

Removing Trainings with the Training Removal Tool

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The Training Removal Tool page enables administrators to remove up to 20 training items from multiple users' transcripts at one time. From this page, administrators can also view the list of previously processed training removal jobs and view the details of each training removal job.

Removing Trainings in Bulk

1. Navigate to **Configuration Tools > Learning > Training Tools > Training Removal Tool**
2. Click the **Create New Training Removal Job** link to create a new training removal job.

Manage Training Removal ?

3. On the next page select how you would like to remove the training. The most common is **Remove by CSV upload** so this article will follow that process.

Create a New Training Removal Job

Would you like to select training for removal by search criteria or by CSV upload? *

☐ Remove by search criteria

☒ Remove by CSV upload

Enter a name for the Training Removal Job you are about to configure. *

4. Select a name for the training removal and click the next button on the right.
5. On the following page click on the **Download CSV Template** link which will open an excel sheet that looks like the one below.

Create a New Training Removal Job


CSV UPLOAD

REASON

CONFIRM

CSV UPLOAD

Upload CSV file to select Learning Objects and Users for Removal Job
Please include the User ID(s) and Training Object ID(s) in your CSV file.

 [Download CSV Template](#)

Choose File

No file chosen

Upload CSV

	A	B	C
1	User ID	Training Object ID	
2			
3			

6. In the **User ID** column enter the URID's of the users that need to be removed. The **Training Object ID** is the unique identifier for the training and can be found on the training details page. In the below example the **ID** is: **e1f8564c-0cd3-4084-8eee-900916491b79**.

Defibrillator: Stryker Basic				
Provider LRP Medicine Training Hours 60 minutes Mobile N/A Subjects Nursing Available Languages English (US) Keywords Defibrillator Description Edit This program provides an overview of the Stryker defibrillator. The audience includes clinicians that will use the device in AED mode. MODALITY Collections	Exclude from Recommendations Off Price Incremental Pricing Credits 0 Subscriptions N/A Content Source N/A			
ID 11B564C-0c3-4084-8eee-900916451b79	Status Published	Created Date 2/17/2022	Created By Caitlin Smith	Default Language English (US)

7. Once all the information is entered save the file. Next click **Choose File** and select the file you save then click **Upload CSV**. If successful, you will get the message: **CSV file uploaded successfully!**
8. Before moving to the next page click the checkbox **Remove training within Curricula** (this will only appear if you are removing a curriculum).

Removal Job Settings
The following selections will apply to all user and training selections made through the CSV upload.

☒ Remove training within Curricula

9. On the next page, choose a reason for the removal from the dropdown and in the **comments** field enter additional information like who requested the removal.

Select Reason for Removal

Please choose a reason for removing the selected training(s)

Select Reason

Comments:

10. On the next page review the details and submit.

Review Details

Training

1 training(s) selected in CSV
☒ Remove training within Curricula

Users

1 user transcript pairings selected in CSV

Status

All statuses from user transcripts selected in CSV

Reason

Other





Test

11. On the final page you will see a list of removal jobs and your will be Queued. Depending on the size of the removal it make take some time to process.

Manage Training Removal ?

Create New Training Removal Job

Results

Previous Training Removal Requests		Create Date	Process Date	Created By	Status
	Test	3/3/2022 2:31 PM		Harris (admin), Jeff	Queued
	Test	3/3/2022 2:29 PM		Harris (admin), Jeff	Queued
	Defibrillator: Stryker Basic	3/3/2022 10:11 AM	3/3/2022 10:13 AM	Pray (admin), Jen	Processed
	Defibrillator: Stryker Basic	3/2/2022 3:24 PM	3/2/2022 3:26 PM	Bowlan (admin), Paul	Processed

CSV Errors

- If you upload the CSV file you may get the following message: **Problem with uploaded CSV. Click here to download**
- Click on the link to download and you should see a new column titled **Errors**

C
Errors
Training Object ID not on specified User ID transcript

- Remove the rows that have the errors, remove the error column, save and re-upload the file.

Related articles

- ## [Removing Trainings with the Training Removal Tool](#)