

PROCEDURE – CREATING A VERIFIED DOCUMENT

Step #	Step	Business Rules if Applicable
1	Log in to Onsite	<i>Realm/Site level relevant to client/industry</i>
2	Under the Compliance Tab – Competency Library	<i>Image 1</i>
3	Click 'add'	<i>Image 2</i>
4	Tick 'Requires a verified document' checkbox	<i>Image 3</i>
5	Complete document creation like a normal competency	

Image 1

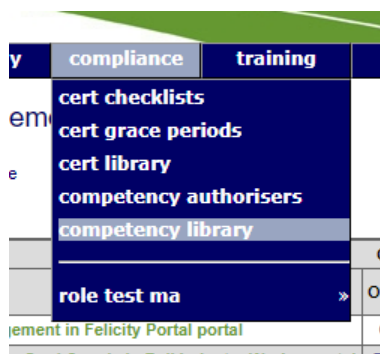


Image 2

Competency Library for Felicity Realm

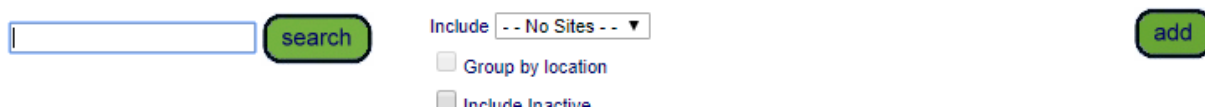


Image 3

Add Competency to Felicity Realm Library

