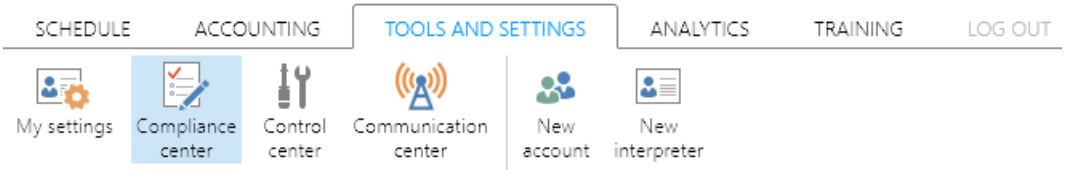
HOW TO ADD LICENSE ID TO YOUR DOCUMENTS

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.`

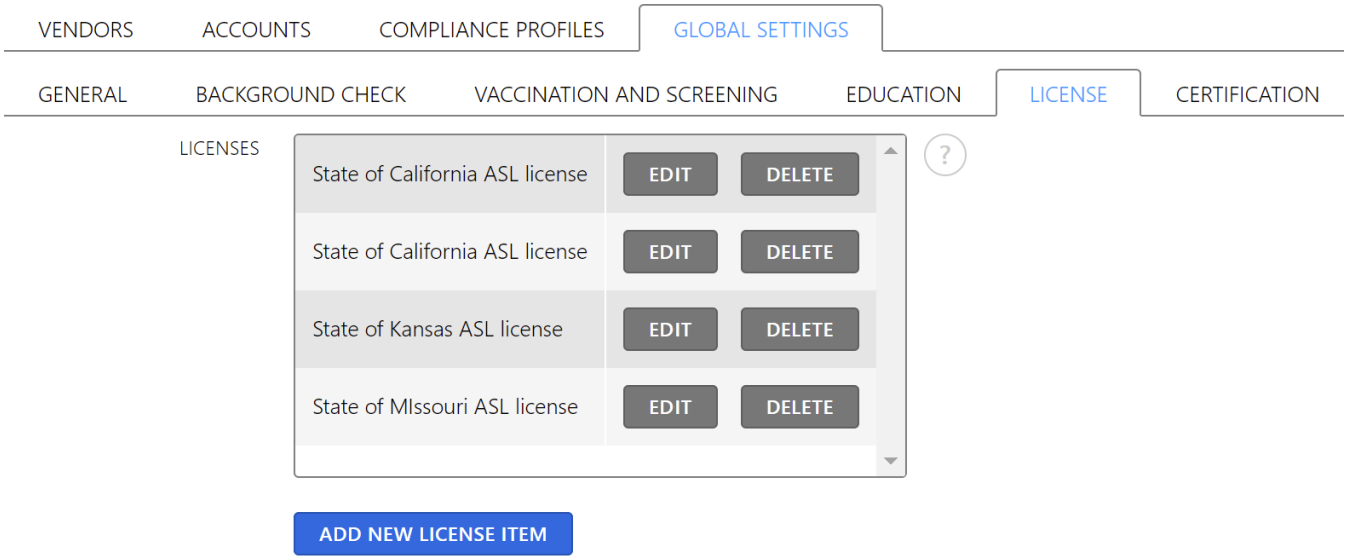


LICENSE

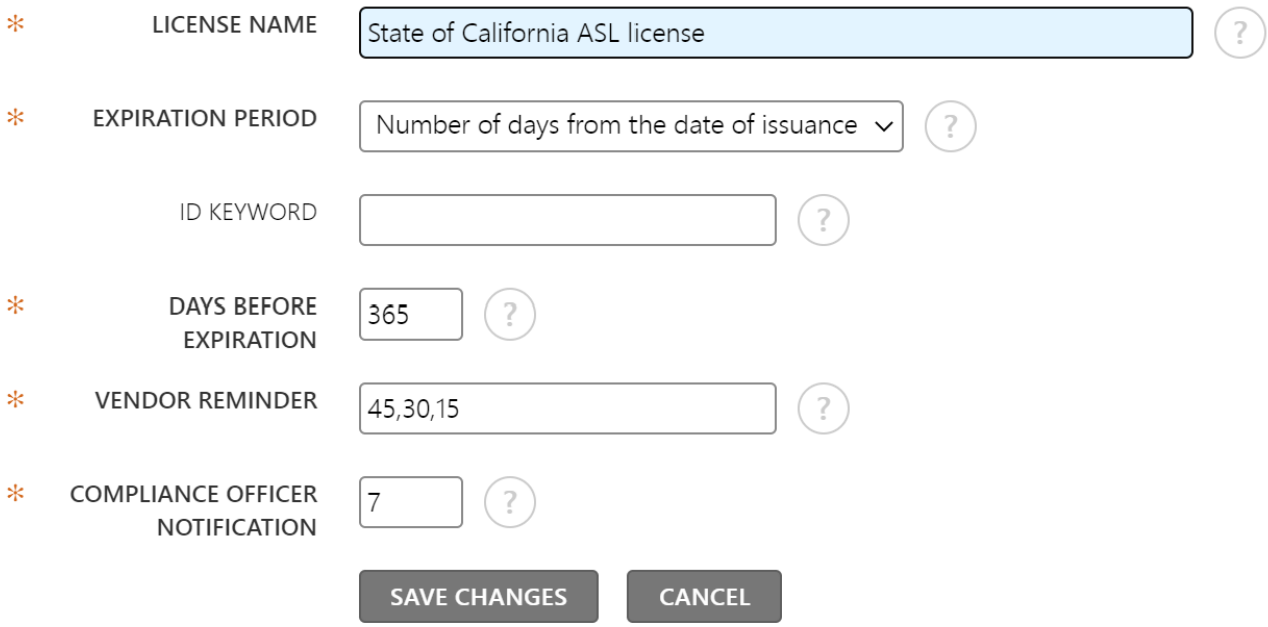
To create a new Certification item, go to `Global Settings`, click the `License Tab`, then click



