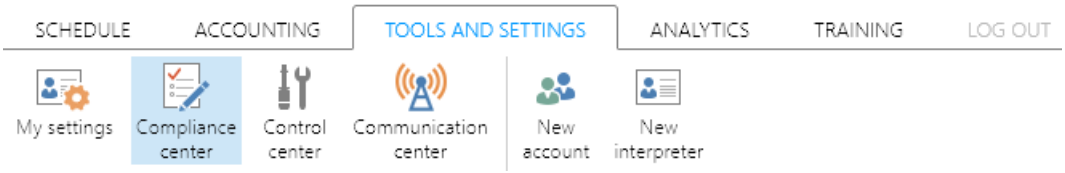
HOW TO ADD CERTIFICATION ID TO YOUR DOCUMENTS

ScheduleInterpreter allows you to add your vendor's Certification ID to the documents created in SI Labs (Request form, Verification of services, Timesheet, Vendor Contract/Memo, Client invoice).

COMPLIANCE CENTER

To access the Compliance Center, login to the portal, click `Tools and setting`, the click `Compliance Center.`

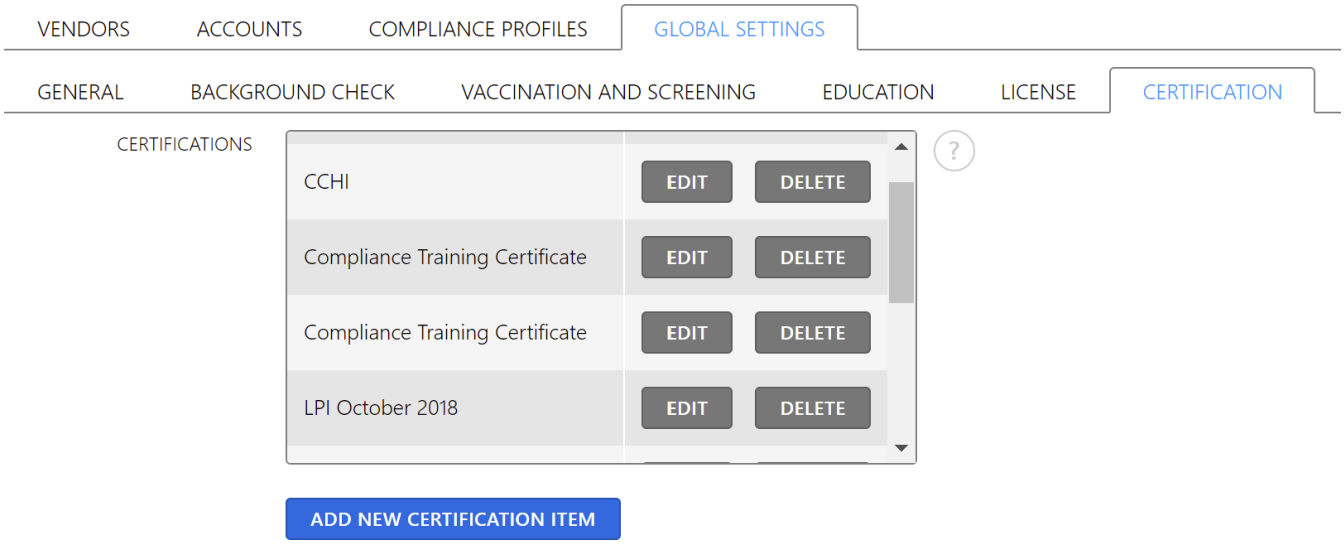


CERTIFICATION

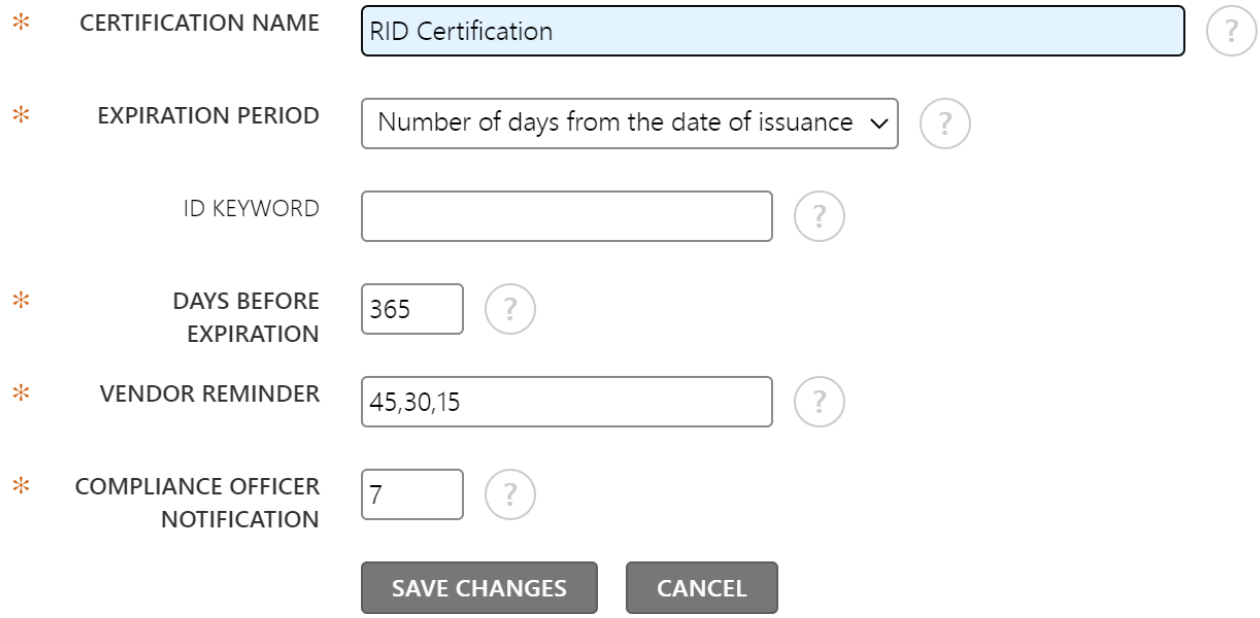
