



GLOBAL WIND
ORGANISATION

User Guide

Upload Training Records with Training Standard Version number, V2

Publication date: 1 April 2025





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Upload Training Records with Training Standard Version number

How Do We Use Versioning

Versioning training records with a training standard version number is advantageous as it enhances consistency and standardization across the organization. It ensures that all stakeholders—Instructors, Course Participants, and Training Providers are aligned and utilize the most current guidelines and training materials. This is particularly important when updates to the training content or methodologies occur. Implementing version control allows for a systematic update process, thereby maintaining the relevance and efficacy of the training programs.

Moreover, versioning plays an important role in audit and compliance processes. It provides a clear, traceable record of training materials and methodologies used at any point in time, facilitating easier reviews and verifications. This structured approach to maintaining training records not only aids in adhering to compliance standards but also enhances the overall management and updating of training curricula, ensuring that all training activities are up-to-date and effective.

Understanding the naming convention

Version numbers on training records consist of 4 segments:

1. 0000. - Denotes the document this version code applies to
 - a. 0001. - Safety Training Standard,
 - a. 0002. - Technical Training Standard,
 - b. 0003. - Operational Training Standard,
 - c. 0004. - Training Systems Training Standard,
 - d. 0005. - Internal Training Standard, have been defined so far
2. 0000. - Denotes the major version of the document
3. 0000. - Denotes the minor version of the document
4. YYYYMMDD - Document publication date

How to use versions during single course uploads as a Training Provider

Step-by-step instructions using the feature "Version" of a single course upload of a training record

First login as a Training Provider.

