

Reports and eCertificates

March 2026

Version 5.0



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1. The Welcome page

Upon logging in you will be presented with the Welcome page. As well as links to guidance, the Welcome page will display any important updates so please take a moment to read this page each time you login.

Welcome

[18th September 2024 - Linx2Online system maintenance](#)

Linx2Online will be unavailable from 7am - 11am, 22nd September 2024. We apologise for any inconvenience this downtime may cause.

[eCertificates](#)

Linx2Online users are now able to generate, download and view eCertificates. For information on how to access and use eCertificates please open the 'Reports and generating eCertificates' guide [here](#).

[Online assessments](#)

Where applicable, learners will be available within the online assessment system, Linx2Achieve, the day after registration is confirmed.

[Help and Support](#)

Skillsfirst centres please contact: +44 (0) 121 270 5100 / customerservices@skillsfirst.co.uk

VTCT centres please contact: +44 (0) 2380 684 500 / linx2logins@vtct.org.uk - A full suite of user guides is available [here](#).

Dismiss

1.1. Report options

- 1) From the menu headers select 'Reporting'.

 **VTCT Skills**

CentresLearnersCertificates ▼ReportingMonarch

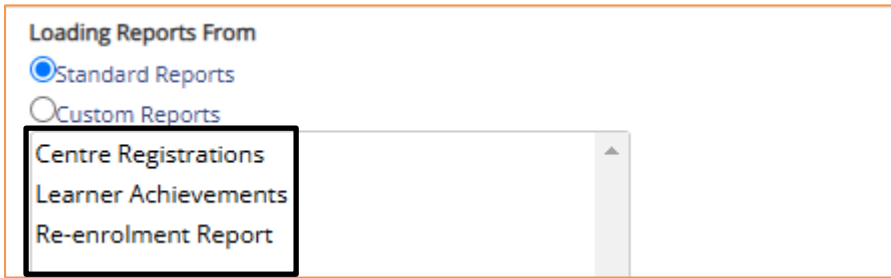
Learners

New Registrations

Request Certificates

Request AM20530 Certificates

2) There are three standard reports available.



Loading Reports From

☒ Standard Reports

☐ Custom Reports

Centre Registrations

Learner Achievements

Re-enrolment Report

a. Centre Registrations.

The main information displayed in this report type is:

- i. Learners on all or specific qualifications
- ii. Learners who are 'Cert due'
 - 1. certificates claimed but not yet processed or
 - 2. learner has passed minimum required units; certificate must be claimed (CO2A5 qualification only)
- iii. Learners who are 'Complete' (certificated)
- iv. Learners 'In Progress' (not yet claimed)
- v. Learners who have been 'Withdrawn'

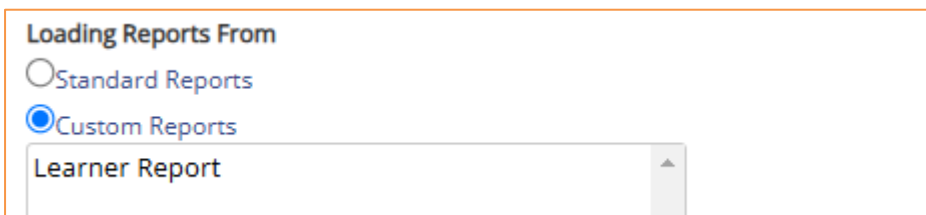
b. Learner Achievements.

The main information displayed in this report type is achievement data for all or specified qualifications.

c. Re-enrolment Report.

The main information displayed in this report type is details of learners who have been re-enrolled on to a qualification, for example: learners who have failed a qualification and have been re-enrolled.

3) There is one custom report. The Learner report is the same as [Centre Registrations](#), with the addition of being able to select a specific satellite site.



