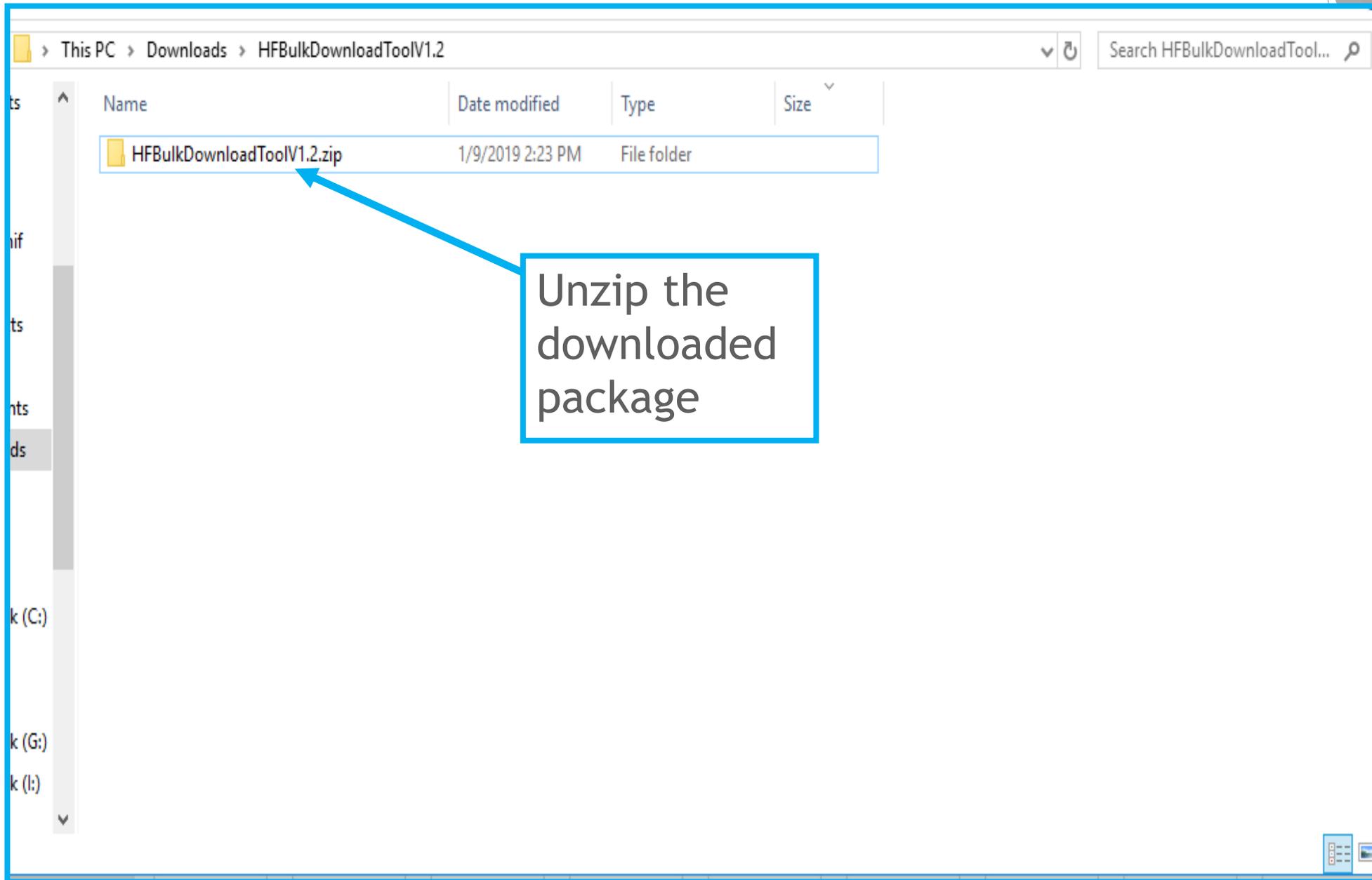


# **Bulk Download Certificates**

Click below to download.zip file from the site -

[Bulk Training Certificate Download Tool](#)



Name	Type	Compressed size
 DotNetFX45	File folder	
 HF_Int	Windows Installer Package	2,549 KB
 setup	Application	190 KB

Double click setup.exe file to install the application

HF Bulk Download

## Welcome to the HF Bulk Download Setup Wizard



The installer will guide you through the steps required to install HF Bulk Download on your computer.