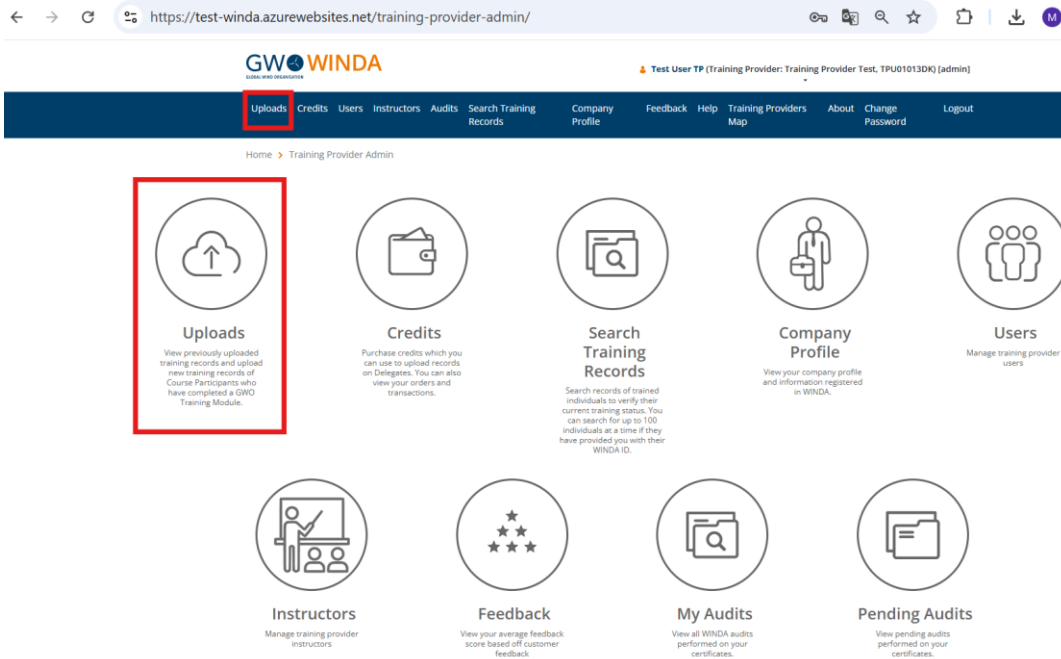


Figure 1 Home view of a Training Provider

Then navigate to upload

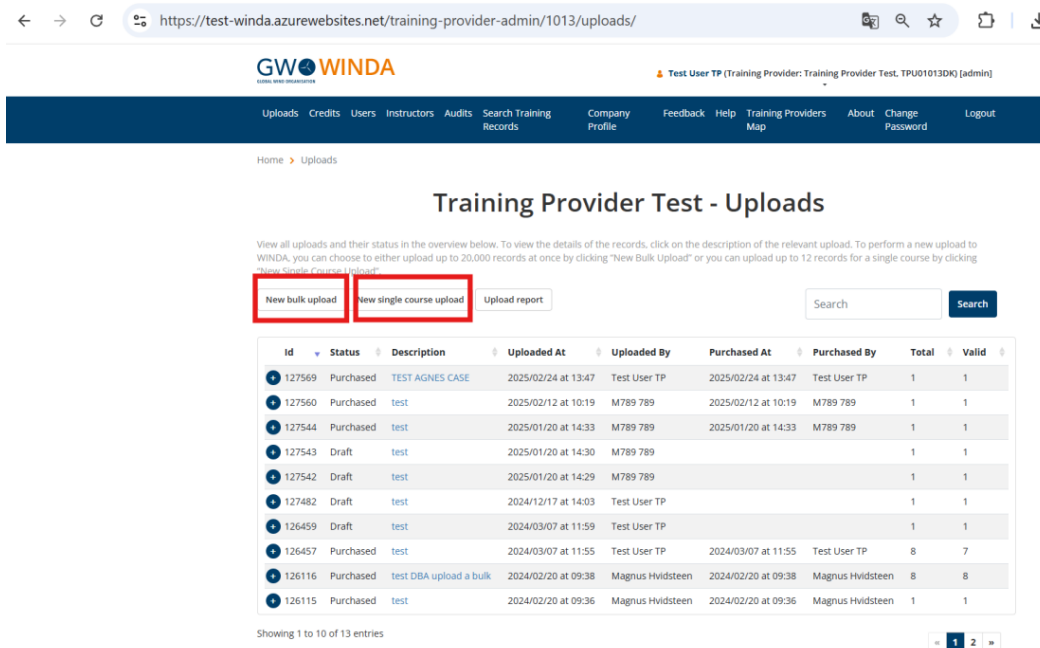


Figure 2 Training Provider uploads view

Choose to upload a single training record, keep in mind that a valid WINDA Id for the Course Participant is needed, to be able to upload a record.



https://test-winda.azurewebsites.net/training-provider-admin/1013/uploads/new-single/

Test User TP (Training Provider: Training Provider Test, TPU01013DK) [admin]

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Home > Uploads > New single course upload

Training Provider Test - New Single Course Upload

Upload new training records for up to 12 delegates on a single course.

Course: [dropdown]
 Facility Type: [dropdown]
 Course completion date: [date picker]
 Description: [text area]
 Version: [dropdown]

No. WINDA ID

1 [text input]
 2 [text input]
 3 [text input]

Figure 3 Single Course upload view

During the upload process, there is an optional field labelled 'Version.' By entering details into the first three columns—'Course,' 'Facility Type,' and 'Course Completion Date'—the system will provide specific versions in the 'Version' dropdown menu. These versions are determined by the unique combination of the selected course, facility type, and completion date. Keep in mind that "Version" is mandatory to fill out, however it's possible to fill as blank. When this is done, simply press "Upload Course" at the bottom of the screen and the course has been uploaded.

https://test-winda.azurewebsites.net/training-provider-admin/1013/uploads/new-single/

Test User TP (Training Provider: Training Provider Test, TPU01013DK) [admin]

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Home > Uploads > New single course upload

Training Provider Test - New Single Course Upload

Upload new training records for up to 12 delegates on a single course.

Course: First Aid
 Facility Type: MOBILE Training Facility
 Course completion date: 2025-03-12
 Description: [text area]
 Version: 0001.0018.0000.20240624

No. WINDA ID

1 MC091419DK
 Test Course Participants -
 Instructors CP/ Ins

Figure 4 Upload view leaving Version blank



How to use versions during bulk course uploads as a Training Provider

First login as a Training Provider and navigate to upload, highlighted in Figure 5