To create a new Certification item, go to `Global Settings`, click the `CERTIFICATION TAB`, then click

ADD NEW CERTIFICATION ITEM.

COMPLIANCE CENTER



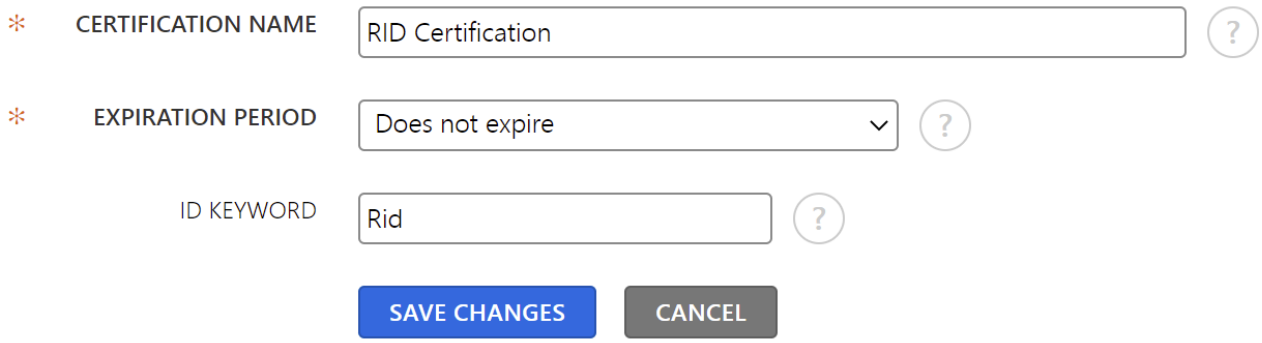
Enter the Certification Name, then select whether the certification expires or not. If it does not expire, select Does not expire from the drop down list. If the certification expires, select Number of days from the date of issuance, and fill out the additional 3 fields that will appear on the screen (Days before expiration, Vendor reminder, and Compliance officer Notification).



