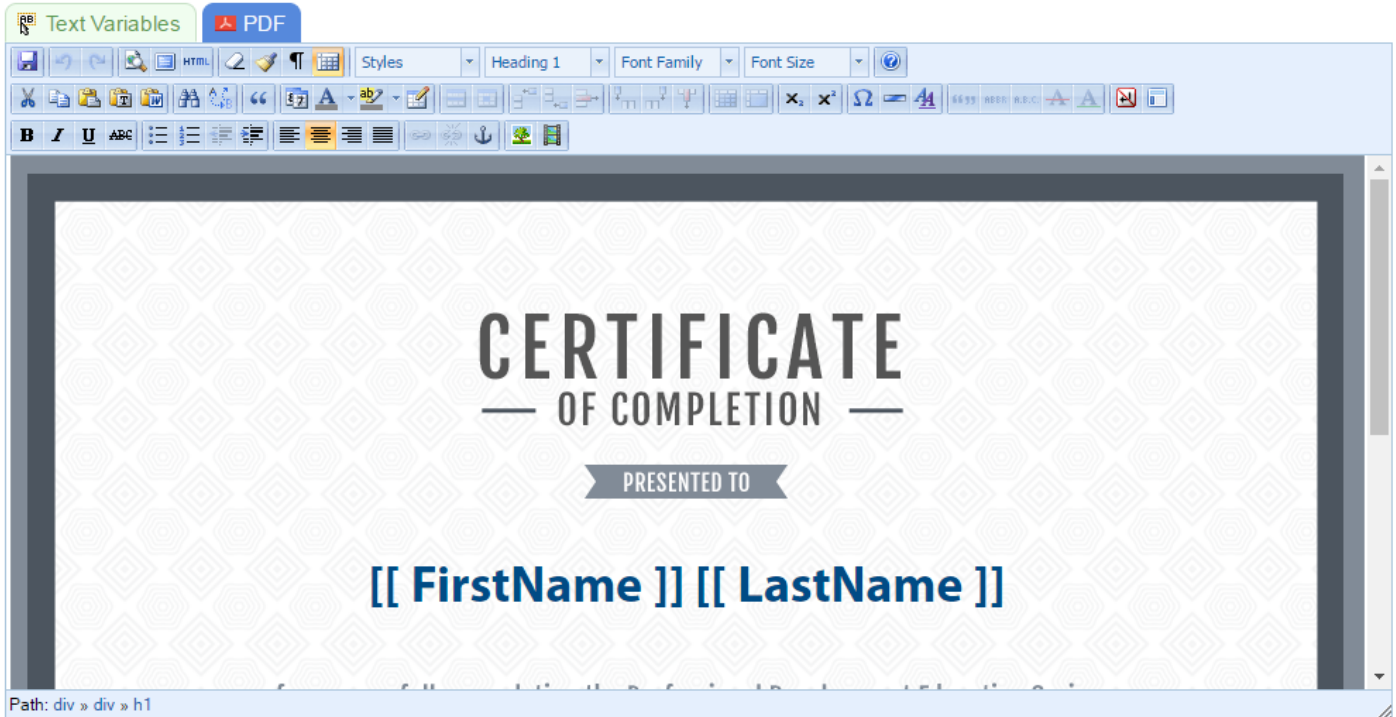# Update Certification Printout

Site Managers can edit how the certificate looks, even after it has been earned.
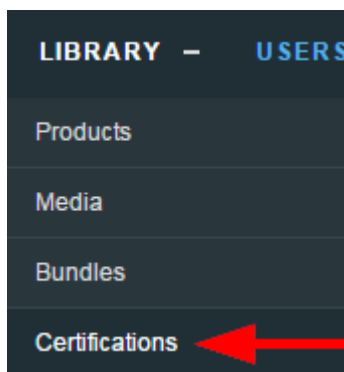

1. Log in with a Site Manager account.

2. Select **Certifications** under Library in the main navigation menu.

3. Select Printout next to the applicable certification. In detailed view , this is a button; in list view , it is an icon.

Certifications

You are viewing: Library > Certifications

Basic First Aid
Created by Sierra Trees-Turner on 3/12/2013 9:44:55 AM
Updated by Sencia Administrator on 5/9/2017 4:28:32 PM

☑ Active

Check Eligible Users   Printout   Delete

Details Edit

Duration: Never Expires

Description: This graduate certificate program will provide Primary Care Paramedic graduates with advanced training delivered through a didactic, simulation, clinical and preceptorship environments.

User Groups (0) Edit

1. NO USER GROUPS.

RULE: 1
An individual must pass 1 of the following items:
  Basic First Aid - Basic First Aid Quiz (100%)
  Imported Certifications - *Imported Certification Basic First Aid*

Certifications

You are viewing: Library > Certifications

Name	Description	Status	Created	Edited		
Basic First Aid	This graduate certificate program will provide Paramedic graduates with training delivered through a simulation environment.	active ▾	3/12/2013 9:44:55 Sencia Administrator	5/9/2017 4:28:32 PM Sencia Administrator		

4. Select the **Text Variables** tab. Copy the bracketed text and paste it into the printout content editor . After you create a new certification, you will want to ensure that it contains the necessary automatically populated fields. The text variables tab includes all of the dynamic content placeholders that you can use to auto-populate information on the certifications, such as the learner's first and last name or the name of the certification.

Edit Certification Printout for 001 Practice Esam WHMIS

You are viewing: Certifications > Edit Printout

Text Variables   **PDF**

To insert variables into the printout, copy and paste the following text into the editor window:

First Name:

[[FirstName]]

Last Name:

[[LastName]]

Certification Name:

[[CertificationName]]

Issue Date:

[[CertificationIssueDate]]

Issue Date Formatted:

[[CertificationIssueDateFormatted]]

Instructor:

[[Instructor]]

Location:

[[Location]]

Custom Input 1
(e.g. Job Title):

[[EntityOther1]]

Custom Input 2
(i.e. Department):

[[EntityOther2]]

Custom Input 3
(i.e. Supervisor's Name):

[[EntityOther3]]

Custom Input 4
(i.e. Supervisors Phone):

[[EntityOther4]]

Custom Input 5
(i.e. Supervisors Email):

[[EntityOther5]]

5. There are two dynamic placeholders for dates:

7/15/2011 2:17:51 AM

Friday, July 15, 2011

- [[CertificationIssueDate]] has the date and time that the certification was awarded.

- [[CertificationIssueDateFormatted]] shows the date the certification was awarded in word format without the time stamp.

6. Make desired changes using the content editor , such as inserting images from the media library

or replacing the default template.

7. Select **Save**.

8. Press **OK** when prompted.