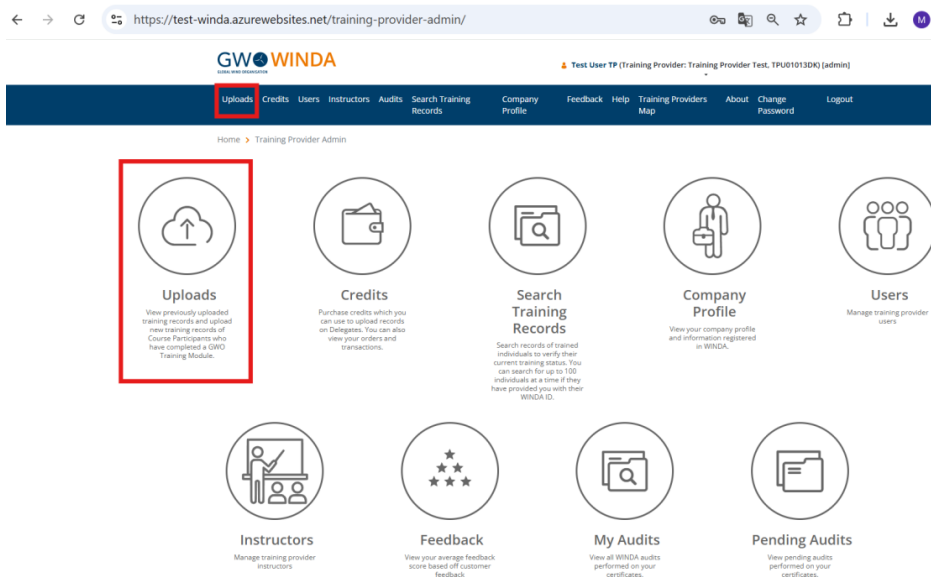


Figure 5 Home view of a Training Provider

Choose to upload a “New bulk upload” from Figure 6, keep in mind that at least one valid WINDA Id (from a Course Participant) is needed, to be able to upload a bulk of records.

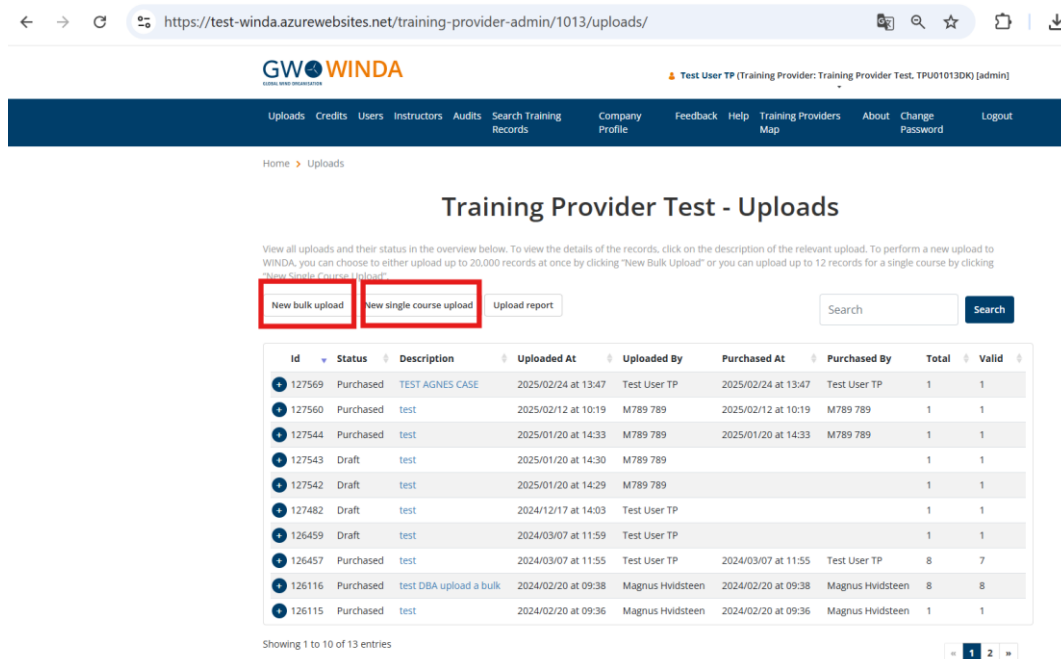


Figure 6 Training Provider uploads view



When accessing the “New Bulk Upload” view, all courses with their “Course Code” will be listed, together with a “+” by clicking the “+” the course will expand and show which version of the course is currently being used.

https://test-winda.azurewebsites.net/training-provider-admin/1013/uploads/new-bulk/

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Home > Uploads > New Bulk Upload

Training Provider Test - New Bulk Upload

Upload a new set of training records in CSV format. Refer to the [provided template and instructions](#)

Maximum of 20000 training records per upload.

