

STEP 1
Click on Certificate Settings

The screenshot shows the 'Certificate Settings' page in the iCert system. The left-hand navigation menu has 'Certificate Settings' highlighted in blue. A yellow callout box points to this menu item. In the main content area, the 'Quick Scripts' section is highlighted with a yellow box, and another yellow callout box points to it with the text 'Click on Quick Scripts'. At the bottom right of the 'Quick Scripts' section, there is a green 'Add' button, which is also highlighted with a yellow callout box and the text 'Click Add'. Below the 'Add' button, a table shows a sample quick script:

Short Code	Quick Script	Visibility
Air Con	Install new circuit from new air-conditioning unit, wire in 2.5mm TPS from switchboard to new isolating position, install isolator new circuit protection and test.	Electrical, Gas

STEP 2
You can create short codes for common work descriptions, saving you time and improving accuracy.

The 'Quick Script' modal form contains the following fields:

- Short Code:** A text input field containing 'LED - Replace'.
- Quick Script:** A text area containing 'Replace XX LED lights throughout house as per manufacturers instructions.'
- Show On:** Two checked checkboxes: 'Electrical Certificates' and 'Gas Certificates'.
- Buttons:** 'Cancel' and 'Save' buttons at the bottom.

STEP 3
By clicking here, the quick script will appear in the Description of Work

The 'Description of Work' form includes the following sections:

- Risk Type:** Radio buttons for Low Risk, General Work, and High Risk.
- Type of system:** Radio buttons for 230/400v MEN and Other.
- Type of work:** Radio buttons for Additions, Alterations, and New Work.
- Reference Standards:** Checkboxes for Part 1 of AS/NZS 3000 and Part 2 of AS/NZS 3000.
- Additional standards:** A text input field.
- Description of work:** A row of buttons: Air Con, Alarm, HWC - Rewire, LED - Replace, New House, PP - Replace, and Switchboard - Replace. The 'Switchboard - Replace' button is highlighted with a yellow box. Below the buttons is a text area containing the description: 'Replace switchboard for new style containing RCDs and circuit breakers. Rate circuit breakers accordingly taking in to account insulation. Test, arrange inspector and provide R.O.I to the client.'
- Supervised Persons:** A table with columns for Name and Role.

Name	Role
<input type="checkbox"/> Jack Smith	Electrician (E10001)
<input type="checkbox"/> John Peterson	Electrician (E223344)
<input type="checkbox"/> Nick Campbell	Electrician (E342317)