# **VSys One Certifications Webinar**

Summer 2016

#### What are certifications?

Certifications are objects which combine multiple bits of information into one record for your volunteers – dates, text, codes, comments.

Common uses: TB tests, tracking training and licensing requirements, or imported reminders from other programs.

### <u>Certification properties – Key features</u>

- Delete/Disable this certification type
- Only allowed one certification of this type
- Allow more than one of these on a custom application form as "always create"
- Automatic expiration dates
- Show warnings on the kiosk when these are about to expire

#### **Certification Layout**

Add a field for each piece of information you want in the record – Add new field link.

Some notes on getting the information to display where you want it to show in a person's profile.

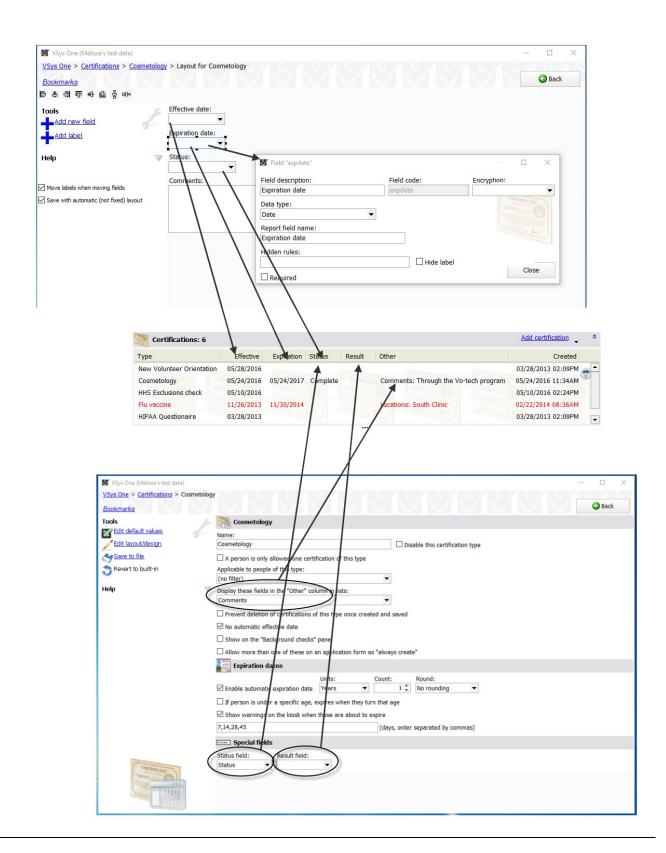
Effective: Use the Effective date field

Expiration: Use the Expiration date field.

Status: Select the field you want to display here from the choices under Status Field.

Result: Select the field you want to display here from the choices under Result Field.

Other: Select the field(s) you want to display here from the choices under *Display these fields in the "other column" in lists.* 



## Auto-creation of certifications with people

Certifications can be defined so that when you create a new person the empty fields can also be created for you to just update.

### **Trainings to certifications**

If your volunteers complete a certification as part of a training, you can set the training subject so that the status of "complete" will automatically create a certification for a volunteer.

## **Certification Filters**

You can filter by the field values of a certification, or by expired or missing certifications.