How to Add Field Data to a Certificate

GlobalLearn v2.6

TRIAL INTERACTIVE

APPLICABLE TO:

● Company Admin
○ Manager
○ Instructor
○ Learner

● GlobalLearn

You can change what information GlobalLearn includes in Course Completion Certificates, picking from a list of data fields available in the system.
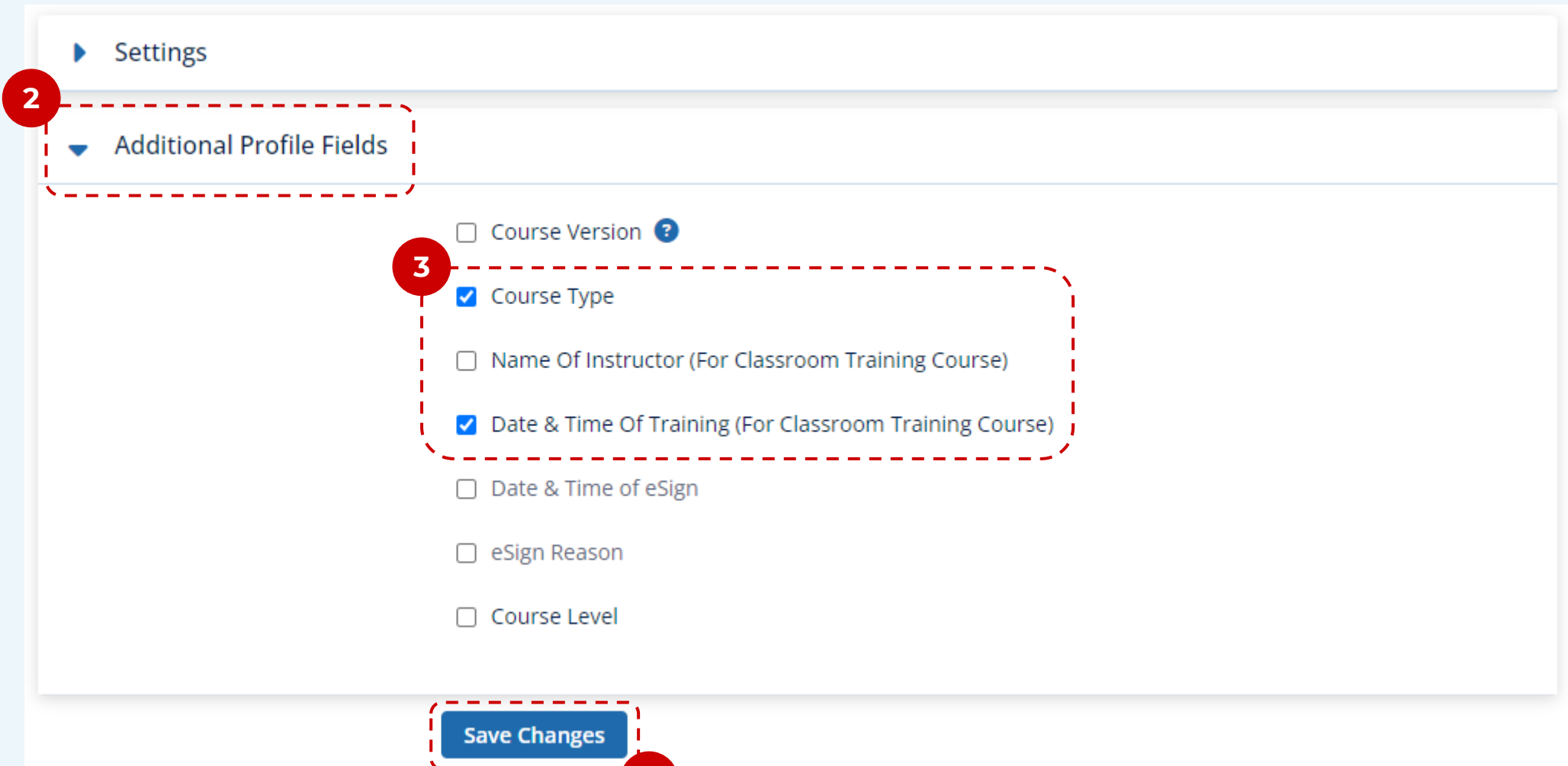
1 Log in to Global Learn and navigate to the **Company Dashboard**. Select **Certificate**.

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

☐ 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

Save Changes **4**

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

4 Click on **Save Changes**.

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