

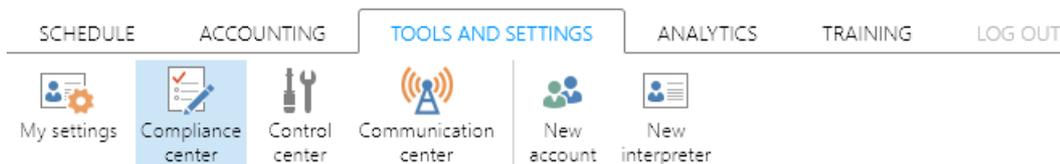
HOW TO ADD LICENSE ID TO YOUR DOCUMENTS



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

COMPLIANCE CENTER

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

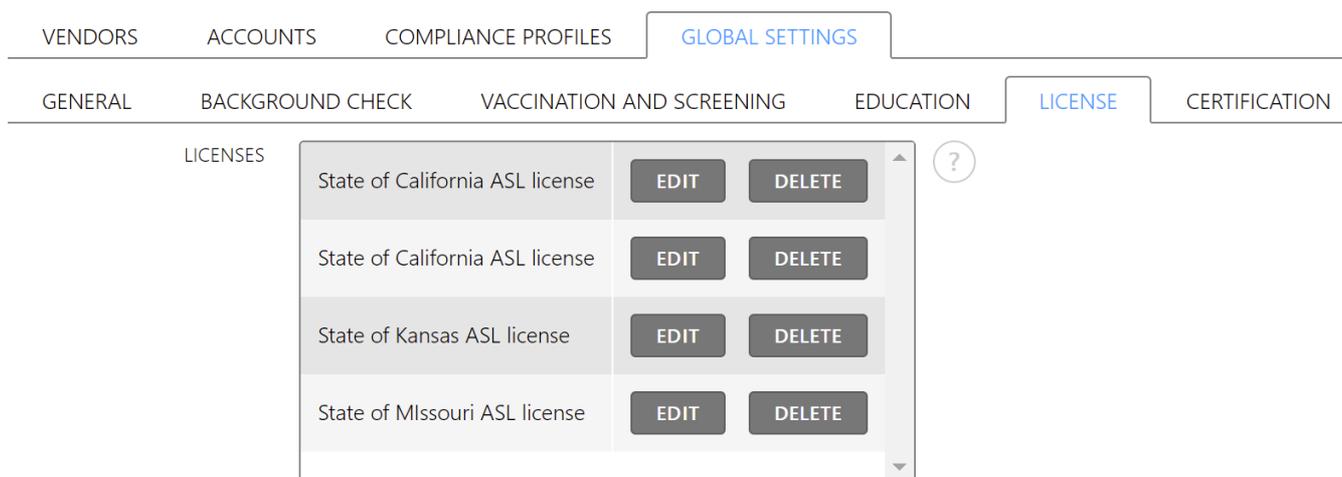


LICENSE

To create a new Certification item, go to **Global Settings**, click the **License Tab**, then click

ADD NEW LICENSE ITEM.

COMPLIANCE CENTER



ADD NEW LICENSE ITEM

Enter the License Name, then select whether the License expires or not. If it does not expire, select Does not expire from the drop down list. If the License 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).

* LICENSE NAME ?

* EXPIRATION PERIOD ?

ID KEYWORD

* DAYS BEFORE EXPIRATION ?

* VENDOR REMINDER ?

* COMPLIANCE OFFICER NOTIFICATION ?

In the ID Keyword field, provide a keyword to reference the License 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 will enable to embed vendor's RID License ID using keyword.

 Each license item is unique therefore each one must have its own keyword.

Once you filled out all the fields, click .

* LICENSE NAME ?

* EXPIRATION PERIOD ?

ID KEYWORD ?

To add a keyword to an existing License item, click , provide a unique keyword, then click .

