

INSTITUTE OF THE MOTOR INDUSTRY

IMI eLearning MOT ADMIN ROLE

Creating reports and checking certificates



IMI eLearning - MOT ADMIN ROLE Creating reports and checking certificates

After requesting and having the MOT Admin role assigned to your login, you will be able to access the following options:

CHECKING AND DOWNLOADING CERTIFICATES



Once you have clicked this, you will then be taken to the page shown on the right. In the top right hand corner there is 'View XXX issued certificates' link. Click this.



The next page will then display a list of people who have certificated and from here you can download a certificate. Click the PDF link in the date received column.



When this link has been clicked then the certificate will download as a PDF.



ACCESSING REPORTS



When the 'Activity Completion' link has been clicked you will be brought to a page where you will be able to check a candidate's usage:

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The blue tick indicates that the user has completed that activity.

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