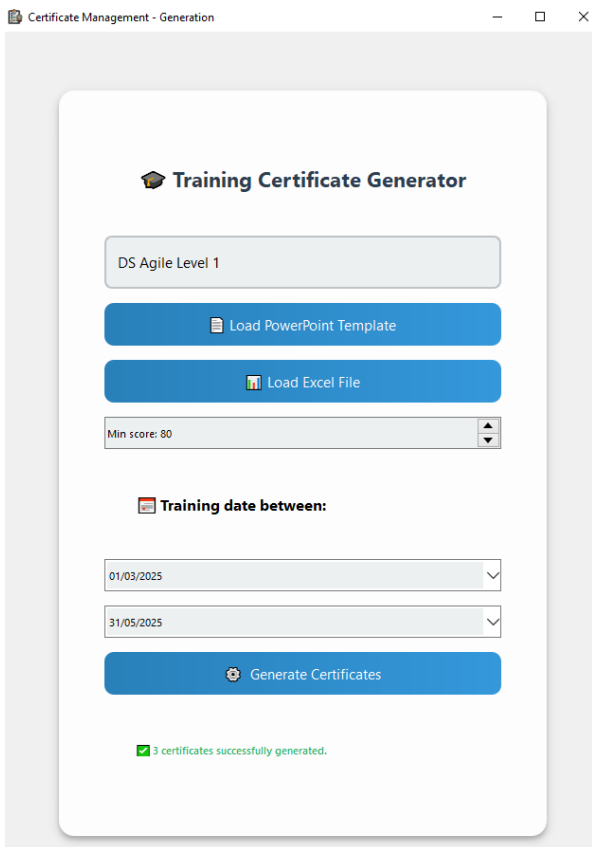
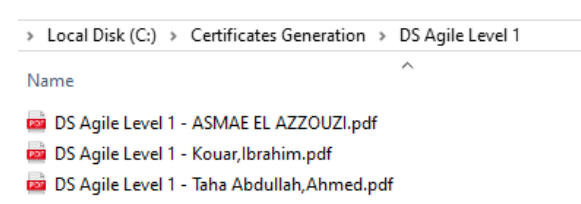   o   {{DATE_EDITION}} – Certificate issuance date

3. **Load the Excel File**
    Upload the Excel file that contains the list of participants and their details:

    o   Date Appeared

    o   Name

    o   Number of Attempts

o   Percent Score, etc.

4. **Set the Minimum Score**
Define the minimum score (**e.g., 80%**) required to validate and issue a certificate.

5. **Select the Training Period**
Choose the **Start Date** and **End Date** of the training session. Only participants whose attendance falls within this date range will be considered.

6. **Click "Generate Certificates"**
Once all inputs are filled, click the **Generate Certificates** button.

7. **Select the destination folder where the generated certificates will be stored**
This folder will be used to store all generated PDF certificates for the current session.

Certificates will be created for participants who meet the score and date criteria.

Here is an example of a generated certificate:

TRAINEE CERTIFICATE

GE VERNOVA

The Level 3 Support service attests that

Mr ASMAE EL AZZOUZI
Attended with success the training program: DS Agile Level 1
the 14/03/2025

Made the 28th May 2025

Level 3 support-training supervisor: Jeanne-Sandya MESSAN-PWATY

This certificate was automatically generated using the template and participant data provided through the application.

