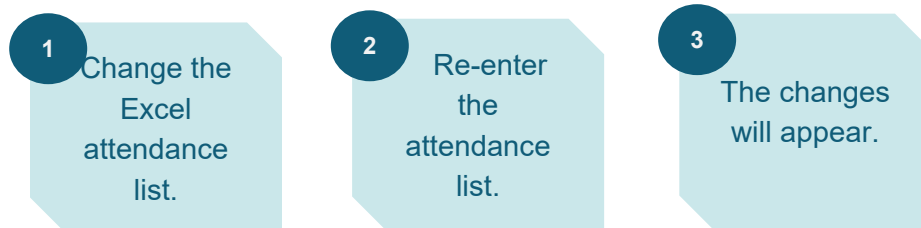# Changing the attendance list

▶▶ **Background information:** After <u>entering the attendance list</u> for a training session, the training provider may decide to make changes to this list.

Here is how to do so.

When making the changes, we suggest you use either Edge or Chrome as your browser.

▶▶ **PROCESS**

1 Change the Excel attendance list.

2 Re-enter the attendance list.

3 The changes will appear.

PROCEDURE

1. **Return to the Excel spreadsheet used to enter the attendance list you now wish to change.**

2. **If you wish to remove participants, please write "NULL" in the "Completed" and "CompletionDate" columns. Keep the person's certificate number in the "numCertificat" column.**

	A	B	C
1	numCertificat	Completed	CompletionDate
2	123456	NULL	NULL
3			
4			

3. **If you wish to add participants, add them after the names of the participants who are already on the list.**

4. Leave as is the participants on the list for whom no change is required.

5. Re-enter the attendance list by **following the instructions in the tutorial**.

6. As soon as you have finished entering the attendance list, the change will appear in the participant's PDU file.