Click Next to confirm  
installation

WARNING: This computer program is protected by copyright law and international treaties. Unauthorized duplication or distribution of this program, or any portion of it, may result in severe civil or criminal penalties, and will be prosecuted to the maximum extent possible under the law.

Cancel

< Back

Next >

## Select Installation Folder



The installer will install HF Bulk Download to the following folder.

To install in this folder, click "Next". To install to a different folder, enter it below or click "Browse".

Folder:

C:\Program Files (x86)\Human Focus International Limited\HF Bulk D

Browse...

Disk Cost...

Install HF Bulk Download for yourself, or for anyone who uses this computer:

Everyone

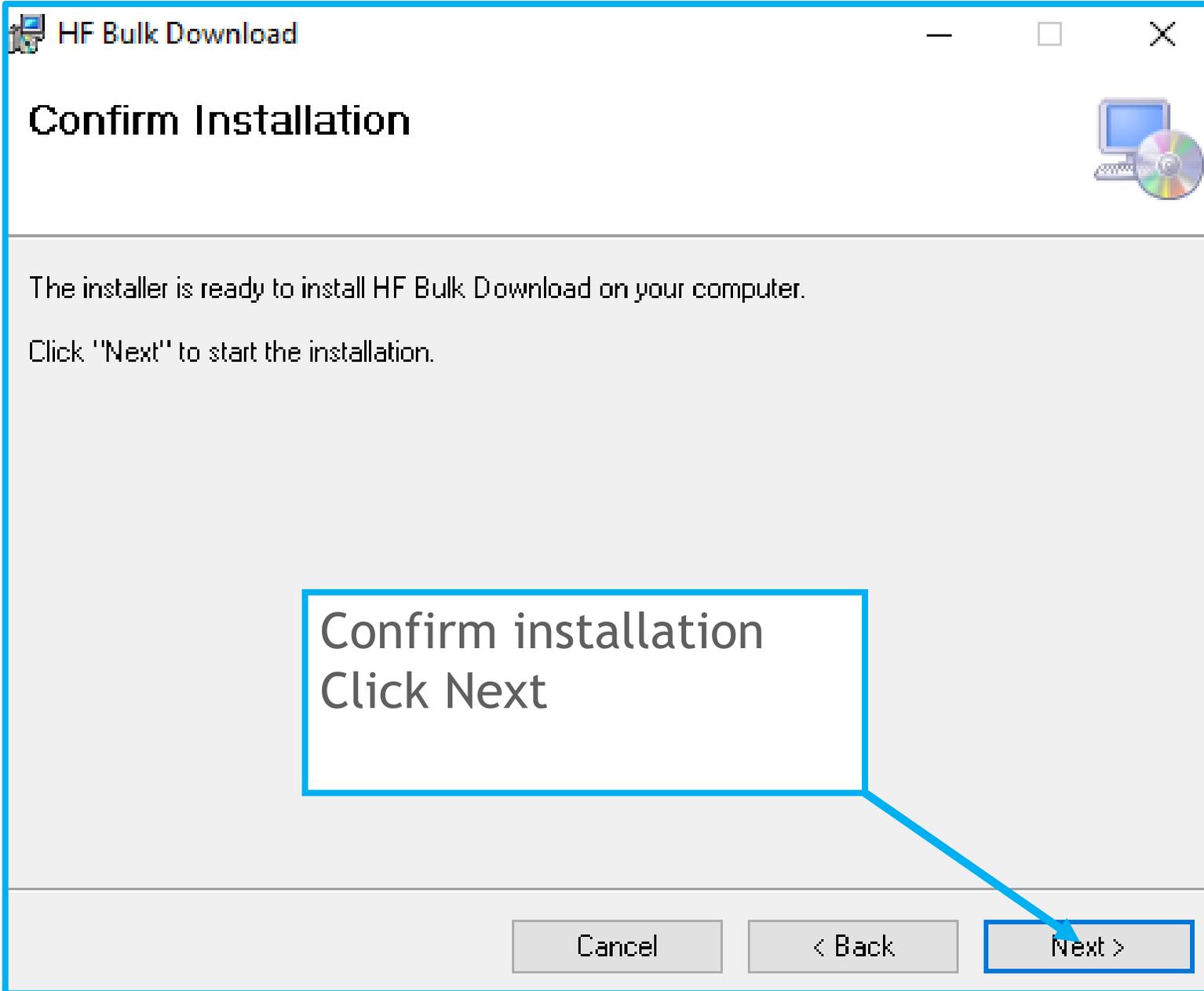
Just me

You may need to allow app to be installed on the system. Click Next

Cancel

< Back

Next >



## Confirm Installation

The installer is ready to install HF Bulk Download on your computer.