Loading Reports From

☐ Standard Reports

☒ Custom Reports

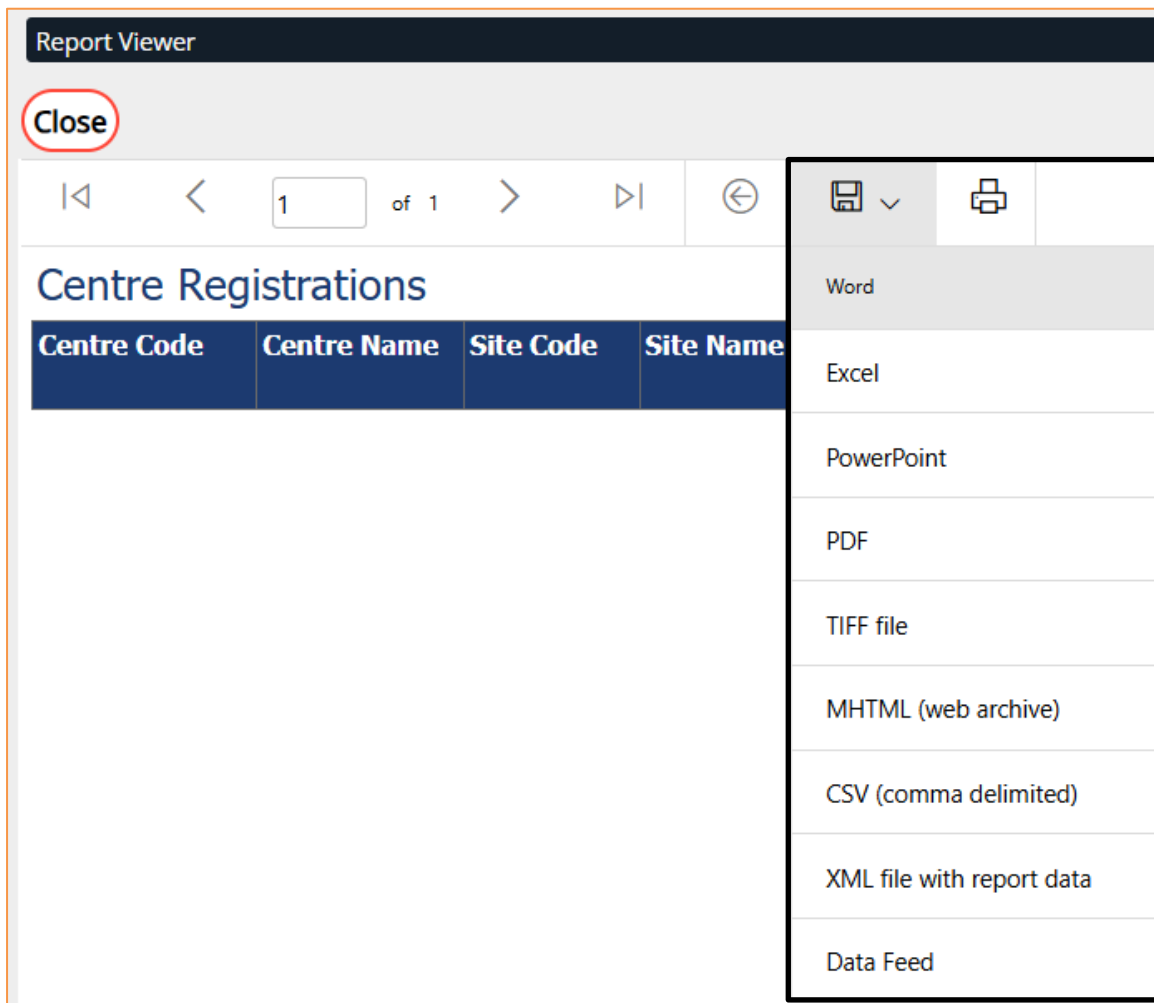
Learner Report

1.2. Running and viewing a report

- 1) Once you have set your search criteria select 'View Report'.

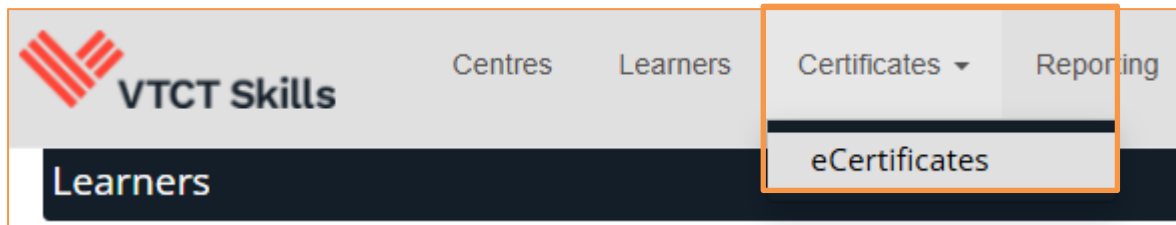
A rectangular button with a red border and rounded corners, containing the text "View Report" in bold black font.

- 2) Once loaded you can export the data by selecting the floppy disk icon, and then selecting your preferred export format.

A screenshot of the "Report Viewer" interface. At the top is a dark header bar with the text "Report Viewer". Below it is a light gray bar containing a "Close" button, which is circled in red. Underneath is a navigation bar with icons for back, forward, and search, along with a page indicator showing "1 of 1". The main content area is titled "Centre Registrations" and features a table with four columns: "Centre Code", "Centre Name", "Site Code", and "Site Name". To the right of the table is a dropdown menu for export formats, which is open, showing options: Word, Excel, PowerPoint, PDF, TIFF file, MHTML (web archive), CSV (comma delimited), XML file with report data, and Data Feed. The "Word" option is currently selected.