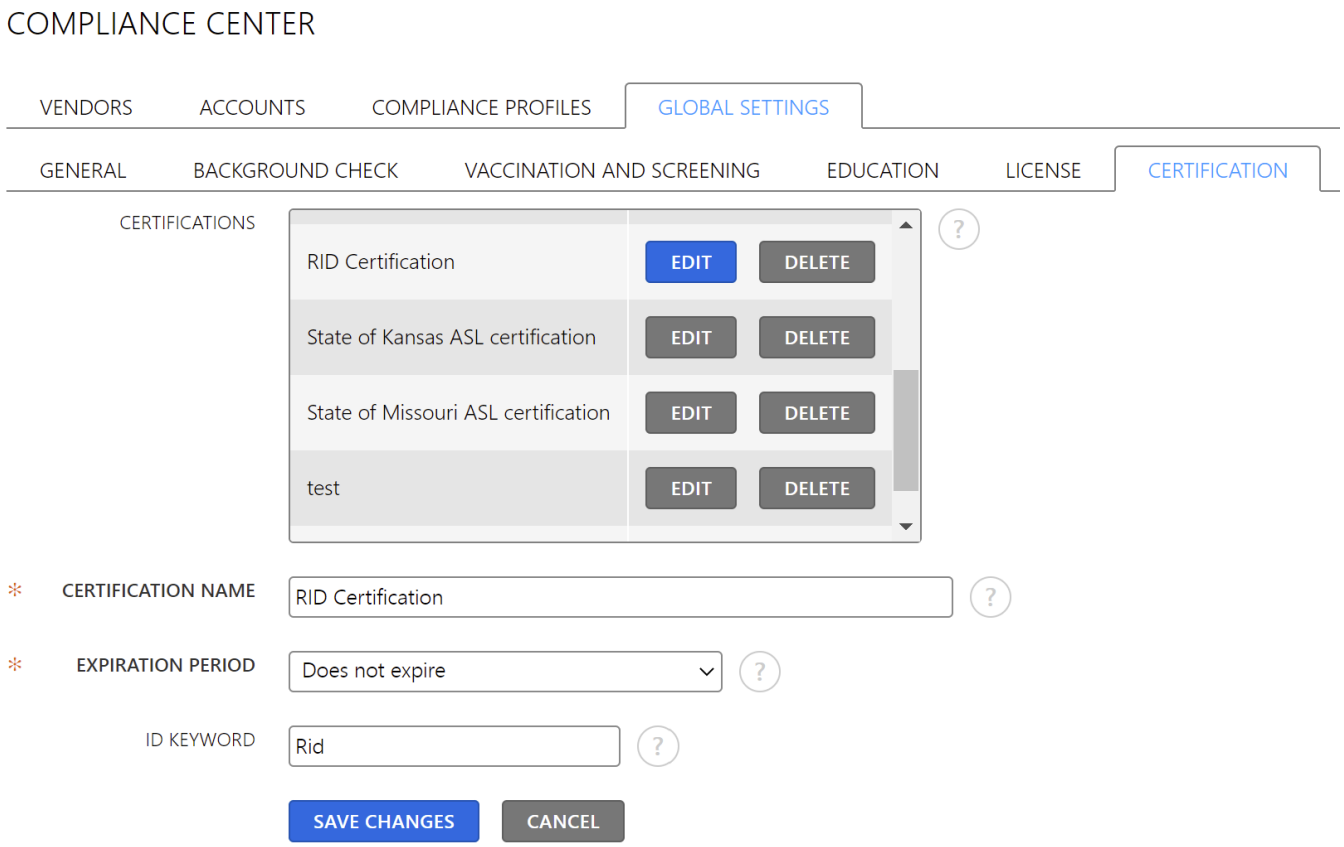
In the ID Keyword field, provide a keyword to reference the Certification ID. The ID can be embedded into various documents, like Client request form, Verification of services, Vendor contract/memo, Client invoice etc., using the keyword provided here. For example, entering `Rid` will enable to embed vendor's RID Certification ID using `{vendorRidCertificationId}` keyword.

> ⚠ Each certification item is unique therefore each one must have its own keyword.

Once you filled out all the fields, click `SAVE CHANGES`.



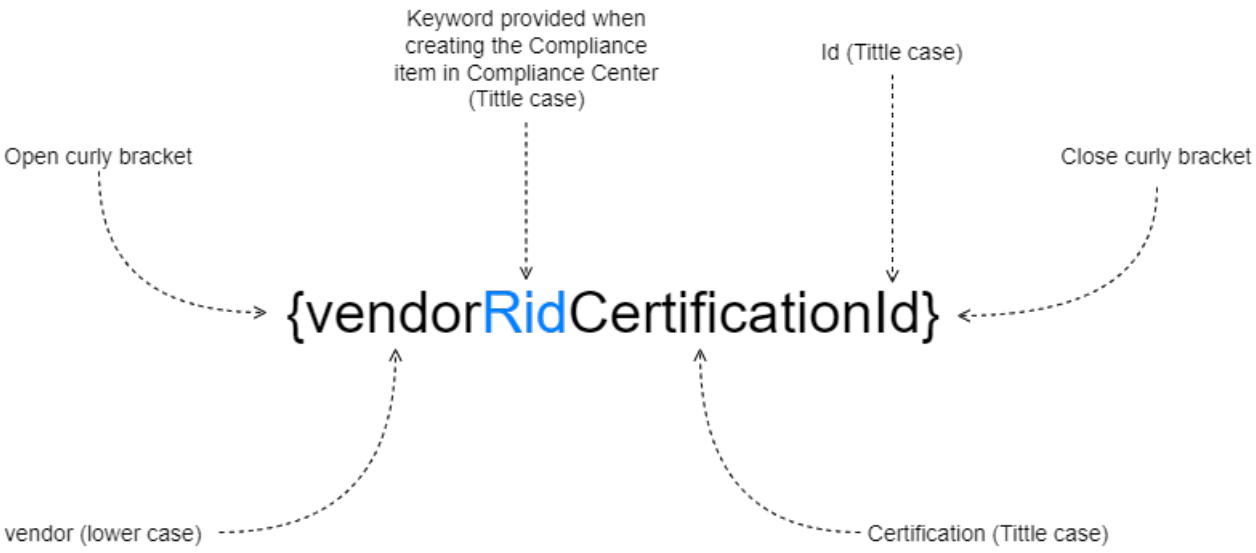
To add a keyword to an existing Compliance item, click `EDIT`, provide an unique keyword, then click `SAVE CHANGES.`



ID keyword can be entered using any capitalization. ScheduleInterpreter® will convert ID keyword into the title case, see more details below.