COMPLIANCE CENTER



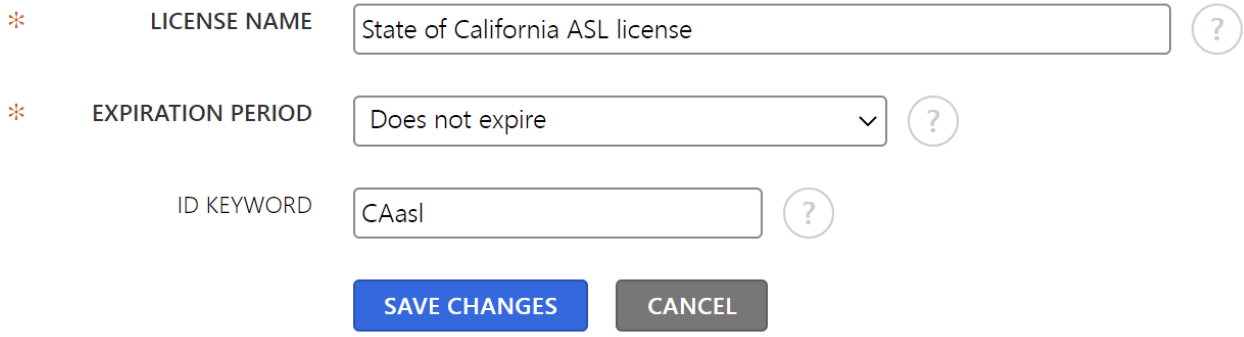
Enter the License Name, then select whether the License expires or not. If it does not expire, select Does not expire from the drop down list. If the License expires, select Number of days from the date of issuance, and fill out the additional 3 fields that will appear on the screen (Days before expiration,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



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 `Save changes`.



