



Business Training Certificate Enhancements

Quick Reference Guide

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Feature Overview

Make your training certificates more personalized and professional with the new Business Unit Information enhancement. This feature allows training coordinators to automatically include key business unit details - such as address, logo, and even a signature - on certificates. It adds credibility, branding, and clarity to your training documentation, helping learners and stakeholders instantly recognize the source and authority behind each certification.

When To Use This Feature

Use this feature when your organization wants to:

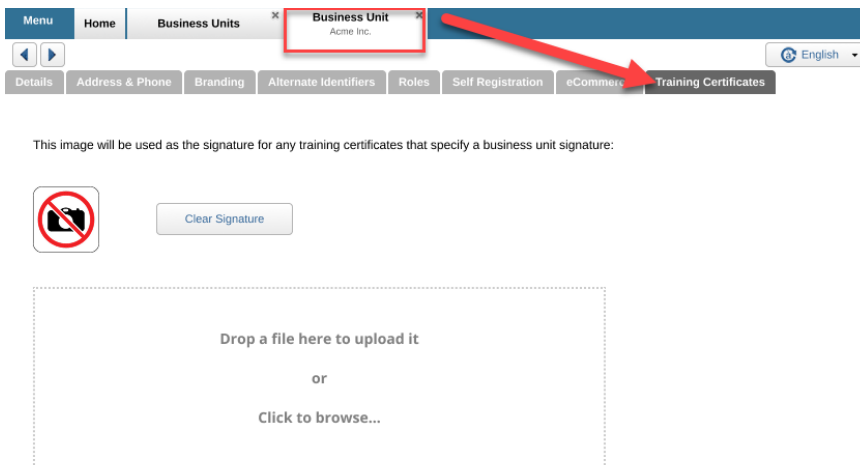
- Brand training certificates with business unit-specific logos or signatures.
- Include location-specific information (e.g., address, city, province) for compliance or regional recognition.
- Automatically populate certificates with accurate business unit data without manual entry.

How To Use It (Step-by-Step)

FOR ADMINS: SETTING UP BUSINESS UNIT CERTIFICATE INFORMATION

ADD SIGNATURE IMAGE TO A BUSINESS UNIT

1. Go to Admin > Menu > Configuration > Business Unit
2. Search and click on Business Unit you want to modify > Edit (or create a new Business Unit by clicking on New)
3. Click on the Training Certificates tab
4. Upload a signature image using the drag-and-drop upload filed
5. (Optional) Use the Clear Signature button to remove an uploaded image.



ENSURE BUSINESS UNIT DETAILS ARE COMPLETE

1. Make sure the following fields are filled out in the Business Unit screen:
 - a. Name (Details tab)
 - b. Code (Details tab)
 - c. Street & Mailing Addresses (Address & Phone tab)
 - i. City, Province/State, Postal/ZIP Code
 - d. Logo (Branding tab) – if applicable

FOR CERTIFICATE TEMPLATE DESIGNERS

ADD NEW FIELDS TO CERTIFICATE TEMPLATE

1. When editing a certificate template, you can now include the following dynamic fields:

- a. Business Unit Signature
- b. Business Unit Code
- c. Business Unit Address1
- d. Business Unit Address2
- e. Business Unit City
- f. Business Unit Province
- g. Business Unit City And Province
- h. Business Unit Postal Code
- i. Employee Number

These fields will automatically pull data from the course taker's primary business unit.

Tips & Best Practices

- Ensure uploaded signature images are high quality and scale well within the certificate layout.
- Preview certificates to confirm that all fields populate correctly, especially for users in different business units.
- If a business unit lacks certain data (e.g., logo or address), consider adding default values or hiding those fields in the template.
- Use the same logo and signature formats across business units for a unified look.