Course Code	Description
ART-H	Advanced Rescue Training - Hub
ART-HR	Advanced Rescue Training - Hub Refresher
ART-N	Advanced Rescue Training - Nacelle
ART-NR	Advanced Rescue Training - Nacelle Refresher
BR	Blade Repair
BTTE	Electrical
BTTH	Hydraulics
BTTI	Installation
BTTM	Mechanical
CHBU	Crane and Hoist Basic User
CHIM	Crane and Hoist Inspection and Maintenance
COHE	Control of Hazardous Energy
EFA	Enhanced First Aid
EFAR	Enhanced First Aid Refresher
FA	First Aid

Version
0001.0018.0000.20240624

Figure 7 Bulk upload view

When wanting to upload a bulk upload simply press the hyperlink shown in Figure 8. Follow the instructions, go and fill the template, throughout the instructions “Versions” will be explained. Remember to upload as a .csv file (this will also be explained in the template and instructions).

https://test-winda.azurewebsites.net/training-provider-admin/1013/uploads/new-bulk/

GWO WINDA

Test User TP (Training Provider: Training Provider Test, TP01013DK) [admin]

Uploads Credits Users Instructors Audits Search Training Records Company Profile Feedback Help Training Providers Map About Change Password Logout

Home > Uploads > New Bulk Upload

Training Provider Test - New Bulk Upload

Upload a new set of training records in CSV format. Refer to the [provided template and instructions](#)

Maximum of 20000 training records per upload.

Course Code	Description
ART-H	Advanced Rescue Training - Hub
ART-HR	Advanced Rescue Training - Hub Refresher
ART-N	Advanced Rescue Training - Nacelle
ART-NR	Advanced Rescue Training - Nacelle Refresher
BR	Blade Repair
BTTE	Electrical
BTTH	Hydraulics
BTTI	Installation
BTTM	Mechanical
CHBU	Crane and Hoist Basic User
CHIM	Crane and Hoist Inspection and Maintenance
COHE	Control of Hazardous Energy
EFA	Enhanced First Aid
EFAR	Enhanced First Aid Refresher
FA	First Aid

Figure 8 Press the “Provided template and instructions”



How to use Version as a Training Provider in Microsoft Excel

After downloading the “Provided template and instructions” shown in Figure 8, please open the document and then you will receive the view shown in Figure 9.

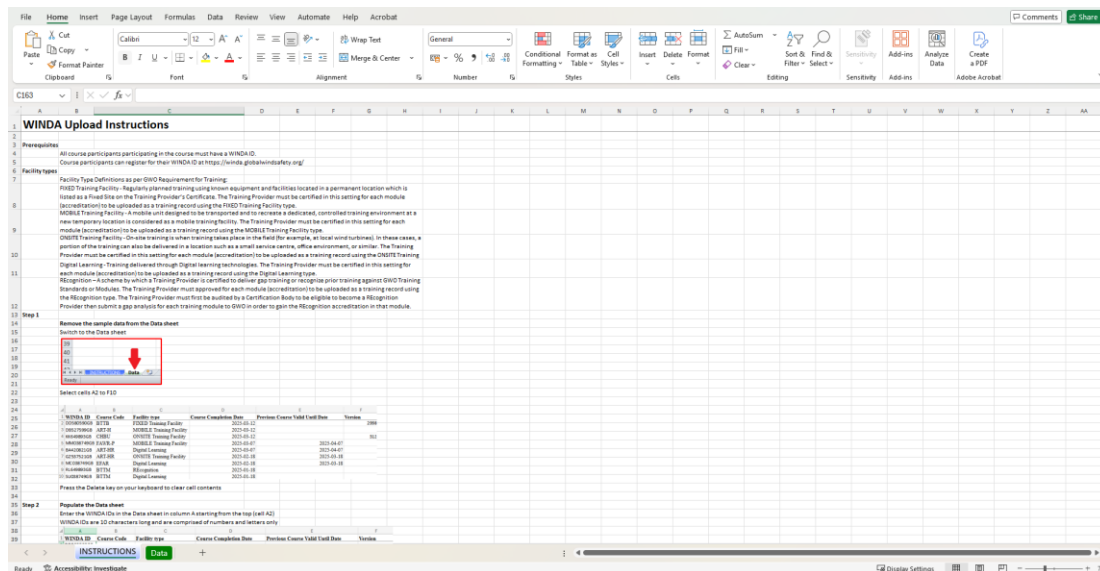


Figure 9 WINDA Upload Instructions view

Please note that at the bottom of the sheet you will see two tabs. Begin with reading the first tab “Instructions” and then use the second tab “Data”, as a template for your bulk upload. The “Data” tab looks similar to what you see in Figure 10.

