

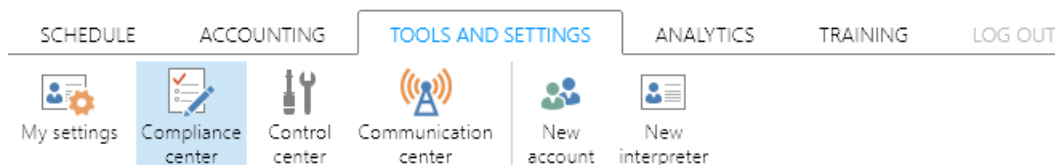
# HOW TO ADD CERTIFICATION ID TO YOUR DOCUMENTS



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**, then click **Compliance Center**.

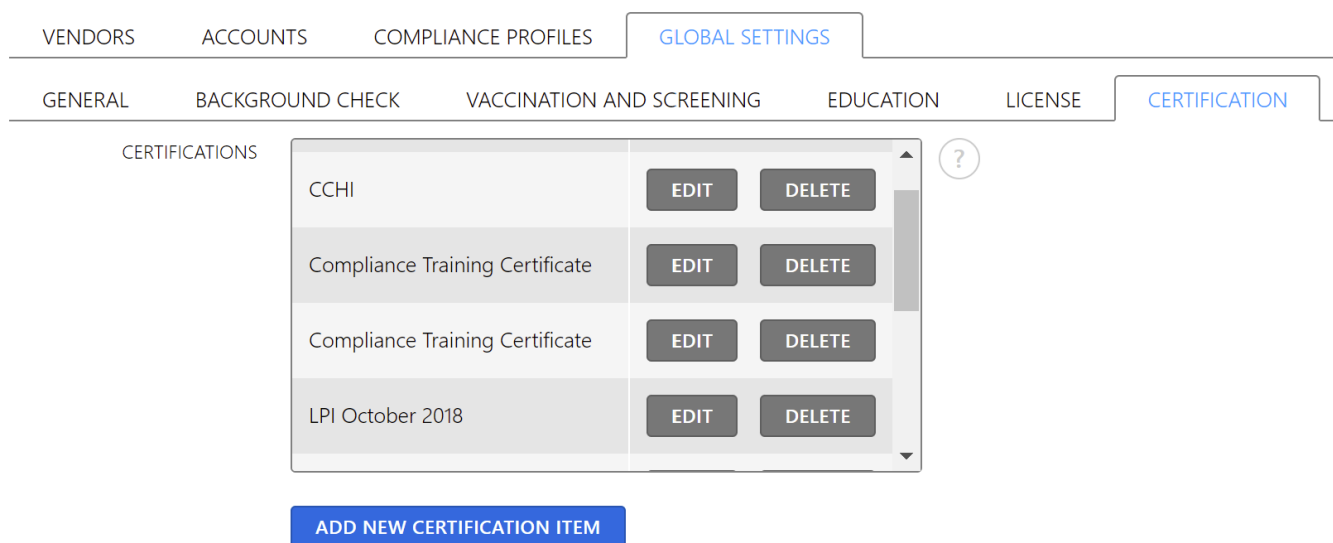


## CERTIFICATION

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).

\*

CERTIFICATION NAME

RID Certification

?

\*

EXPIRATION PERIOD

Number of days from the date of issuance

?

ID KEYWORD

?

\*

DAYS BEFORE EXPIRATION

365

?

\*

VENDOR REMINDER

45,30,15

?

\*

COMPLIANCE OFFICER NOTIFICATION

7

?

SAVE CHANGES

CANCEL

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**.

\*

CERTIFICATION NAME

RID Certification

?

\*

EXPIRATION PERIOD

Does not expire

?

ID KEYWORD

Rid

?

SAVE CHANGES

CANCEL

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

# COMPLIANCE CENTER

VENDORSACCOUNTSCOMPLIANCE PROFILESGLOBAL SETTINGS

GENERALBACKGROUND CHECKVACCINATION AND SCREENINGEDUCATIONLICENSECERTIFICATION

CERTIFICATIONS

RID Certification	EDIT	DELETE
State of Kansas ASL certification	EDIT	DELETE
State of Missouri ASL certification	EDIT	DELETE
test	EDIT	DELETE

\* CERTIFICATION NAME

RID Certification

\* EXPIRATION PERIOD

Does not expire

ID KEYWORD

Rid

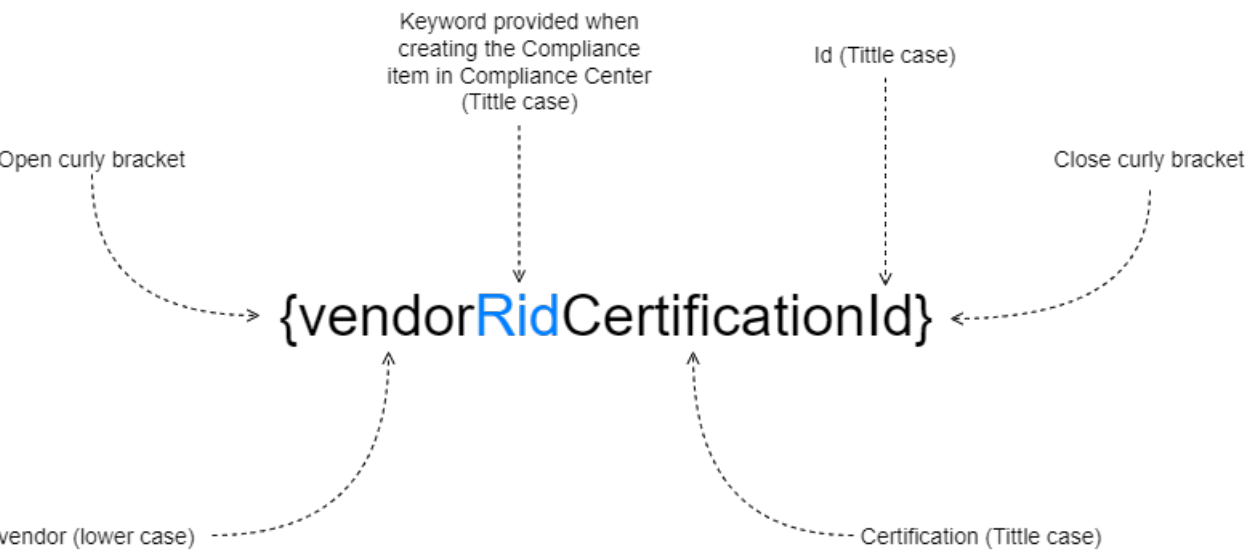
SAVE CHANGES

CANCEL

**i** 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:

<b>Name:</b>	{apptVendorFirstName} {apptVendorLastName}
<b>Certification:</b>	{vendorRidCertificationId}

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

<b>Name:</b>	Ana Macovei
<b>Certification:</b>	01234567



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