

User Manual of Batch Training Certificate Generator

The Certificate Generator Page lets you quickly generate training certificates through two flexible methods:

You can:

- Import participant data via CSVs (*for formal training events*), or
 - Manually input names (*for smaller or quick recognitions*).
 - Design and personalize certificates.
 - Save individually or export as ZIP.
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Step 1: Choose a Mode

Upon opening, you will select **what you want to do**:

1. Training Certificate Creator (with CSV)

→ Ideal for official training events with multiple form submissions.

2. Manual Certificate Creator (no CSV)

→ Perfect for generating certificates for **resource persons, small batches, or on-the-spot recognition**.

Option 1: Batch Training Certificate Creator (with CSV)

Step-by-Step:

1. Select Required Forms

Choose which of the following forms are required for eligibility:

- Attendance
- Evaluation
- Background Information
(*Select any 1, 2, or all 3*)

2. Upload CSV Files

Attach the CSV files to their corresponding fields.

3. Click "Generate Certificates"

The system will process the files and display:

- Total participants
- Eligible
- Ineligible
- Eligibility Rate (%)

4. **Review Why Participants Are (In)eligible**

Each user will show:

- Which forms they completed
- Why they're ineligible

5. **Optional Reports**

- Export **Eligible** or **Ineligible** users to CSV.
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Option 2: Manual Certificate Creator (No CSV)

Step-by-Step:

1. Select **Manual Certificate Creator** mode.
 2. **Type Participant Names**
Directly input the names of participants or resource persons into the system.
 3. **Upload Certificate Template**
Choose your PDF template file.
 4. **Customize Certificates**
 - Drag and drop names into position.
 - Edit fonts, sizes, and styles.
 - Add extra text fields if needed.
 5. **Navigate Certificates**
Use **Next** and **Previous** to edit each name.
 6. **Save Certificates**
 - Click **Save Current** for one certificate.
 - Click **Save All** to download a ZIP.
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Designing Your Certificate

Once a template is uploaded:

- Drag name into correct position.
 - Change font family, size, alignment.
 - Add extra fields (like Date)
 - Move between participants using **Next/Previous**.
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Saving Options

- **Save Current:** Saves only the active certificate.
 - **Save All:** Exports all generated certificates into a downloadable **ZIP file**.
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Add Custom Fonts (Optional)

1. Go to [Google Fonts](#)
 2. Download your desired **.ttf** font.
 3. Upload it in the font options.
 4. Use the new font for participant names or other text.
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Save or Load Templates

To avoid reuploading or redesigning:

- **Save Template:** Stores the current layout for future use.
- **Load Template:** Brings back any previously saved template.