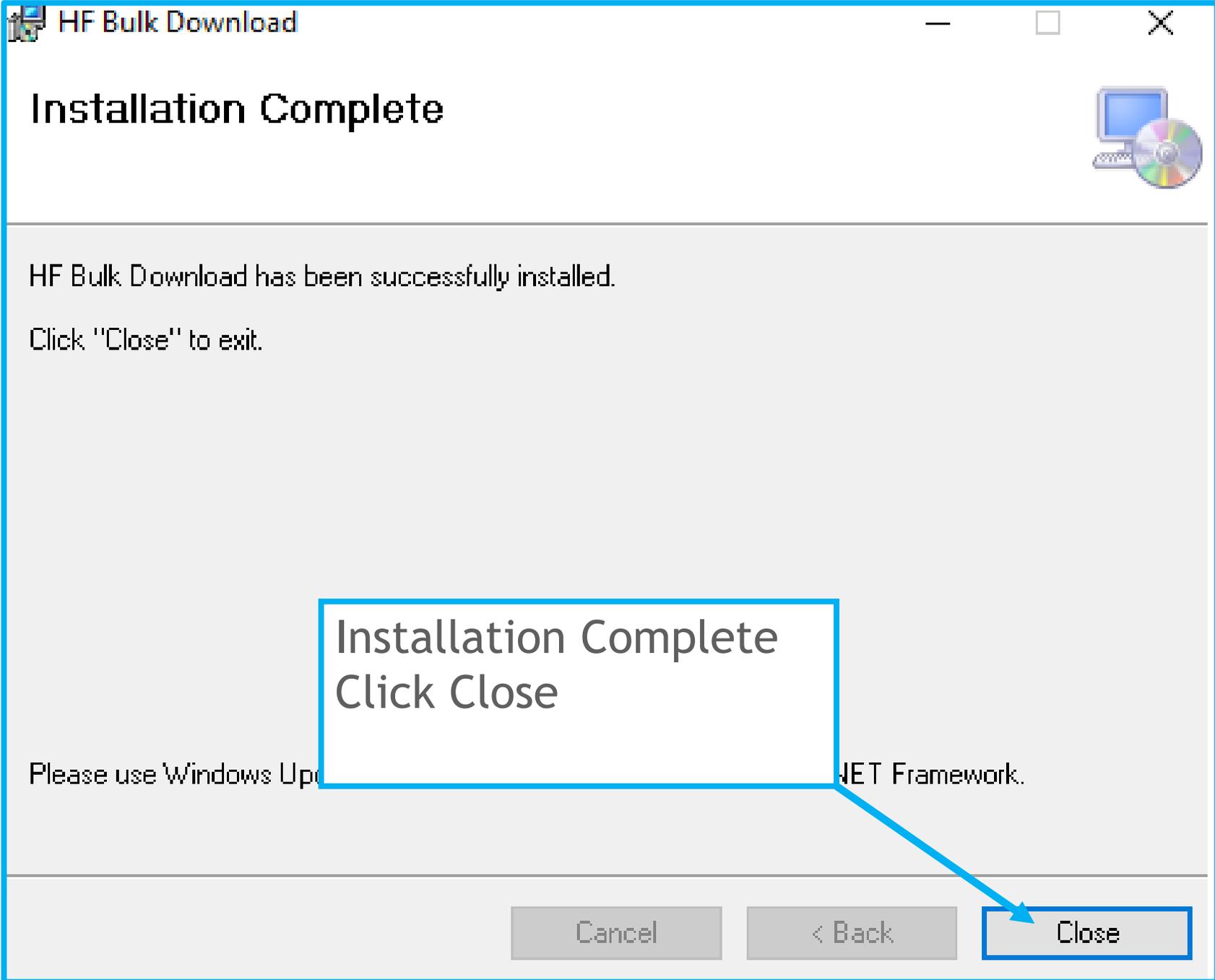
Click "Next" to start the installation.

