

## INSTRUCTIONS FOR FILLING OUT THE APPLICATION FORM FOR OBTAINING A CERTIFICATE

To prepare an Application for Certificates, 2 main files are used with different Application templates:

- A file named **“Request.xlsx”** is used to prepare an Application for all Certificates for seminars and webinars, including classes with 22 PRK-1U devices.

- A file named **“Request\_Lecturer.xlsx”** is used to prepare an Application for the formation of Lecturers' Certificates.

The general procedure for issuing and obtaining Certificates of Lecturers, as well as the competence of specialists who have the right to fill out the “Request\_Lecturer.xlsx” form, are regulated by the relevant provisions and orders of the Education Center.

In addition, for the preparation of the Application, one more, additional file is used, that is, “Reference List of works by Grigori Grabovoi”.

Due to the fact that the files **Request.xlsx** and **Request\_Lecturer.xlsx** have minimal differences in their structure, this Instruction will consider the procedure for filling out only the **Request.xlsx** form.

The **Request\_Lecturer.xlsx** form must be filled in according to the same Instructions.

### **Attention, Important!**

To fill in the application forms for Certificates, it is necessary first to ***download the above files to your computer***, and then work with them on your computer.

In connection with the automation of the process of preparing Certificates when filling out the Application forms, the following conditions for filling them out must be observed:

– In the case of a seminar or webinar with parallel translation into several languages, the Certificate Application form is filled in for each language separately.

– If a seminar or webinar is held by one teacher of the Education Center, but with several organizers participating in the preparation of this event, only one CONSOLIDATED Application for Certificates must be sent to the Certification Department (for each language separately).

– All the necessary data must be filled out in the Application form, MANDATORY. If any data is missed during filling, a warning will appear on the screen that you need to check the Application form and enter the missing data into it (*see the red text in the screenshot*).

Contract no. with the EDUCATION CENTER:	88-8
<b>ATTENTION! Not all data introduced! The application will be rejected.</b>	
Surname, name	Country

If you send the Application form with such a warning to the Certification Department, then the program for automated issuance of Certificates will not be able to process it correctly, and the necessary Certificates will not be generated.

### Next, we will consider the procedure for preparing an application for obtaining Certificates for the conducted seminars and webinars.

1. Open the **“Request.xlsx”** file that was previously downloaded to your local computer.

**Note, Important!** Without fail, make sure that the version of the “Request.xlsx” file that is on your computer matches the latest version of this file posted for download at the Education Center link.

2. Place the cursor in the blue filled cell at the top of the form.
3. In the lower right corner (in some cases - in the upper right corner) of the cells with blue fill, click on the small black triangle.

**APPLICATION FOR OBTAINING CERTIFICATES**

**SPECIFY THE TYPE OF CERTIFICATE ==>>**  
*To select, set the cursor to the cell to the right of the arrow ==>*

**Identification codes of the names of the seminars or webinars (for example, 12122017\_en)**

1	2	3	4	5	6	7	8	9	10

**Start date (YYYYMMDD):** \_\_\_\_\_

4. In the process of working with the form, almost all actions are accompanied by detailed hints or messages about errors in entering information and recommendations for their elimination. The prompts or recommendations appear as information windows or are located directly in the cells of the form.

5. In the drop-down list that appears, use the mouse to select the name of the Certificate you need.

6. Now the name of the Certificate should be fixed in the blue window. In case of an erroneous choice of the name of the Certificate, you must repeat the steps in clause 3 and clause 5.

**APPLICATION FOR OBTAINING CERTIFICATES**

**SPECIFY THE TYPE OF CERTIFICATE ==>>**  
*To select, set the cursor to the cell to the right of the arrow ==>*

**Identification codes of the names:**

1	2	3	4	5	6	7	8	9	10

**Start date (YYYYMMDD):** \_\_\_\_\_  
**End date (YYYYMMDD):** \_\_\_\_\_  
**Language:** \_\_\_\_\_  
**Lecturer:** \_\_\_\_\_

**Contract no. with the EDUCATION CENTER:** \_\_\_\_\_

7. In the cells under the numbers from 1 to 10, you should successively enter the Identification codes of those titles of lectures and works of G. P. Grabovoi, which must be included in the Certificate. The identification codes of the lecture titles must be copied from the file with the Reference List of works by Grigori Grabovoi.

