## **Update Certification Printout**

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



## Edit Certification Printout for Assembler Job Role

- 1. Log in with a Site Manager account.
- 2. Select **Certifications** under Library in the main navigation menu.

LIBRARY -	USERS
Products	
Media	
Bundles	
Certifications 🔫	

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

Certifications	View: List Detailed
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	Check Eligible Users Printout Delete
Details Edit User Groups (0) 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.	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	View List Detailed
Name Description	Status Created Edited
Basic This graduate certificate program will provide Paramedic graduates First Aid with training delivered through a simulation environment.	active 3/12/2013 5/9/2017 & 20 2017

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

Text Variables	
o insert variables into the printout, copy and pa	ste the following text into the editor window:
irst Name:	
[[ FirstName ]]	
ast Name:	
[[ LastName ]]	
Certification Name:	
[[ CertificationName ]]	
ssue Date:	
[[ CertificationIssueDate ]]	
Data Formattadi	
I CertificationIssueDateFormatted 1	
nstructor:	
ocation:	
[ Location ]]	
custom Input 1 e.g. Job Title):	
[[ EntityOther1 ]]	
ustom 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.