Confirm installation  
Click Next

Cancel

< Back

Next >



# Installation Complete



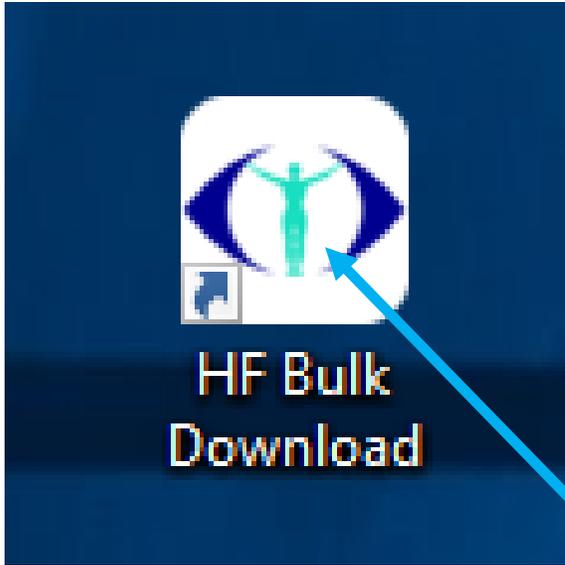
HF Bulk Download has been successfully installed.

Click "Close" to exit.

Installation Complete  
Click Close

Please use Windows Update to update the .NET Framework.

- Cancel
- < Back
- Close



Icon will now be on your desktop. Please double click

HF Bulk Download Tool

### Human Focus training record download

Organisation Identifier

Person Identifier

Password

Login

Input manager login details and click on "Login"