8. Open the file “Reference List of works by Grigori Grabovoi”.


9. The procedure for working with the “Reference List” file: is given in a separate detailed instruction and is not considered here. In this manual, we will note only the following main technical points in working with the reference list:

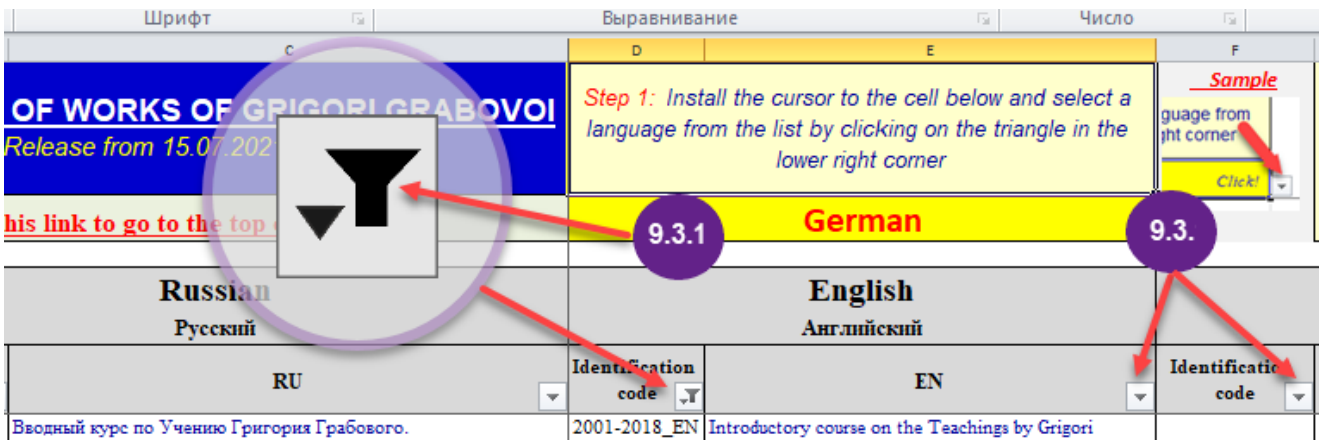
9.1. If the text in the table cells is difficult to read, then increasing or decreasing the scale of the table is done by pressing the “Ctrl” key while simultaneously rotating the mouse wheel forward or backward.

9.2. The search for the column with the required translation language for the works of G.P. Grabovoi should be performed using navigation windows 9.2 and 9.2a (see the screenshot). You can return to the top of the table to display navigation windows 9.2 and 9.2a by clicking on the red text "Click on this link to go to the top of the table" in window 9.2b.


REFERENCE LIST OF WORKS OF GRIGORI GRABOVOI		English		English		Arabic		Bengal	
Date of creation	Identification code	Russian Русский	RU	Identification code	EN	Identification code	AR	Identification code	Bengal Бенгальский
2001-2018	2001-2018_RU	Вводный курс по Учению Григория Грабового.		2001-2018_EN	Introduction to the Teachings by Grigori Grabovoi.				
1979-1996	1979-1996_RU	Информационные уровни познания. Записи и авторские семинары, проведенные в 1979-1996 годах.		1979-1996_EN	Informational levels of cognition. Recordings and author's seminars conducted in 1979-1996.				
1996	1996_RU	Унифицированная система знаний.		1996_EN	Unified system of knowledge.				