HOW DOCUMENT KEYWORD IS CREATED

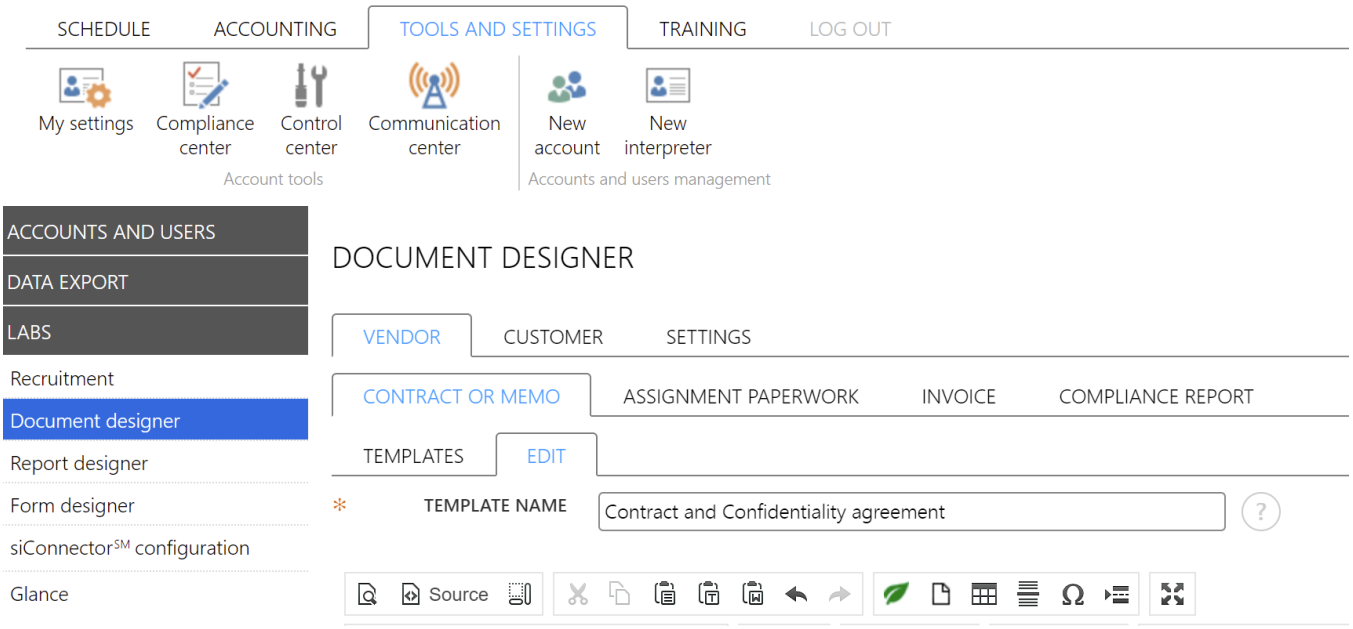
ScheduleInterpreter® is using a series of keywords to populate documentation templates. To use custom keyword for certification ID, special processing is performed and the documentation keyword is created using the following rules.



HOW TO ADD CERTIFICATION ID TO YOUR DOCUMENTS

Once you have created your Certification ID keywords, you can add them to your assignment paperwork and

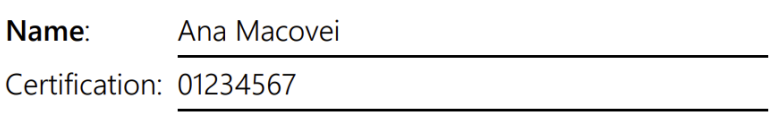
documents. To do so, go to Tools and Settings, LABS, then click Document designer.



Select the document in which you would like to add the Vendor Certification ID, click Edit, decide where in the document you would like the ID to appear, then enter the corresponding keyword, making sure to follow the exact format as below:



SAVE the changes you made to your template, and review the Certification ID populated in the live document.



Vendors can have one or multiple certifications and ScheduleInterpreter allows you to create keywords and add one or multiple Certification IDs to your documents.

Revision #16
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