

How do I make a report into a certificate?

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First, go to the Reporting Panel — look in the Functions Report library.



NOTE: This assumes that your certificate will be given out for attendance at something set up under the Functions module. The steps can be adapted to any module you need but the fields, however, will be different.

1. Select the *Function List by Attendee* report from the list of default Functions reports, and clone it using the **Copy** button (bottom of the screen).
 2. Double-click the name of your copied report and type in a new name.
 3. Select the **Edit** button to open the report editor.
 4. Select **all** the data fields by clicking in the top left of the editor and dragging your mouse all the way to the bottom right corner, then pressing the delete key on your keyboard (or using the X).
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