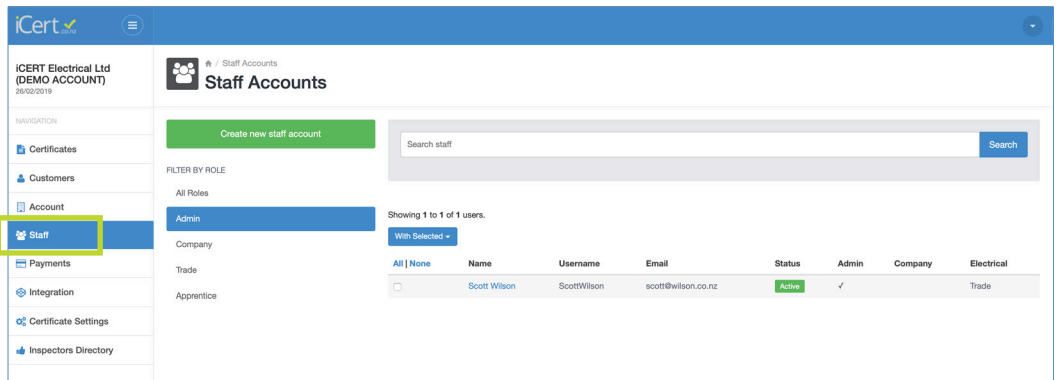
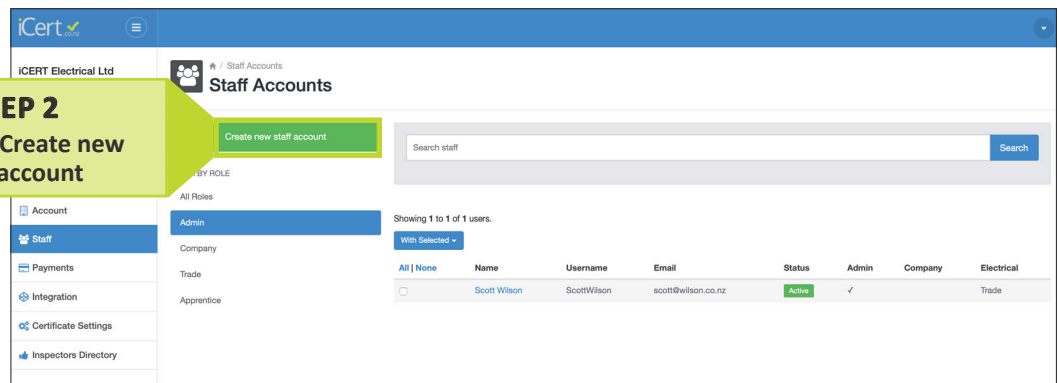


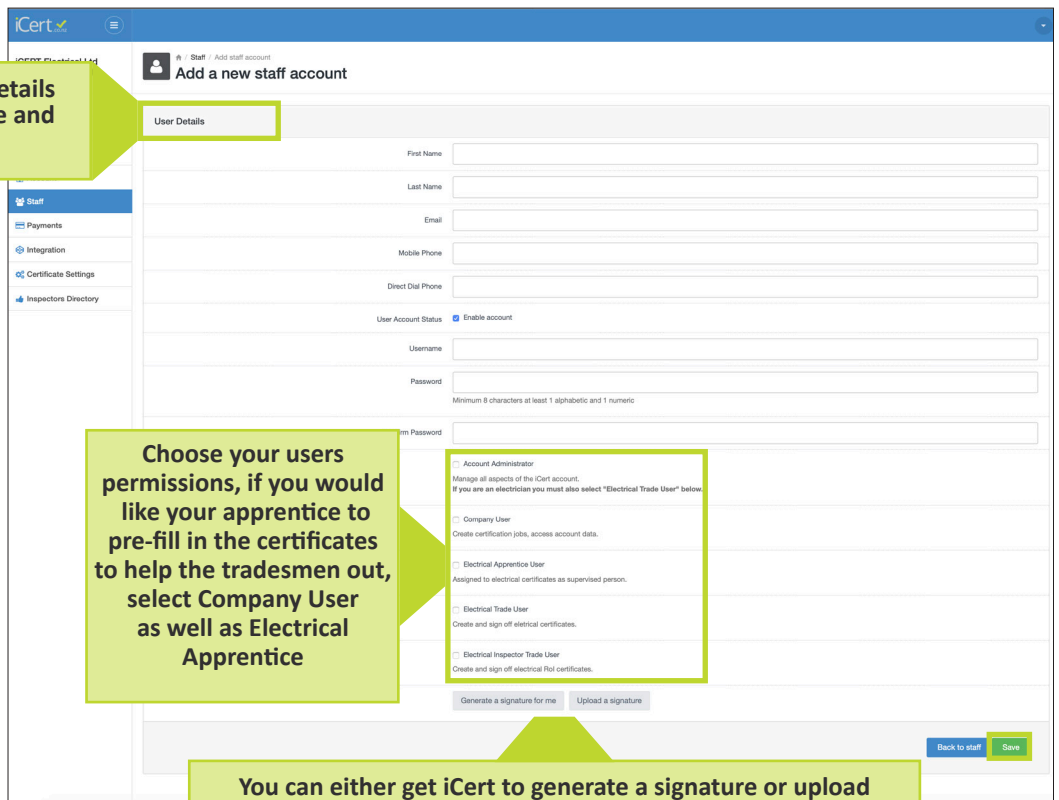
STEP 1
Click on Staff



STEP 2
Click on Create new staff account



Complete user details
create user name and password



Choose your users permissions, if you would like your apprentice to pre-fill in the certificates to help the tradesmen out, select Company User as well as Electrical Apprentice

You can either get iCert to generate a signature or upload a digital signature from your computer, we suggest using Signature+ for iPhone users or Easy Signature for Android users