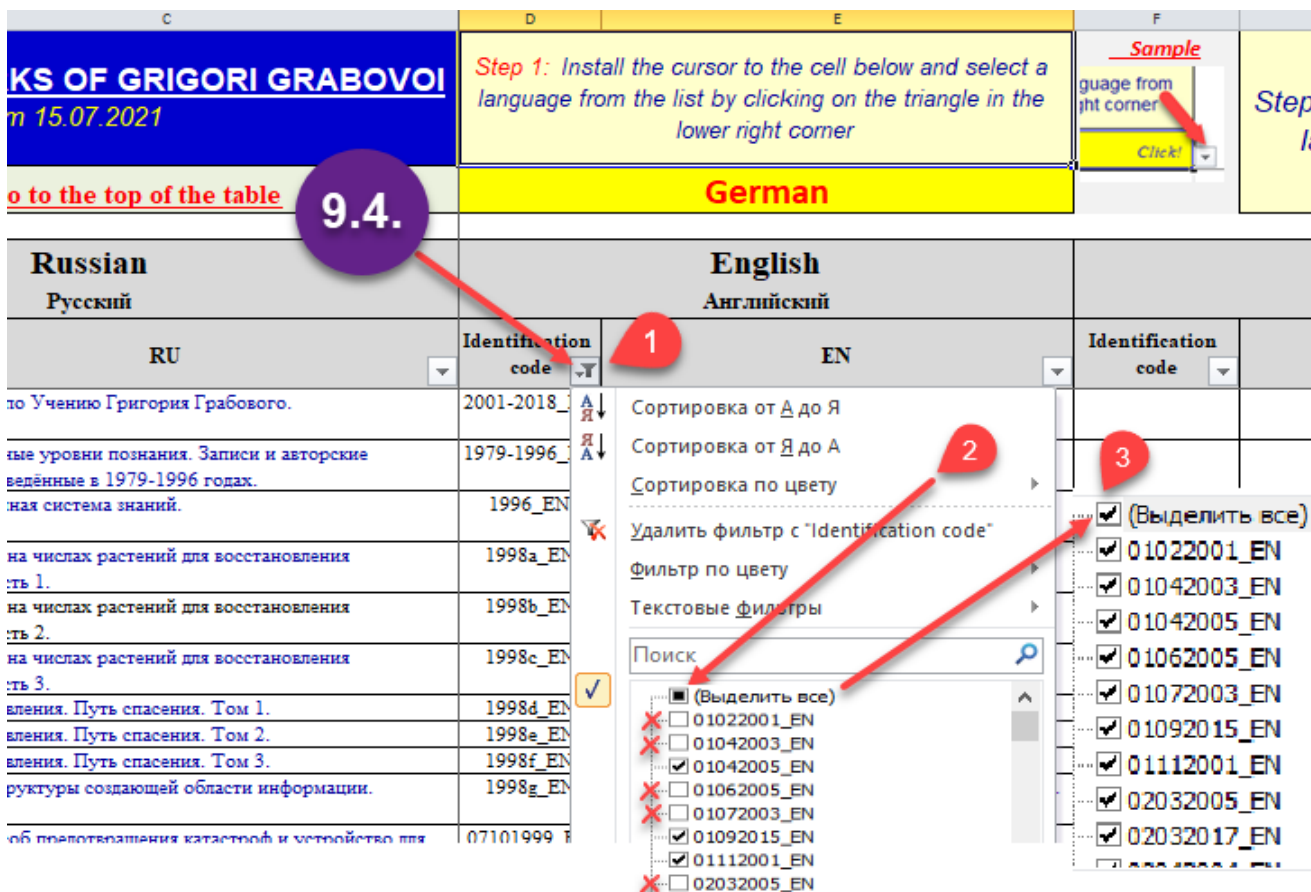
9.3. Before starting the work, it is advisable to make sure that in the “Reference List of works by Grigori Grabovoi” file (see the screenshot below in clause 9.3.1.) in the lower right corner of all cells with the name “Identification code” or in cells with a language code (for example, RU, EN, AR, etc.) there is an icon.

9.3.1. If in any cell there is an icon instead of a black triangle , it means that a “filter” is set for this column and some lines with titles of works may not be displayed.