	A	B	C	D	E	F
1	WINDA ID	Course Code	Facility type	Course Completion Date	Previous Course Valid Until Date	Version
2	DD580590GB	FA	FIXED Training Facility	2025-03-12		0001.0018.0000.20240624
3	DB527599GB	FA	MOBILE Training Facility	2025-03-12		0001.0018.0000.20240624
4	KK649893GB	CHBU	ONSITE Training Facility	2025-03-12		
5	MM038749GB	FAWR-P	MOBILE Training Facility	2025-03-07	2025-04-07	
6	BA420821GB	ART-H	Digital Learning	2025-03-07	2025-04-07	
7	GZ537521GB	ART-HR	ONSITE Training Facility	2025-02-18	2025-03-18	
8	MC038749GB	EFAR	Digital Learning	2025-02-18	2025-03-18	
9	RL649893GB	BTTM	REcognition	2025-01-18		
10	SU038749GB	BTTM	Digital Learning	2025-01-18		

Figure 10 Display of how a “Data” sheet for bulk upload could look



How to use Version as a Course Participant

Log in as a Course Participant and navigate to “Training Records” as highlighted in Figure 9.

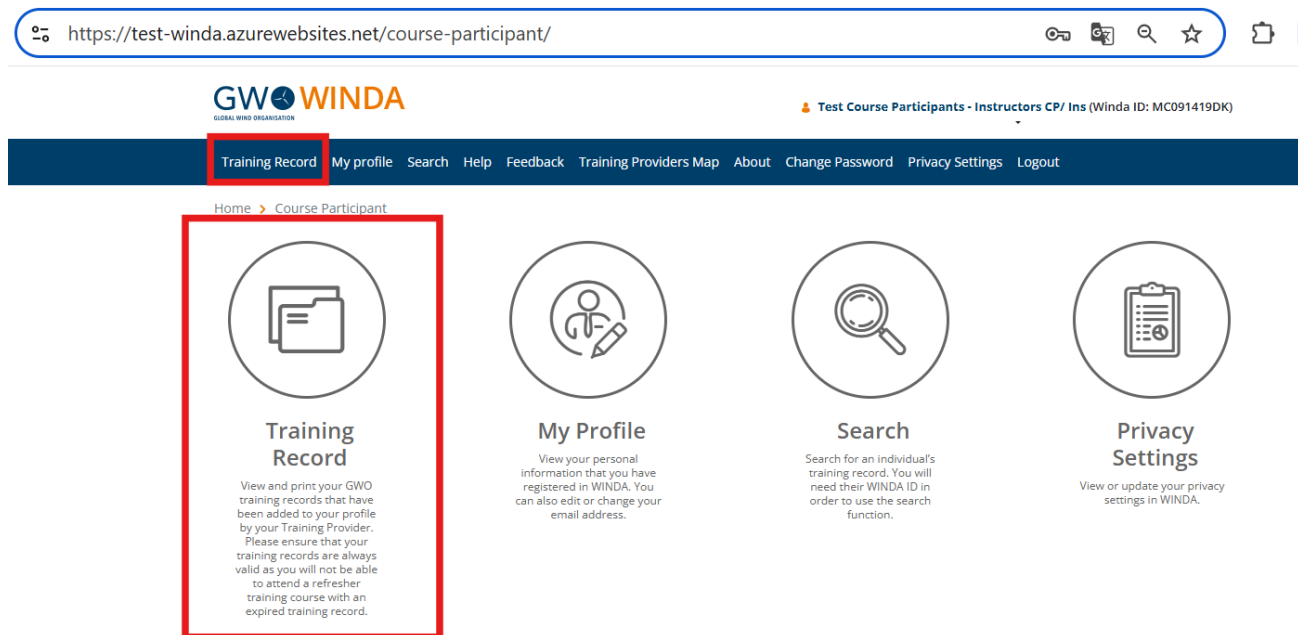


Figure 11 Course Participant home view

As highlighted in Figure 12, the Version number of all the Training Records acquired by the Course participant.