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

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

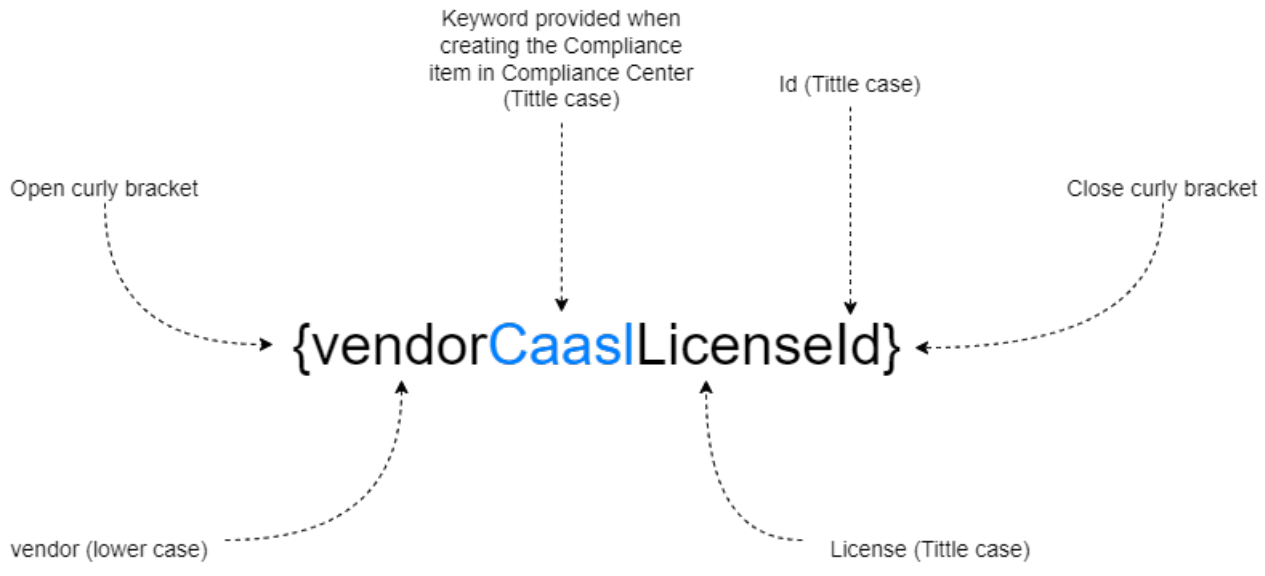
ID KEYWORD: Caasl

SAVE CHANGES | CANCEL

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

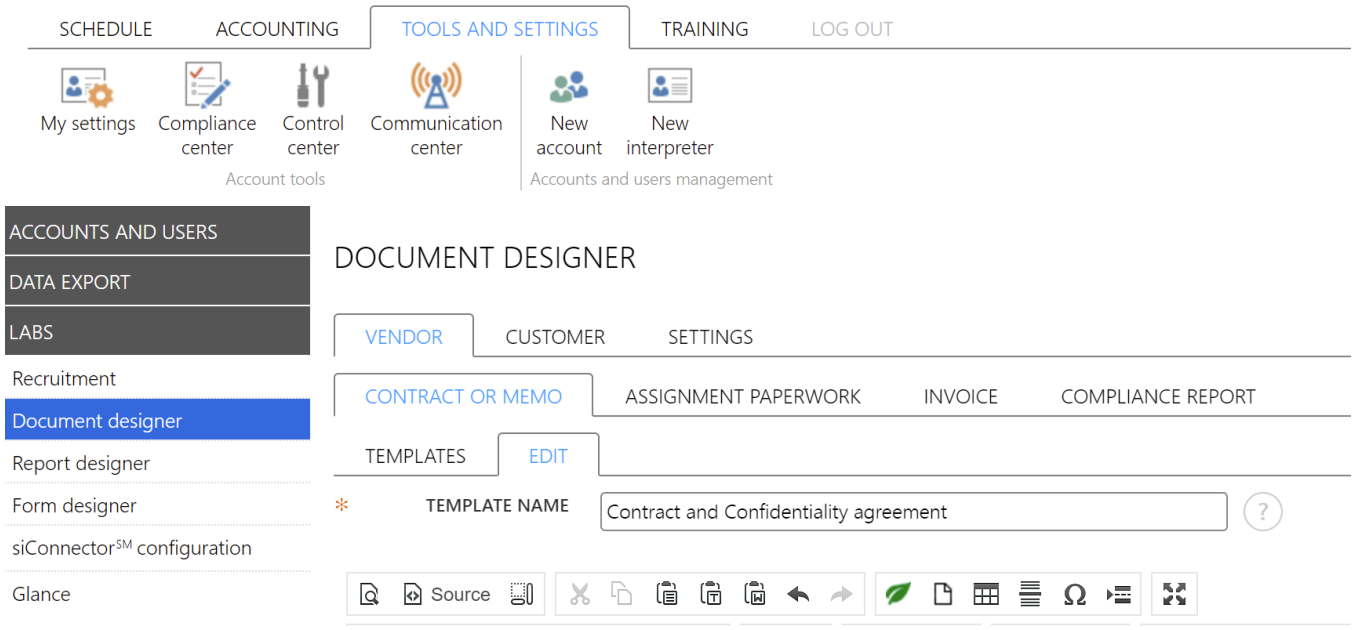
HOW DOCUMENT KEYWORD IS CREATED

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.

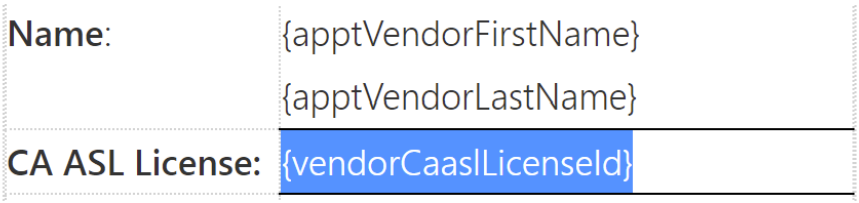


HOW TO ADD LICENSE ID TO YOUR DOCUMENTS

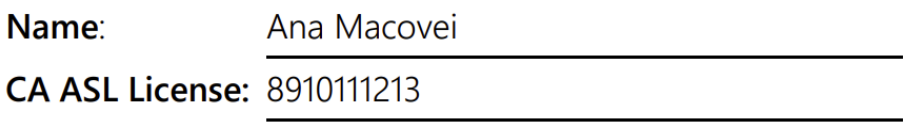
Once you have created your License ID keywords, you can add them to your assignment paperwork and documents. To do so, go to Tools and Settings, LABS, then click Document designer.



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:



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



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

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