

Batch Processing

Batch Create New Courses

Batch Create New Courses button will create the Course records from the uploaded data for the Course.

Show Template Button.

The 'Show Template' button will populate the first row of the dialog's text area with the field names of the data that will be used to batch create the Courses. This is based on the fields in [Appendix A](#).

The Validate button.

The Validate button will be used to validate the Course data and the selected Course in the Approved Course Lookup.

When the User clicks the Validate button, the following hard validation checks will be performed against the Course field and the data text area. If any of these rules fail, the corresponding validation message will be displayed as a message box. If multiple validation rules fail, the messages should be contained within the same message box separated by a carriage return.

| General Validation Rules | Validation Message |
|---|--|
| The Course field must be populated. | You must select a course before continuing. |
| The text area must be populated. | You must enter data in the text area. |
| The field header row in the text area must not be duplicated. | The text area cannot contain more than one header row. |

If all the above validation passes, the system will proceed to validate the Course data. The following validation will be applied to each individual Course record in the text area.

| Course Validation Rule | Validation Message |
|--|--|
| The start_date field must contain a date in the format dd-mm-yyyy | Invalid date provided for the start date. |
| The end_date field must contain a date in the format dd-mm-yyyy | Invalid date provided for the end date. |
| The end_date value must not be less than the start_date value. | The start date cannot be after the end date. |
| The course dates must be within the eligibility period for the course provider for the course type | The course dates are outside your authorized eligibility period for this course. |

Close Button

The Close button will close the dialog and return to the previous tab in the Course screen without any further action.

Back Button

The Back button will return to the previous step where the user can view or edit the data to be uploaded.

Batch Add Attendees

Batch Create New Attendees button will create the Attendee records from the uploaded data for the Course.

Show Template Button.

The 'Show Template' button will populate the first row of the dialog's text area with the field names of the data that will be used to batch create the Attendees. This is based on the fields in [Appendix B](#)

The following hard validation checks will be performed. If any of these rules fail, the corresponding validation message will be displayed as a message box.

| Validation Rule | Validation Message |
|---|--|
| The text area must be populated. | You must enter data in the text area. |
| The field header row in the text area must not be duplicated. | The text area cannot contain more than one header row. |

If all the above validation passes, the system will proceed to validate the attendee data. The following validation will be applied to each individual Attendee record in the text area.

| Validation Rule | Validation Message |
|--|---|
| The seafarer_id must equal the id of an active seafarer | Cannot find seafarer with the specified ID. |
| Validate that that the seafarer's account passes all the existing validation that would occur if the seafarer was added manually via the Add Attendee dialog (i.e. the seafarer account isn't missing a photo, signature, height, hair color, etc....) | Missing {list field(s)} |

Close Button

The Close button will close the dialog and return to the Attendees tab in the Course screen without any further action.

Back Button

The Back button will return to the previous step where the user can view or edit the data to be uploaded.

Batch Add Course Results (non-Radio Courses only)

Batch Add Course Results Button will open the Import Data dialog for Course Results

Show Template button.

The 'Show Template' button will populate the first row of the dialog's text area with the field names of the data that will be used to batch create the Course Results. This is based on the fields in [Appendix C](#).

| Validation Rule | Validation Message |
|---|---|
| The text area must be populated. | You must enter data in the text area. |
| The field header row in the text area must not be duplicated. | The text area cannot contain more than one header row. |
| The seafarer_id must equal the id of a seafarer that had been added as an attendee to the course. | The specified seafarer is not an attendee of this course. |
| The examination_date field must contain a date in the format dd-mm-yyyy | Invalid date provided for the examination date. |
| The examination_date cannot be earlier than the start date of the course | Examination Date cannot be before the Course Start Date. |
| The course_result value must be either F or P or A | Invalid value in the Course Result field. |

Close Button

The Close button will close the dialog and return to the Attendees tab in the Course screen without any further action.

Back Button

The Back button will return to the previous step where the user can view or edit the data to be uploaded.

Batch Generate Certificates

Batch Generate Certificates Button will generate certificates for all the attendees that have passed the course. One zip file containing all the certificates will be presented for download.

If the Course Provider only has one active and current authorized signatory, the system will generate the certificates using that signatory.

If the Course Provider has multiple active and current authorized signatories, the system will first display a dialog with a drop-down listing all the authorized signatories. After the user selects the desired signatory and clicks 'Generate Certificate', the system will proceed with the generation of the certificates. The same signatory will be used for all certificates.

Appendix A: Course Data Format

| Field Name | Field Format | Description |
|------------|-----------------|--|
| start_date | Date dd-mm-yyyy | The start date of the course that will be created |
| end_date | Date dd-mm-yyyy | The end date of the course that will be created |
| venue | String (255) | The venue of the course. See Appendix D for guidelines for free text fields. |

Please note the data upload will not require an examiner to be specified for the creation of a radio course. The examiner will instead be selected manually after the course is created.

Appendix B: Attendee Data Format

| Field Name | Field Format | Description |
|-------------|--------------|---|
| seafarer_id | String (13) | The ID of a seafarer that will be added as an attendee to the course. |

Appendix C: Course Result Data Format

| Field Name | Field Format | Description |
|---------------------|-----------------|--|
| seafarer_id | String (13) | The ID of a seafarer for which the result is being recorded |
| examination_date | Date dd-mm-yyyy | The examination date of the course result |
| course_result | String (1) | P = Pass F = Fail A = Absent |
| course_result_notes | String (255) | The course result notes. This is an optional field. See Appendix D for guidelines for free text fields. |

Appendix D: Free Text Field Guidelines

For fields that accept free text (e.g. 'venue' and 'course_result_notes'), you must wrap the value in double quotes if it contains a comma because that would break the CSV structure. If the value does not contain a comma, wrapping the value in double quotes is optional. For example, these are all valid CSV rows:

```
START_DATE,END_DATE,VENUE
12-03-2025,12-03-2025,training room
12-03-2025,12-03-2025,"training room"
12-03-2025,12-03-2025,"training room, beside stairwell"
```

This is an invalid CSV row because the 'venue' field contains a comma but is not wrapped in double quotes:

```
START_DATE,END_DATE,VENUE
12-03-2025,12-03-2025,training room, beside stairwell
```