HF Bulk Download Tool

### Human Focus training record download

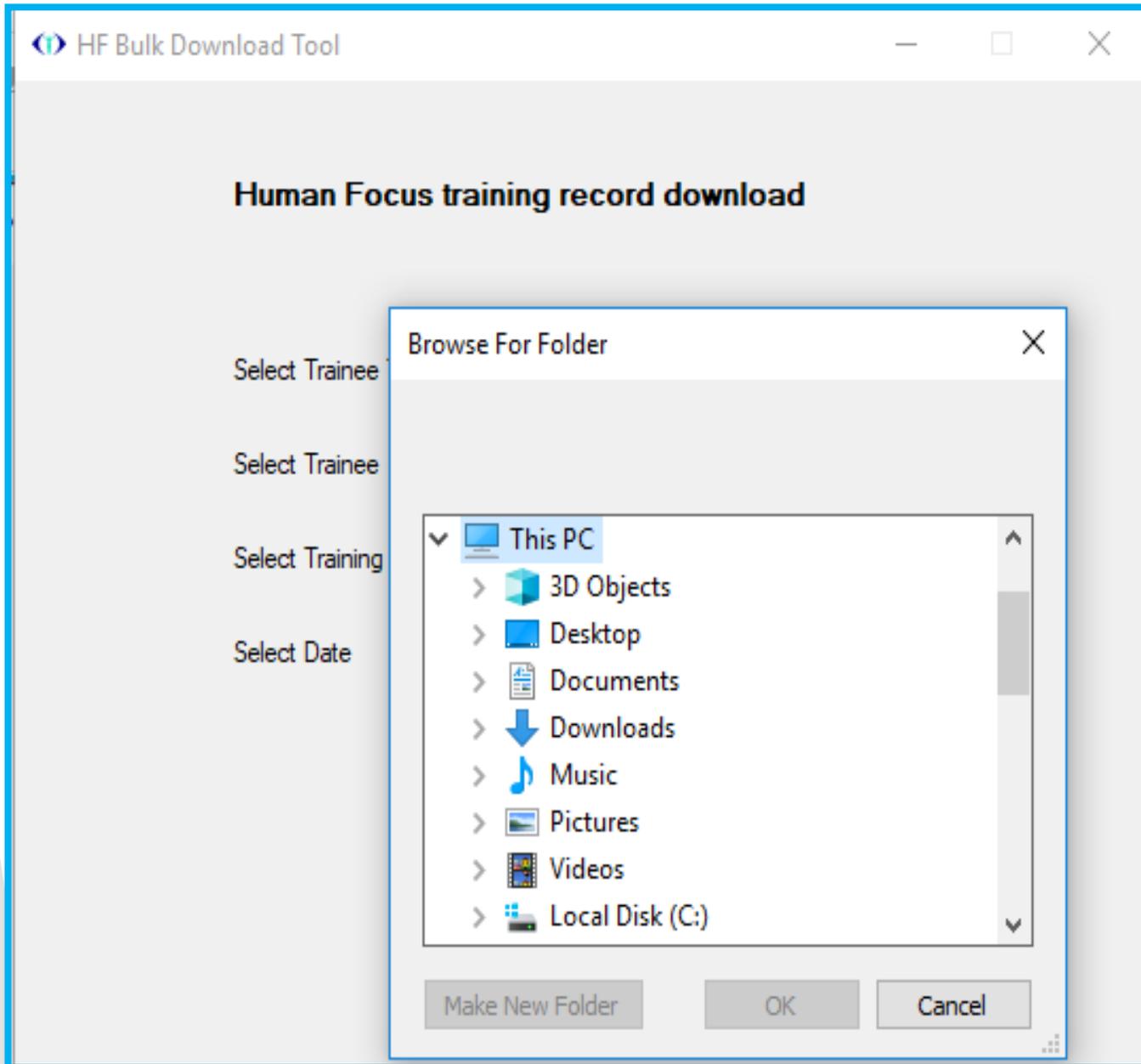
Select Trainee Type

Select Trainee

Select Training

Select Date

- It will allow to filter certificates by trainee name, Training id/name and date.
- User can select trainee type
- When all certificates are selected to download through desktop app then all internal training (HF training) certificates of active users are downloaded and all external training certificates are downloaded of active and archived users (both)
- User can Select a Trainee of the organisation
- User can Select a specific Training/programme
- User can set a date and needs to check the checkbox
- If user selects All and no date is selected then it will download all the training certificates of the organisation



- Choose location for download certificates
- A new folder "HF Download" will be created at the selected location for certificate download

HF Bulk Download Tool

### Human Focus training record download

Select Trainee Type

Select Trainee

Select Training

Select Date

Downloading certificates

Please do not close app otherwise data will be lost

Status bar will appear below. DO NOT CLOSE until complete

### Human Focus training record download

Select Trainee Type

Select Trainee

Select Training

Select Date

Download Completed 129 of 129



Status bar will change to green once complete

HF Download

File Home Share View

HF Download

Name	Date modified	Type	Size
and00_ext-23_20180219	1/9/2019 5:35 PM	PDF File	2,580 KB
and00_ext-1117_faryal_20180219	1/9/2019 5:35 PM	PDF File	2,580 KB
and02_ext-23_20180219	1/9/2019 5:35 PM	PDF File	2,580 KB
anum36_hfi100_For demo only - Test Pro...	1/9/2019 5:35 PM	PDF File	206 KB
app mobile_ext0_testedapril_20180401	1/9/2019 5:34 PM	PNG File	6 KB
app mobile_ext-1_20150101	1/9/2019 5:34 PM	JPG File	39 KB
app mobile_ext-88_android_20180401	1/9/2019 5:34 PM	JPEG File	23 KB
app mobile_ext94_CCNSG card - frontlin...	1/9/2019 5:34 PM	PNG File	96 KB
app mobile_ext100_University Degree - H...	1/9/2019 5:34 PM	PNG File	166 KB
app mobile_ext338_Power Press Toolsette...	1/9/2019 5:34 PM	PNG File	166 KB
app mobile_ext347_Driver Development ...	1/9/2019 5:34 PM	PNG File	166 KB
app mobile_ext743_Environmental Aware...	1/9/2019 5:34 PM	PNG File	166 KB
app mobile_ext757_ST104 Registered Tec...	1/9/2019 5:34 PM	PNG File	219 KB
app mobile_ext772_Asbestos - Supervisor...	1/9/2019 5:34 PM	PNG File	90 KB
app mobile_ext774_Manual handling awa...	1/9/2019 5:34 PM	PNG File	79 KB
app mobile_ext-883_iOS_20180601	1/9/2019 5:34 PM	PNG File	46 KB
app mobile_ext923_The Principles of STRI...	1/9/2019 5:34 PM	PNG File	98 KB
app mobile_ext928_Operative_20180501	1/9/2019 5:34 PM	PNG File	96 KB
app mobile_ext966_Asbestos Awareness_...	1/9/2019 5:34 PM	PNG File	219 KB

129 items

Certificates will then be in the folder “HF Download “ for you to view

- ▶ If the certificates for the organisation are not scheduled then an alert message will appear on the application “Training certificates are not ready for download. Please click on Schedule download “
- ▶ If user click on “ scheduled download” button an alert message will appear on application “Your download is schedule. Please check after 24 hours “. User will be able to download the certificates after 24 hours of time span
- ▶ User can also cancel the schedule download by clicking on “ cancel button” then an alert message will appear on application “Schedule download has been canceled “
- ▶ If there is some issue in internet connectivity an alert message will appear on application as “No internet connection. Please check and try again “
- ▶ User can simply download the certificates up to 10 times after that limit will be exceeded and alert message will appear on application “Limit exceeded .Please contact Human Focus “
- ▶ If user select filters that mean no certificates downloaded then an alert message will appear on the application “No certificate available in current filter”