

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](#).

SCHEDULEACCOUNTINGTOOLS AND SETTINGSANALYTICSTRAININGLOG OUT

My settings

Compliance center

Control center

Communication center

New account

New interpreter

LICENSE

To create a new Certification item, go to [Global Settings](#) , click the [License Tab](#) , then click

[ADD NEW LICENSE ITEM.](#)

COMPLIANCE CENTER

VENDORSACCOUNTSCOMPLIANCE PROFILESGLOBAL SETTINGS

GENERALBACKGROUND CHECKVACCINATION AND SCREENINGEDUCATIONLICENSECERTIFICATION

LICENSES

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


?

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	<input type="text" value="State of California ASL license"/>	?
*	EXPIRATION PERIOD	<input type="text" value="Number of days from the date of issuance"/>	?
	ID KEYWORD	<input type="text"/>	?
*	DAYS BEFORE EXPIRATION	<input type="text" value="365"/>	?
*	VENDOR REMINDER	<input type="text" value="45,30,15"/>	?
*	COMPLIANCE OFFICER NOTIFICATION	<input type="text" value="7"/>	?

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 `CAasl` will enable to embed vendor's RID License ID using `{vendorCaaslLicenseId}` keyword.

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

Once you filled out all the fields, click .

*	LICENSE NAME	<input type="text" value="State of California ASL license"/>	?
*	EXPIRATION PERIOD	<input type="text" value="Does not expire"/>	?
	ID KEYWORD	<input type="text" value="CAasl"/>	?

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

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GENERALBACKGROUND CHECKVACCINATION AND SCREENINGEDUCATIONLICENSE

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State of Kansas ASL licenseEDITDELETE

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?

* LICENSE NAME

State of California ASL license

?

* EXPIRATION PERIOD

Does not expire

?

ID KEYWORD

Caasl

?

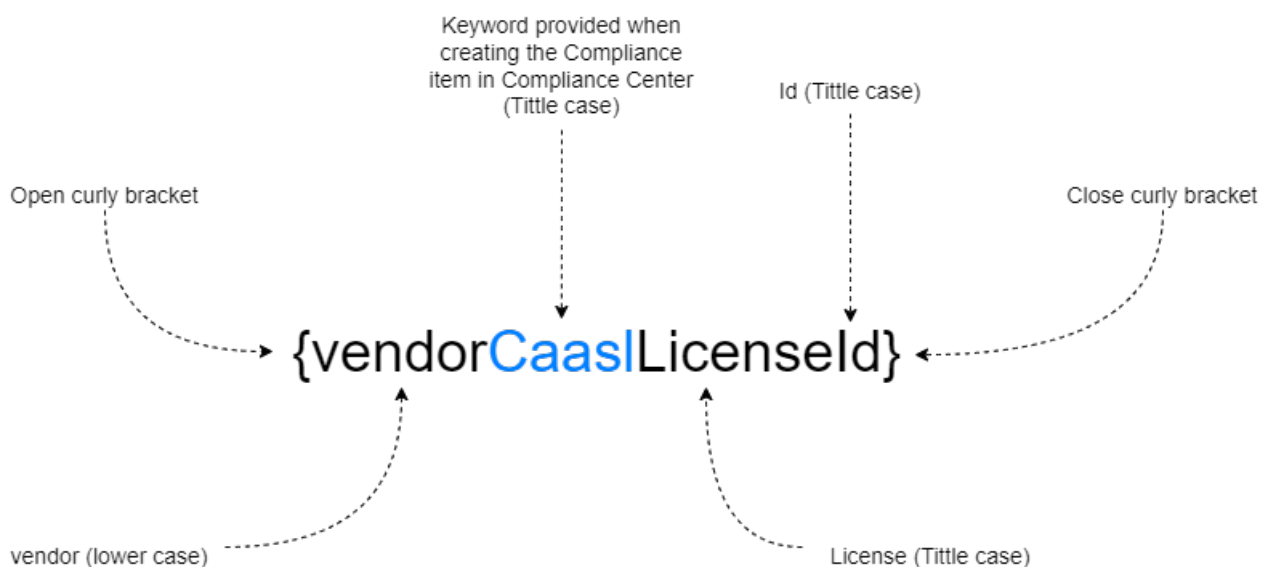
SAVE CHANGES

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 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 'Document Designer' interface. The top navigation bar includes 'SCHEDULE', 'ACCOUNTING', 'TOOLS AND SETTINGS' (active), 'TRAINING', and 'LOG OUT'. Below this are icons for 'My settings', 'Compliance center', 'Control center', 'Communication center', 'New account', and 'New interpreter'. The left sidebar shows 'ACCOUNTS AND USERS', 'DATA EXPORT', 'LABS' (active), 'Recruitment', 'Document designer' (active), 'Report designer', 'Form designer', 'siConnectorSM configuration', and 'Glance'. The main area is titled 'DOCUMENT DESIGNER' and has tabs for 'VENDOR' (active), 'CUSTOMER', and 'SETTINGS'. Under 'VENDOR', there are tabs for 'CONTRACT OR MEMO' (active), 'ASSIGNMENT PAPERWORK', 'INVOICE', and 'COMPLIANCE REPORT'. Below these are 'TEMPLATES' and 'EDIT' tabs. A text input field labeled 'TEMPLATE NAME' contains 'Contract and Confidentiality agreement'. At the bottom is a rich text editor toolbar with icons for undo, redo, bold, italic, link, unlink, list, indent, and others.

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: {vendorCaaslLicenseId}

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.

