

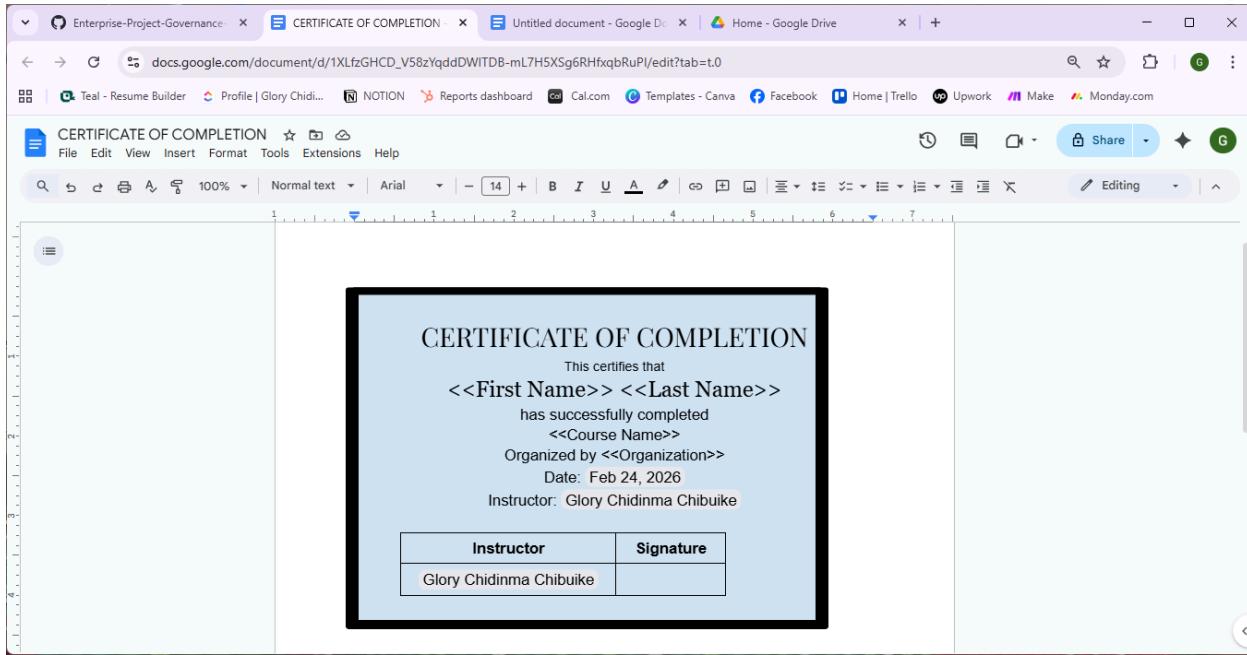
AUTOMATED TRAINING CERTIFICATE GENERATION SYSTEM (GOOGLE DOCS + SHEETS + AUTOCRAT)

Participants Data Structure in Google Sheets:

Description: This screenshot shows the structured dataset used for the automation process. The sheet contains participant information including First Name, Last Name, Email, Course Name, Organization, Completion Status, and Certificate sent. This dataset serves as the source data for the conditional certificate generation process and the mail merge.

Certificate Template Design in Google Docs:

Description: This screenshot displays the certificate template created in Google Docs. The template includes dynamic merge tags such as <<First Name>>, <<Last Name>>, <<Course Name>>, and <<Organization>>. Smart Chimps, Borders and tables were used to enhance formatting and professionalism. This document serves as the merge template for certificate generation.



Autocrat Mail Merge Configuration

Description: This screenshot shows the Autocrat configuration within Google Sheets. The merge settings include template mapping, PDF output format, multiple output mode, and structured file naming. Conditional logic was applied to ensure certificates are generated only for participants with Completion Status marked as "Completed" and Certificate Sent marked as "No".

The screenshot displays a Google Sheets document titled "Training Registration Sheet" with data in columns A, B, and C. The data includes participant names and their email addresses. Overlaid on the sheet is the "AutoCrat" configuration dialog. The dialog is set to "Merge tab: Sheet1", "Header row: 1", and "First data row: 2". It shows three mappings: "First Name" maps to "First Name", "Last Name" maps to "Last Name", and "Course Name" maps to "Course Name". Below the mappings are buttons for "Help Guide", "Cancel", "SAVE", "Back", and "Next". To the right of the dialog is the "Document add-ons" sidebar, which features the Autocrat add-on. The sidebar includes a yellow icon with arrows, the text "Autocrat", and "Flexible, easy to use document merge tool that creates PDF or shared Documents from spreadsheet data.", along with a "Use" button.

	A	B	C
1	First Name	Last Name	Email
2	Gabriel	Adaba	gabada@gmail.com
3	Ever	Green	evergm504real@gr
4	Cynthia	Offor	offorcyn@gmail.co
5	Smart	Adams	SmartAd@gmail.co
6	Sunday	Gideon	Gideons@gmail.com

Generated PDF Certificates in Google Drive

Description: This screenshot is one out of the six successfully generated personalized certificates saved as individual PDF files in Google Drive. Each file is automatically named using dynamic participant data (e.g., Certificate_FirstName_LastName.pdf), demonstrating successful data-to-document automation.