Russian Русский	English Английский
RU	EN
Вводный курс по Учению Григория Грабового.	2001-2018_EN
	Introductory course on the Teachings by Grigori

4. To switch to the mode of viewing all rows, you need to "uncheck" the filter in all cells where it is installed. To do this, look sequentially through all the cells in the table with filter icons. If, while viewing, a cell you see the icon of the installed filter, then it must be "removed". To do this, click on the icon . (see 1) Next, in the window that opens, it is necessary to click on the text “Select all”. In this case, to the left of the line with this text, the icon "■" (see 2) will change to the icon - "√" (see 3).

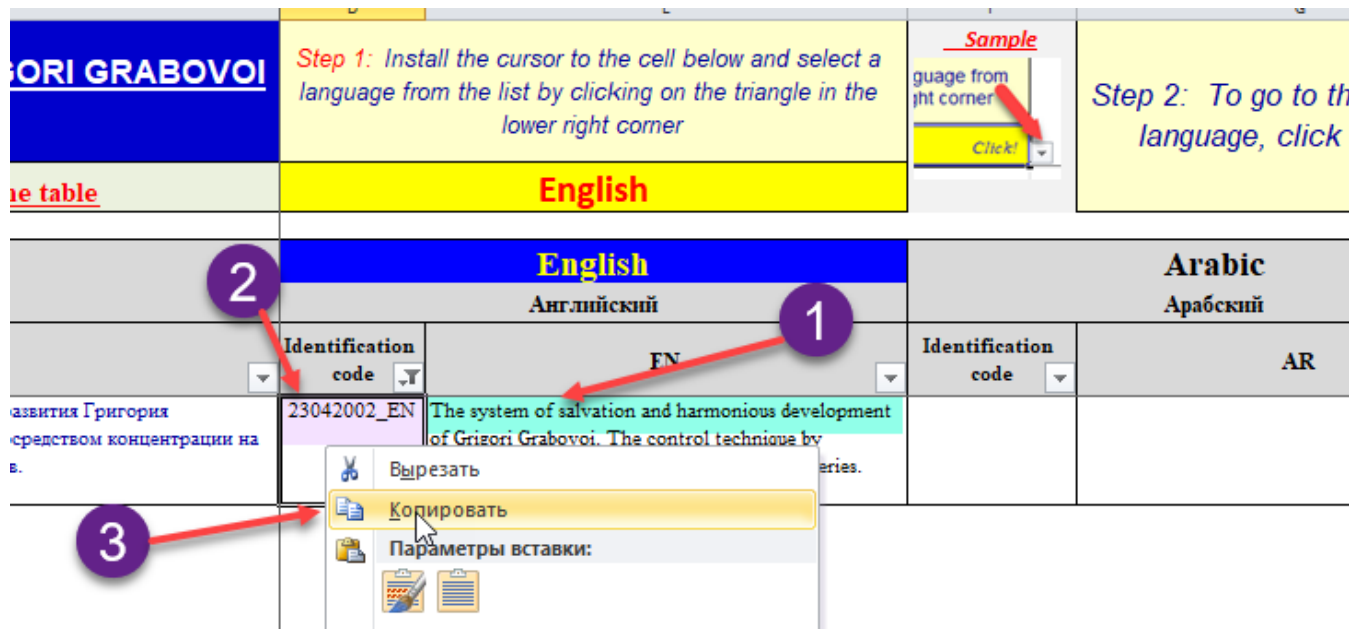


Russian Русский	English Английский
RU	EN
по Учению Григория Грабового.	2001-2018_EN
ные уровни познания. Записи и авторские ведённые в 1979-1996 годах.	1979-1996_EN
ная система знаний.	1996_EN
на числах растений для восстановления ть 1.	1998a_EN
на числах растений для восстановления ть 2.	1998b_EN
на числах растений для восстановления ть 3.	1998c_EN
вления. Путь спасения. Том 1.	1998d_EN
вления. Путь спасения. Том 2.	1998e_EN
вления. Путь спасения. Том 3.	1998f_EN
руктуры создающей области информации.	1998g_EN
об предотвращения катастроф и устройств для	07101999

10. In order, in accordance with clause 7 of this instruction, to insert into the cell of the table the Identification code of the title of the lecture or work of G. Grabovoi, which must be

included in the Certificate, after opening the file “Reference List of works by Grigori Grabovoi”, find the required title of the work in the language of reading the webinar or lecture (see ①). Then, copy the Identification Code of that title of the work, which is to the left of the title (see ② and ③).