3.4   Logs

At the end of **Certificates Generation** process, a log file is saved at:
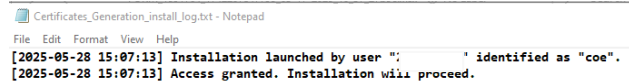**"C:\Certificates Generation\certificates_generation.log"**

```
certificates_generation.log - Notepad
File  Edit  Format  View  Help
2025-05-28 15:14:36,855 - INFO - 0 certificates generated successfully.
2025-05-28 15:14:49,634 - INFO - PPTX saved: C:\Users\          \Desktop\Projet_Training\sortie\DS Agile Level 1 - ASMAE EL AZZOUZI.pptx
2025-05-28 15:14:53,751 - INFO - PPTX deleted : C:\Users\          \Desktop\Projet_Training\sortie\DS Agile Level 1 - ASMAE EL AZZOUZI.pptx
2025-05-28 15:14:53,751 - INFO - Certificate generated for: ASMAE EL AZZOUZI
2025-05-28 15:14:53,845 - INFO - PPTX saved: C:\Users\          Desktop\Projet_Training\sortie\DS Agile Level 1 - Taha Abdullah,Ahmed.pptx
2025-05-28 15:14:56,818 - INFO - PPTX deleted : C:\Users\          Desktop\Projet_Training\sortie\DS Agile Level 1 - Taha Abdullah,Ahmed.pptx
2025-05-28 15:14:56,819 - INFO - Certificate generated for: Taha Abdullah,Ahmed
2025-05-28 15:14:56,820 - INFO - Taha Abdullah,Ahmed not certified (score 55.0 < 68)
2025-05-28 15:14:56,821 - INFO - Falah,Sadeq not certified (score 35.0 < 68)
2025-05-28 15:14:56,919 - INFO - PPTX saved: C:\Users\          \Desktop\Projet_Training\sortie\DS Agile Level 1 - Kouar,Ibrahim.pptx
2025-05-28 15:14:59,982 - INFO - PPTX deleted : C:\Users\          \Desktop\Projet_Training\sortie\DS Agile Level 1 - Kouar,Ibrahim.pptx
2025-05-28 15:14:59,982 - INFO - Certificate generated for: Kouar,Ibrahim
2025-05-28 15:15:00,011 - INFO - 3 certificates generated successfully.
2025-05-28 15:57:22,081 - INFO - PPTX saved: C:\Certificates Generation\DS Agile Level 1\DS Agile Level 1 - ASMAE EL AZZOUZI.pptx
2025-05-28 15:57:26,498 - INFO - PPTX deleted : C:\Certificates Generation\DS Agile Level 1\DS Agile Level 1 - ASMAE EL AZZOUZI.pptx
2025-05-28 15:57:26,498 - INFO - Certificate generated for: ASMAE EL AZZOUZI
2025-05-28 15:57:26,604 - INFO - PPTX saved: C:\Certificates Generation\DS Agile Level 1\DS Agile Level 1 - Taha Abdullah,Ahmed.pptx
2025-05-28 15:57:29,432 - INFO - PPTX deleted : C:\Certificates Generation\DS Agile Level 1\DS Agile Level 1 - Taha Abdullah,Ahmed.pptx
2025-05-28 15:57:29,432 - INFO - Certificate generated for: Taha Abdullah,Ahmed
2025-05-28 15:57:29,433 - INFO - Taha Abdullah,Ahmed not certified (score 55.0 < 80)
2025-05-28 15:57:29,434 - INFO - Falah,Sadeq not certified (score 35.0 < 80)
2025-05-28 15:57:29,513 - INFO - PPTX saved: C:\Certificates Generation\DS Agile Level 1\DS Agile Level 1 - Kouar,Ibrahim.pptx
2025-05-28 15:57:32,295 - INFO - PPTX deleted : C:\Certificates Generation\DS Agile Level 1\DS Agile Level 1 - Kouar,Ibrahim.pptx
2025-05-28 15:57:32,295 - INFO - Certificate generated for: Kouar,Ibrahim
2025-05-28 15:57:32,310 - INFO - 3 certificates generated successfully.
```

You can also check the installation log if needed.

It is automatically saved in the application installation directory, typically:

C:\Certificates Generation\install_log.txt

4   Annex

4.1   Support

In case of issue, request information or suggestion of evolution with **Certificates Generation**, please, send an email to L3 Support members and to SAM.L3SSystem@ge.com., with the following information:

- Log
- Description of issue