

APPLICABLE TO:

- ☒ Admin
- ☐ Manager
- ☐ Instructor
- ☐ Learner
- ☒ GlobalLearn

1 Log in to Global Learn and navigate to the **Company Dashboard**. Select **Certificate**.

1

 **Certificate**

Customize the appearance of certificates issued after a course is completed. When eTMF integration is enabled, configure the Doc Type ID for issued study and project-specific training sent to the eTMF.

2 The certificate settings page is displayed. Expand the **Additional Profile Fields** dropdown.

Settings

2

Additional Profile Fields

3

☐ Course Version ?

☒ Course Type

☐ Name Of Instructor (For Classroom Training Course)

☒ Date & Time Of Training (For Classroom Training Course)

☐ Date & Time of eSign

☐ eSign Reason

☐ Course Level

4

Save Changes

3 Check the box for each field that you want to include in the certificate.

4 Click on **Save Changes**.