**Attention, Important!** For correct copying of the Identification code, you must click **ONCE** on the cell with the code with the **RIGHT** mouse button, and then select the **"Copy"** function in the drop-down window and click on it with the **LEFT** mouse button.



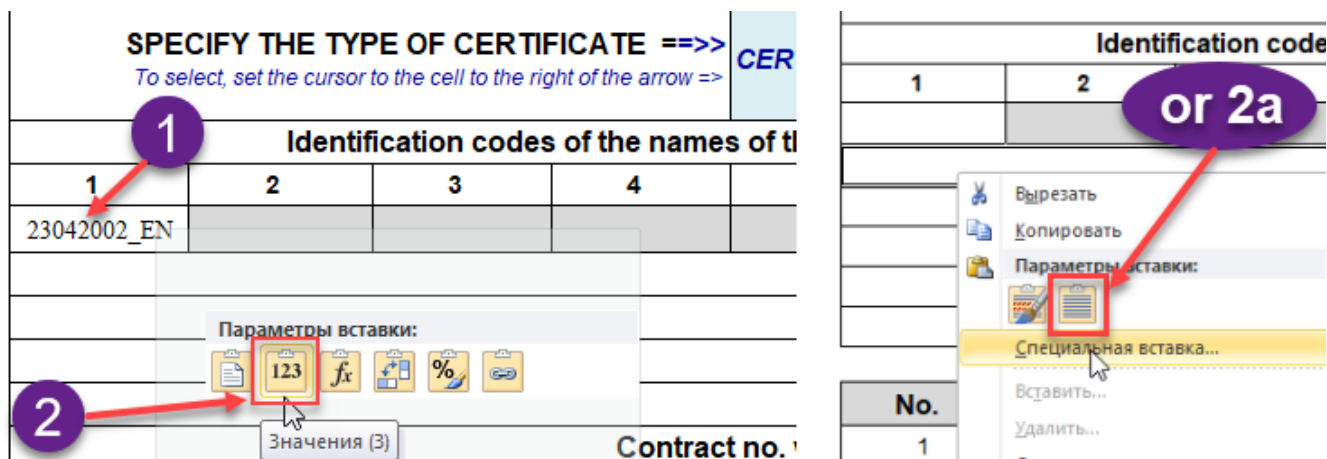
11. Go to the previously opened file with the Application.

12. **Attention, Important!** The insertion of Identification Codes from the Reference List into the Application form must be carried out not in the "Copy => Paste" mode, but in the "Copy => Paste Special => Paste Values" mode.

To do this, click the **RIGHT** mouse button **Once** on the cell into which you need to insert the Identification code from the Reference List (see ①). In the pop-up window that appears, click the **LEFT** mouse button on the “123” icon (see ②).

In some cases, after right-clicking on the cell intended for entering the Identification Code, the drop-down menu instead of the “123” icon may display a menu for inserting the “paste as text” code (see **or 2a**).

In this case, to insert the code into the cell, you **MUST** click on the **RIGHT** icon with the **LEFT** mouse button (that is, the one without a brush) (see **or 2a**).



13. Similarly, if necessary, the following Identification Codes shall be inserted into the Application.

14. Further, in the Application form, windows with dates are filled in. There are also some rules to follow when entering dates.

15. The date must be entered in the strict “**YYYYMMDD**” format without dots, slashes or commas (see screenshot ①). Thus, the date entered must have exactly 8 digits. For example, the date July 17, 2021 is entered as: 20210717 (see the screenshot below).

After pressing the “Enter” key, the date in this cell will take its usual form with dots-separators (see ②).