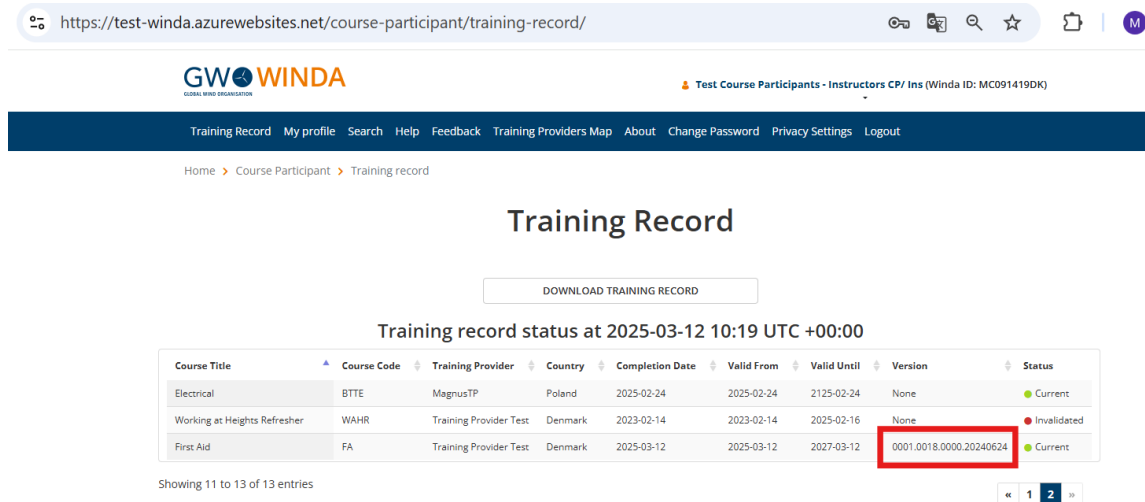


Figure 12 Bulk upload version in table



When downloading the Training Record all version number of the different courses are also visible.


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WINDA Course Participant Current Training Records

WINDA ID
MC091419DK

Course Participant Name
Test Course Participants - Instructors CP/ Ins

Current WINDA Training Records valid on 2025-03-12 10:21 UTC +00:00

Course Title	Course Code	Training Provider	Training Provider Id	Completion Date	Valid From	Valid Until	Version
Manual Handling	MH	Training Provider Test	TPU01013DK	2024-02-19	2024-02-19	2025-02-19	None
Sea Survival	SS	Training Provider Test	TPU01013DK	2024-02-19	2024-02-19	2025-02-19	None
Fire Awareness	FAW	Training Provider Test	TPU01013DK	2024-02-19	2024-02-19	2025-02-19	None
Fire Awareness Refresher	FAWR	Training Provider Test	TPU01013DK	2024-02-19	2024-02-19	2025-02-19	None
Working at Heights	WAH	Training Provider Test	TPU01013DK	2024-02-19	2024-02-19	2025-02-19	None
Lift Inspection and Maintenance Module	LIM	Magnus TP	TPU01012DK	2025-02-20	2025-02-20	2026-02-20	None
Lift User Module	LUM	Magnus TP	TPU01012DK	2025-02-20	2025-02-20	2027-02-20	None
First Aid	FA	Training Provider Test	TPU01013DK	2025-03-12	2025-03-12	2027-03-12	0001.0018.0000.20240624
Hydraulics	BTTH	Training Provider Test	TPU01013DK	2024-02-19	2024-02-19	2124-02-19	None
Electrical	BTTE	Training Provider Test	TPU01013DK	2024-02-19	2024-02-19	2124-02-19	None
Electrical	BTTE	Magnus TP	TPU01012DK	2025-02-24	2025-02-24	2125-02-24	None
Service Lift Inspection and Maintenance Module	SLIM	Anden test	TPU01040DK	2024-07-12	2024-07-12	2124-07-12	None

Figure 13 Download certificate

Accessing help

If you have any questions or require assistance, please write to info@globalwindsafety.org

Global Wind Organisation

Langebrogade 3H

Copenhagen 1411,

Denmark