



- 1 Add your account details, logos, back up email address and choose the type of certificates you require.
- 2 Add staff, change permissions, reset passwords and renew rather than adjust practising licence expiry date.
- 3 View invoice's and add credit card details.
- 4 Integrate to Simpro.
- 5 Certificate settings
 - a. Add sDoCs
 - b. Add manufacturer's instructions
 - c. Add electrical reference standards
 - d. Add electrical system types
 - e. Adjust testing results page
 - f. Add quick scripts for common work descriptions.
- 6 Select your iCert registered electrical inspector.
- 7 Click to create a certificate.
- 8 Filter open and completed jobs, tradesmen's certificates, certificate's indicating a safety issue.
- 9 Search by address, reference number, customer name or electrician.
- 10 Click for certificate options, email, copy, delete, view additional information and load supporting documents.
- 11 The red triangle indicates a note has been left on the certificate regarding unsafe or repair work that needs attention. Hover the mouse cursor over the triangle to view the note.
- 12 Click to view certificates.
- 13 If you are using an iCert registered electrical inspector, their completed Rol will appear here for you to view and download.
- 14 Shortcut to your Dashboard.