16. To avoid errors when entering the date, as soon as you place the cursor in the cell for entering the date, a window will appear on the screen reminding you of the correct format for entering the date (see ③).

eminars or webinars (for example, 12122017\_en)

6	7	9	10
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Start date (YYYYMMDD): 20210717

End date (YYYYMMDD):

Language:

Lecturer:

the EDUCATION CENTER:

Cou

ENTER THE DATE WITHOUT DELIMITER  
The date is entered in the YYYYMMDD format (w/o such delimiter characters as: ".", " " or "/").  
The date should have only 8 digits.  
For example, the date July 12, 2021 must be introduced as: 20210712

Start date (YYYYMMDD): 2021.07.17

17. After entering the dates, information about the language of the seminar or webinar is entered in the appropriate cells (*only one language MUST always be indicated in the Application!*), the surname and name of the teacher.

18. In the cell next to the text “Contract No. with the EDUCATION CENTER” enter the contract number, for example: 27-3.

### ENTRY LIST OF STUDENTS

19. The table with the list of students has 3 columns (see the screenshot).

	Contract no. with the EDUCATION CENTER:	27-3
No.	Surname, name	Country
1		

20. The column “No.” (see ①) should not be filled in. This column is filled automatically as the list of students is filled.

21. Columns “**Surname, name**” (see ②) and “**Country**” (see ③) must be filled in separately from one another. That is, entering a list of two columns at the same time will not work.

22. There are several ways to enter a list of students:

22.1. You can enter each student manually directly into the application form.

22.2. You can enter all the course participants at once from a simple list prepared in advance in Word.

22.3. You can enter all course participants at once from a table prepared in advance in Word or Excel.

23. **IMPORTANT!** When preparing a list of students in the form of a simple list (see in the screenshot below - ④) or in the form of a table (see ⑤), it is necessary to make sure that there are no empty lines in the list. To do this, after preparing the list of students for insertion, in the Application form, click on the “¶” symbol in the upper menu in the WORD program (i.e., show non-printable characters). Then carefully review the prepared list and make sure that there are no extra paragraph characters (line breaks) “¶” (see screenshot ⑥).

If such characters are found in the list, it is necessary to remove them.

**4** A simple WORD list

Barbara Gardner¶  
Sidorov Ivan Petrovich ¶  
Alice Hill¶  
Amanda Hamilton¶  
¶  
Anthony Ramirez¶  
Brenda Lopez¶

**5** Table in WORD or EXCEL

Joshua Knight
Kathleen Hanson
Laura Carpenter
Lisa Diaz
□
Margaret Rivera
Mark Dunn

**6**

24. After preparing the list of students for insertion into the Application form, copy it and go to the previously opened Application file.

25. **Attention, Important!** The list of students is inserted into the Application form not in the "Copy => Paste" mode, but in the "Copy => Paste Special => Paste Values" mode.

26. To do this, click the RIGHT mouse button **Once** on the first empty cell in the "Surname, name" column to the right of the number "1" (see **1**).

27. In the drop-down window that appears, click with the LEFT mouse button on the RIGHT icon (i.e., the one without a brush) (see **2**).

28. If everything is done correctly, the entered list of students will appear in the column "Surname, name" (see **3**), and the filled lines with the data of the students will be automatically numbered in the column "No." (see **4**).

**1**

Вырезать  
Копировать  
Параметры вставки:  
Специальная вставка...

**2**

No.	Surname, name
1	Barbara Gardner
2	Sidorov Ivan Petrovich
3	Alice Hill
4	Amanda Hamilton
5	Anthony Ramirez

**3**

**4**

29. Next, the "Country" column must be filled in. The rules for preparing and inserting into the form of Application of the **country list** coincide with the corresponding rules for preparing and inserting the list of the students (see Clause 22 to Clause 28).

30. After filling out the Application form, this file must be saved under a different name according to the following rules: Date in the format "YYYYMMDD", underline, name of the Application form (**Request** or **Request\_Lecturer**), underline, teacher's surname.

For example: [20210717\\_Request\\_Gardner](#) or [20210717\\_Request\\_Lecturer\\_Gardner](#)

31. After correctly filling in all the data in the Application form for obtaining Certificates, this file must be sent to the Education Center in accordance with the procedure for issuing and receiving Certificates of the Education Center approved by the Education Center.