

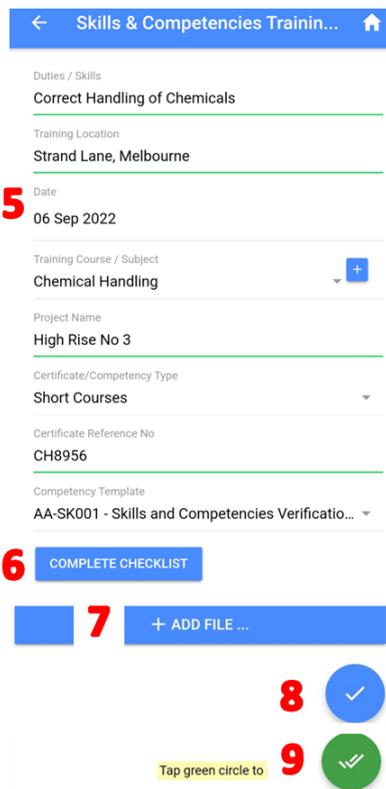
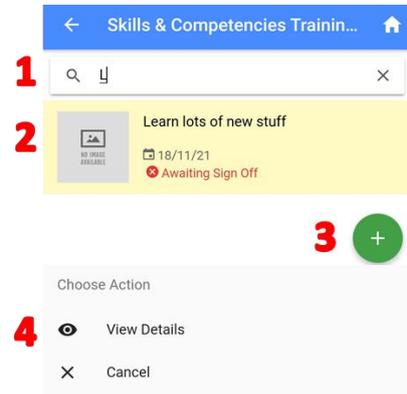
On the home screen click on the task.

Or from the Main Menu select:

- Profile
- Certificates & Training
- Skills & Competencies

NOTE: Use the filters to narrow down what is displayed.

1. Type in the search box to narrow down the tasks.
2. Click on the item that requires sign off.
3. Or click  to add a new one.
4. Click  View Details to add files & sign off.



5. Check or add the required details.
6. Complete the Checklist if one has been added.
7. Click **+ADD FILE** to upload a certificates.
8. Click  to save.
9. Click  to Sign Off the task.

If you need to view or show your certificate to someone:

10. Click on the item & select  View Document.