COMPLIANCE CENTER

VENDORS

ACCOUNTS

COMPLIANCE PROFILES

GLOBAL SETTINGS

GENERAL

BACKGROUND CHECK

VACCINATION AND SCREENING

EDUCATION

LICENSE

LICENSES

State of California ASL license	EDIT	DELETE
State of California ASL license	EDIT	DELETE
State of Kansas ASL license	EDIT	DELETE
State of Missouri ASL license	EDIT	DELETE



*

LICENSE NAME

State of California ASL license



*

EXPIRATION PERIOD

Does not expire



ID KEYWORD

Caasl



SAVE CHANGES

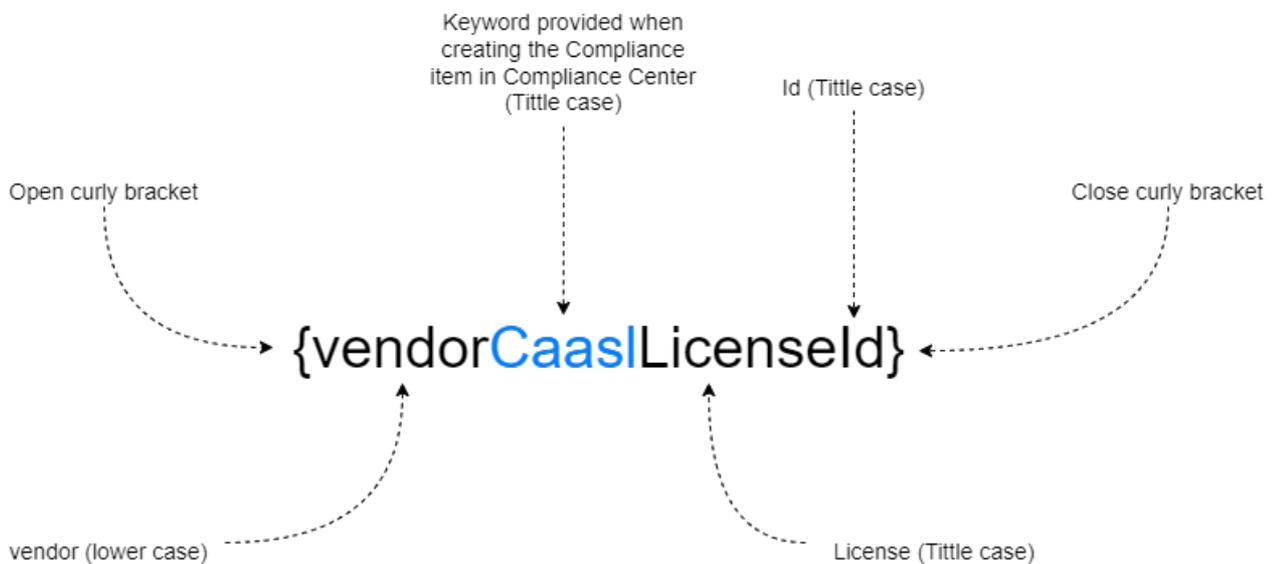
CANCEL



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 license ID, special processing is performed and the documentation keyword is created using the following rules.



HOW TO ADD LICENSE ID TO YOUR DOCUMENTS

Once you have created your License 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**.

The screenshot shows the 'LABS' section of the application. The 'TOOLS AND SETTINGS' tab is active, and the 'DOCUMENT DESIGNER' sub-tab is selected. The 'VENDOR' section is open, showing 'CONTRACT OR MEMO' as the selected document type. The 'EDIT' button is highlighted, and the 'TEMPLATE NAME' field contains 'Contract and Confidentiality agreement'. A rich text editor toolbar is visible at the bottom of the interface.

Select the document in which you would like to add the Vendor License 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:

Name: {apptVendorFirstName}
{apptVendorLastName}
CA ASL License: {vendorCaasLicenseld}

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

Name: Ana Macovei
CA ASL License: 8910111213



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