1.3. Generating and downloading eCertificates

- 1) From the menu headers select 'Certificates' > 'eCertificates'



- 2) Certificate batches that are yet to be generated and downloaded as e-certificates will be displayed.

To display batches that have previously been generated and downloaded tick the 'Show Already Generated & Downloaded' checkbox.

eCertification

☐ Show Already Generated & Downloaded

Show 15 entries Search:

Batch #	Certificate Type	Site	eCerts	Status	Downloaded	Created By
527035	Unit	577/000.577/002	1	Ready To Generate	No	N/A
526247	Full	577/000.577/003	1	Ready To Generate	No	N/A

- 3) You can use the 'Search:' box to narrow the batches displayed. Only the data displayed on-screen can be used as search criteria, for example: to display only full certificate batches type **Full** in to the search box.

eCertification

☐ Show Already Generated & Downloaded

Show 15 entries Search:

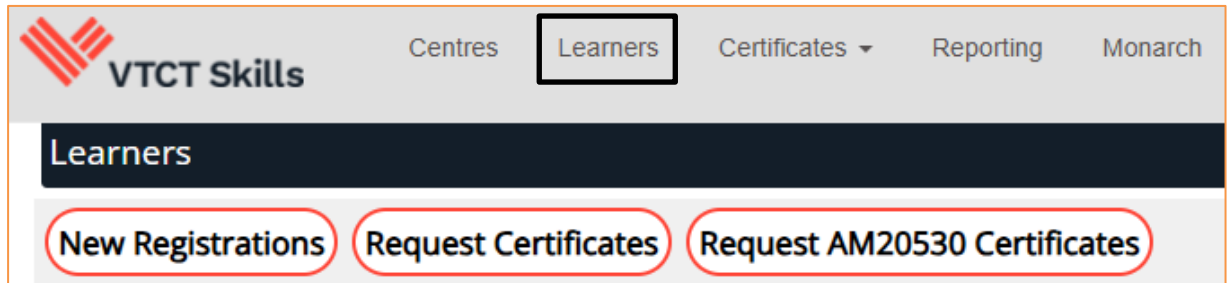
Batch #	Certificate Type	Site	eCerts	Status	Downloaded	Created By
526247	Full	577/000.577/003	1	Ready To Generate	No	N/A
525048	Full	577/000.577/003	1	Ready To Generate	No	N/A

If you have been able to locate the applicable batch at this stage then continue to [step 5 of this guide](#).

To search for a batch of certificates that contains a specific learner's certificate then you will need to know the relevant batch number first. [Step 4 of this guide](#) explains how to locate specific batch numbers.

4) Lookup the specific learner's record.

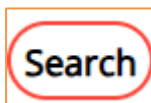
- a. From the menu headers at the top of the page select 'Learners'.



- b. Select the 'Advanced Search Options' link.

[Advanced Search Options](#)

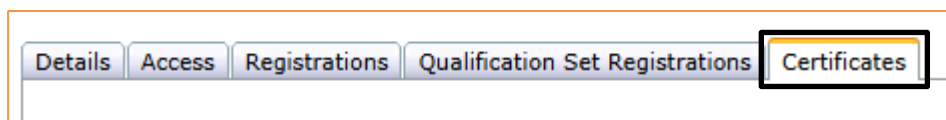
- c. Using the relevant search field(s), enter the details of the learner you want to look-up and then select 'Search'.



- d. Once located select the orange/black arrow icon to the left of the learner's details.

	Number	First Name	Last Name
	1847802	An	Assessor

- e. Select the 'Certificates' tab.



- f. Note down the batch number to the left of the relevant qualification.

Batch	Qualification Title
300716	(AB40168) VTCT Level 4 Certificate in Micropigmentation
300719	(BT4C2) VTCT Level 4 Certificate in Enhancing Eyebrows with Microblading Techniques

g. Go back to [step 3](#) and enter the batch number in to the Search field.

- 5) Once the batch has been located select the icon displayed to the far left of the batch you want to view.

	Batch #
	527035
	526247
	525048
	519682

- 6) The batch will now be generated and available for download as a zip file. How you access the downloaded zip file will be depended on the internet browser you are using.

Please contact your ICT department should you have any issues accessing the zip file; VTCT are unable to provide technical support regarding this.

- 7) Upon opening the zip the file each certificate relevant to the batch will be available as a PDF file.
- 8) **NB:** Documents accessed via the eCertificates function are digital copies and are not valid as a printed documents.

DIGITAL COPY
NOT VALID AS A PRINTED
DOCUMENT

- 9) Learners who achieved their qualification post-2009 can use [CertiTrack](#) to access digital copies of their certificates and more.

2. Help and support

- E: linux2logins@vtctskills.org.uk
- T: +44 (0) 2380 684500
 - Mon-Thurs: 08:45 – 17:00
 - Friday: 08:45 – 16:30