

APPLICABLE TO:

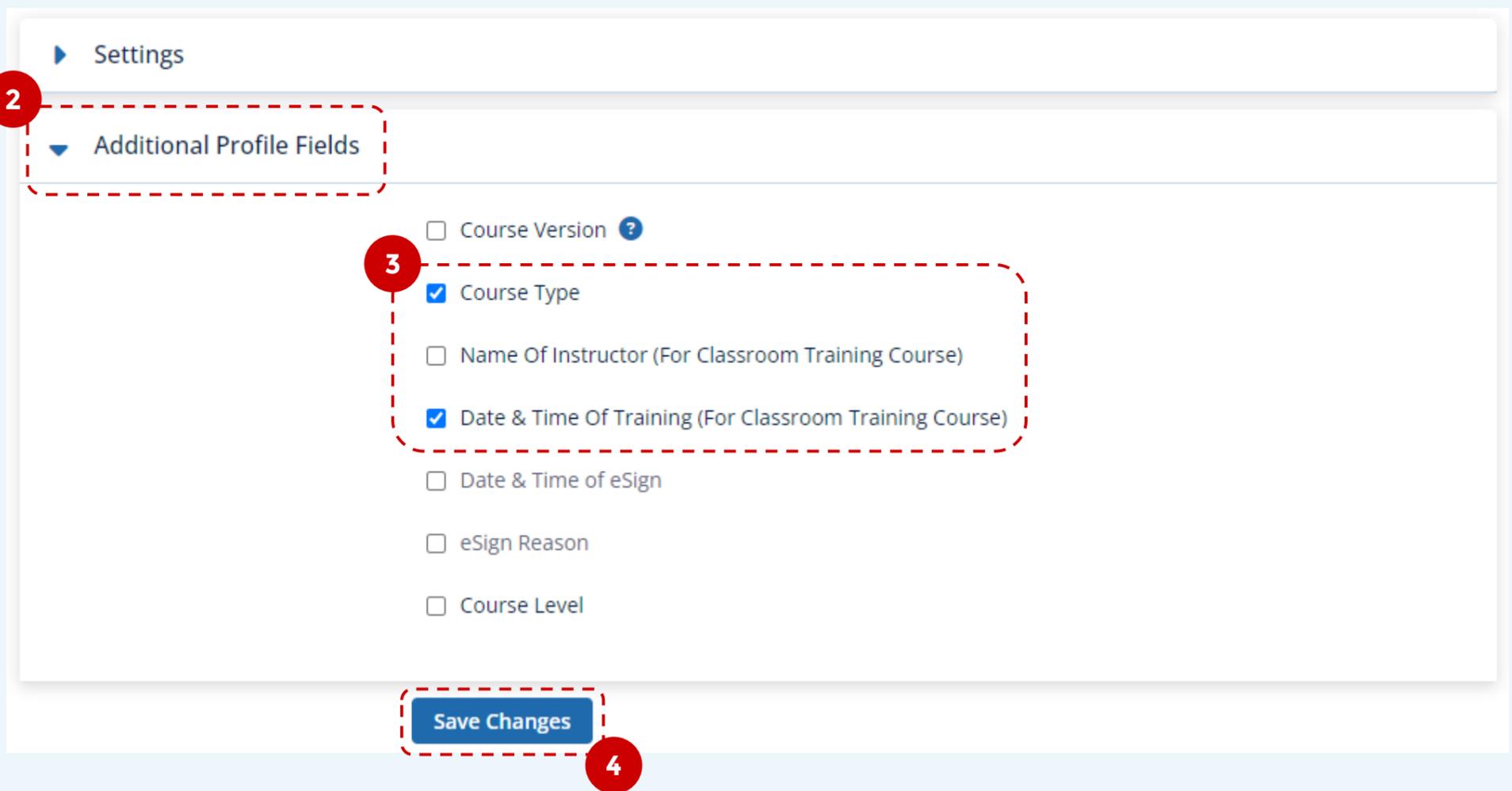
- Admin
- Manager
- Instructor
- Learner
- GlobalLearn

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.



2 Settings

2 Additional Profile Fields

- Course Version ?
- 3** 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**.