



MY
PASS®

MyPass Global

Release Notes

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Enhancements

Export Certificates in Bulk from Projects/Resource Requests

Industry portal users can now bulk export certificates for all personnel confirmed to a project. The certificates exported are relevant to mandatory and desired requirements for the role each worker is confirmed to.

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	ABC Operator (Rigger) <small>ABC Operator (test asset 1)</small> <small>15/03/2025 15/03/2028</small>	0% <small>Filled</small>	1 <small>Roles</small>	10 <small>Personnel</small>	0 <small>Applications</small>	2 <small>Proposed</small>	0 <small>Confirmed</small>	⋮
	ABC Operator (Showcas... <small>ABC Operator (July Shut)</small> <small>29/07/2024 29/07/2025</small>	20% <small>Filled</small>	1 <small>Roles</small>	5 <small>Personnel</small>	0 <small>Applications</small>	<div> Edit Project Details Export Export personnel certificates Download CV's </div>		
	ABC Operator (Test Requ... <small>ABC Operator (test asset 1)</small> <small>17/04/2024 - 12/04/2040</small>	0% <small>Filled</small>	0 <small>Roles</small>	0 <small>Personnel</small>	0 <small>Applications</small>	0 <small>Proposed</small>	0 <small>Confirmed</small>	⋮

The exported certificates are delivered to the user's email address with a link to download a Zip file. The export is structured in a hierarchical folder format by project and role, containing individual certificate files for each worker, with a standard naming convention.

Certificates for all Confirmed workers will be exported, regardless of engagement dates. If a worker is engaged in more than one role on the project, there will be a separate folder for each role they are engaged in.

The export includes certificates that are Approved, Pending verification, Rejected, and Expired, as well as certificates that have been QuickVerified.

Certifications configured as 'Sensitive Certificates' or 'Do not display certificate documents' are not included in the export.

This export feature works for Active, Draft, Archived and Past projects, including both Active and Inactive roles, ensuring users can efficiently export compliance documentation.