

Step	Instruction	Screenshot																								
Download certificate																										
1.	<p>- Click on Dashboard, employee certificates.</p>	<p>The screenshot shows the 'Food Safety Management Platform' dashboard. On the left, there are 'Account Details' for Andrea Watson, including company name, employee count, and licenses. On the right, there is a 'Monthly statistical overview for March 2025' with four circular gauges: 24 Courses completed, 27 Courses in progress, 21 Refresher required, and 23 Refresher overdue. Below these are several orange buttons: 'manage sites/users', 'training matrix', 'employee certificates' (circled in red), 'set refresher', 'food safety culture', 'sample size calculator', 'my courses', and 'my course access'.</p>																								
2.	<p>- Identify the user and course certificate you require and click on the “view certificate” button. - The certificate will appear as a PDF and you can either print or download the certificate.</p>	<p>The screenshot shows the 'Employee certificates' page with a table listing certificates for various users. The 'view certificate' button for Andrea Watson's DSEA course is circled in red.</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Course</th> <th>Date Completed</th> <th>Certificate</th> </tr> </thead> <tbody> <tr> <td>Andrea Watson</td> <td>DSEA</td> <td>11th March 2025</td> <td>view certificate</td> </tr> <tr> <td>bob bobson</td> <td>COSHH</td> <td>1st March 2025</td> <td>view certificate</td> </tr> <tr> <td></td> <td>Fire Safety Awareness</td> <td>10th March 2025</td> <td>view certificate</td> </tr> <tr> <td>Brian Husband</td> <td>Allergen Awareness</td> <td>1st March 2024</td> <td>view certificate</td> </tr> <tr> <td></td> <td>Level 2 HACCP</td> <td>1st March 2024</td> <td>view certificate</td> </tr> </tbody> </table>	Name	Course	Date Completed	Certificate	Andrea Watson	DSEA	11th March 2025	view certificate	bob bobson	COSHH	1st March 2025	view certificate		Fire Safety Awareness	10th March 2025	view certificate	Brian Husband	Allergen Awareness	1st March 2024	view certificate		Level 2 HACCP	1st March 2024	view certificate
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