

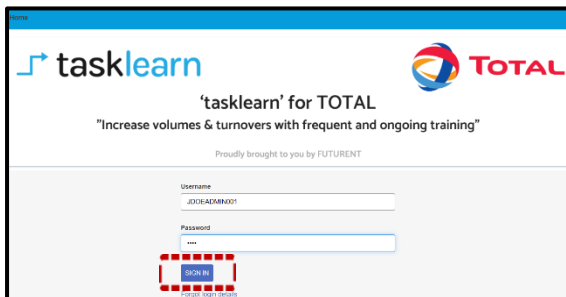
# HOW TO DOWNLOAD/PRINT CERTIFICATES



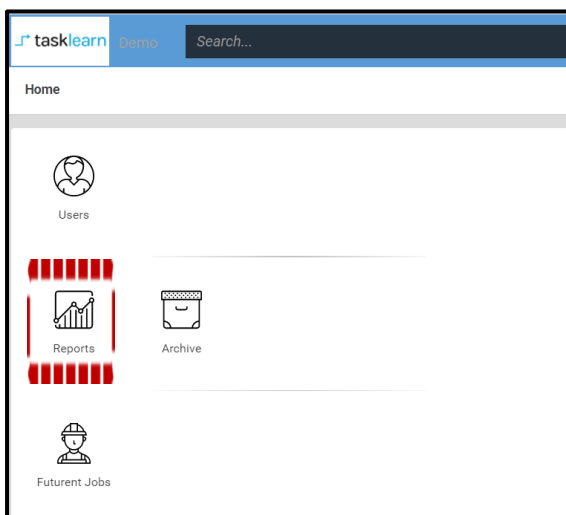
- **What you need:**
  1. Branch Admin login details
  2. Laptop/desktop
  3. Internet connection

If you do not have your site's Branch Admin login details, send your request by email to [support@tasklearn.co.za](mailto:support@tasklearn.co.za)

1. Go to 'tasklearn' homepage <https://total.futurent.efrontlearning.com>



2. Enter your Branch Admin username and password. Click on "SIGN IN"



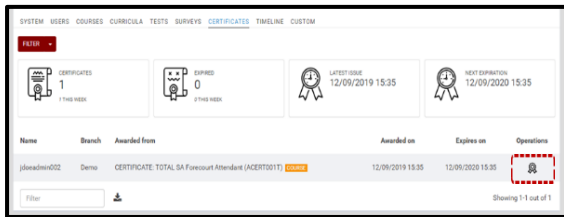
The "HOME" page will open

3. Click on "REPORTS"



The "SYSTEM" page will open

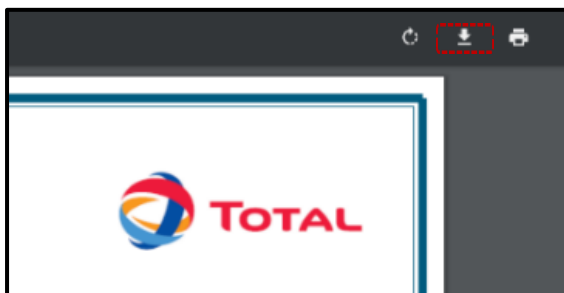
4. Click on "CERTIFICATES"



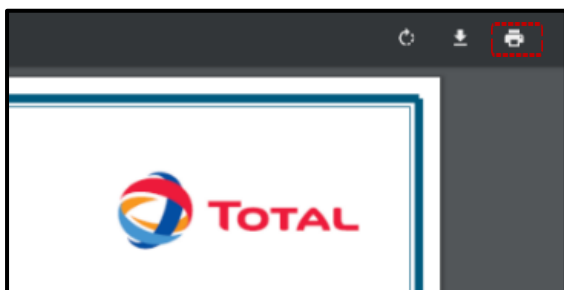
- To view/open the certificate, click on the “REWARD” icon under “OPERATIONS”



The certificate will appear in a new tab



- To download the PDF certificate to your computer, click on the “DOWNLOAD” icon



- To print the certificate directly from your browser, click on the “PRINTER” icon

If you require any assistance, please contact us on:

Special Lockdown Support Number  
+27 76 621 2571

support@tasklearn.co.za OR support@tasksafe.co.za

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