

VSys One Certifications Webinar

Summer 2016

What are certifications?

Certifications are objects which combine multiple bits of information into one record for your volunteers – dates, text, codes, comments.

Common uses: TB tests, tracking training and licensing requirements, or imported reminders from other programs.

Certification properties – Key features

- Delete/Disable this certification type
- Only allowed one certification of this type
- Allow more than one of these on a custom application form as “always create”
- Automatic expiration dates
- Show warnings on the kiosk when these are about to expire

Certification Layout

Add a field for each piece of information you want in the record – **Add new field** link.

Some notes on getting the information to display where you want it to show in a person’s profile.

Effective: Use the Effective date field

Expiration: Use the Expiration date field.

Status: Select the field you want to display here from the choices under *Status Field*.

Result: Select the field you want to display here from the choices under *Result Field*.

Other: Select the field(s) you want to display here from the choices under *Display these fields in the “other column” in lists*.

VSys One (Melissa's test data)
 VSys One > Certifications > Cosmetology > Layout for Cosmetology

Bookmarks Back

Tools
 + Add new field
 + Add label

Help
 Move labels when moving fields
 Save with automatic (not fixed) layout

Effective date:

Expiration date:

Status:

Comments:

Field "expdate"

Field description: Expiration date Field code: expdate Encryption:

Data type: Date

Report field name: Expiration date

Hidden rules: Hide label

Required

Close

Certifications: 6 Add certification

Type	Effective	Expiration	Status	Result	Other	Created
New Volunteer Orientation	05/28/2016					03/28/2013 02:09PM
Cosmetology	05/24/2016	05/24/2017	Complete		Comments: Through the Vo-tech program	05/24/2016 11:34AM
HHS Exclusions check	05/10/2016					05/10/2016 02:24PM
Flu vaccine	11/26/2013	11/30/2014			Locations: South Clinic	02/22/2014 08:36AM
HIPAA Questionnaire	03/28/2013					03/28/2013 02:09PM

VSys One (Melissa's test data)
 VSys One > Certifications > Cosmetology

Bookmarks Back

Tools
 Edit default values
 Edit layout/design
 Save to file
 Revert to built-in

Help

Cosmetology

Name: Cosmetology Disable this certification type

A person is only allowed one certification of this type

Applicable to people of this type: (no filter)

Display these fields in the "Other" column lists: Comments

Prevent deletion of certifications of this type once created and saved

No automatic effective date

Show on the "Background checks" pane

Allow more than one of these on an application form as "always create"

Expiration dates

Enable automatic expiration date Units: Years Count: 1 Round: No rounding

If person is under a specific age, expires when they turn that age

Show warnings on the kiosk when these are about to expire

7,14,28,45 (days, enter separated by commas)

Special fields

Status field: Status
 Result field:

Auto-creation of certifications with people

Certifications can be defined so that when you create a new person the empty fields can also be created for you to just update.

Trainings to certifications

If your volunteers complete a certification as part of a training, you can set the training subject so that the status of “complete” will automatically create a certification for a volunteer.

Certification Filters

You can filter by the field values of a certification, or by expired or missing certifications.