



# Learning Provider Portal Quick Guide

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## Attendance Confirmation Export

Please refer to section 15 of the User Guide for full and detailed instructions on Attendance Confirmation.

### Confirming Attendance via Import/Export

Attendance can be confirmed by importing an xml Attendance Confirmation Import file into the Learning Provider Portal.

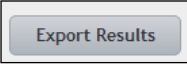
In order to achieve this, users can export the Attendance Worklist and import this into their local system and create an Attendance Confirmation file for import into the Portal.

### Exporting the Attendance Worklist

To export the Attendance Worklist from the search results screen, the user should complete the following steps:

1. Navigate to the Attendance Worklist search screen and perform a search to display the required worklist.

2. Click the 'Export' results link at the bottom of the screen



3. Enter a file name in the 'Export File Name' field, this can be up to a maximum of 50 characters. Then click 'Export Results'.



4. The system will create an xml file. To select the destination to export and save the file to, follow the on screen prompts specific to your system. This can then be used to create an Attendance Confirmation file for import into the Portal.