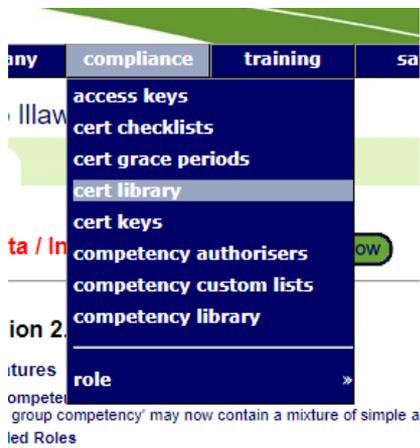


User Guide

Creating Certs (Company Certifications)

STEP ONE | Creating Certs

Click Compliance tab and select Cert Library



Click Add

Certs for Illawarra Coal - Appin Mine

Include Realm Certs
 Include Inactive Certs

Select the Type, Element and type in a Qualifier. Click Add

Add Cert to Illawarra Coal - Appin Mine Library

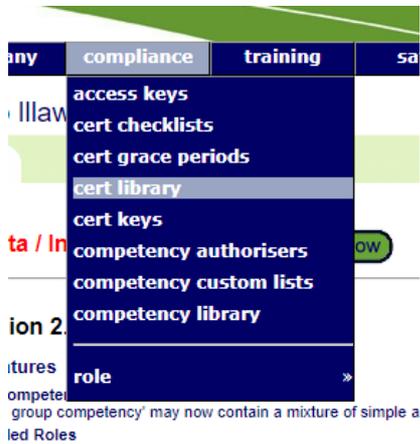
Role: Single Group

Type: Element: Qualifier:

Comment:

STEP TWO | Creating Group Certs

Click Compliance tab and select Cert Library



Click Add

Certs for Illawarra Coal - Appin Mine

Include Realm Certs Include Inactive Certs

Select the 'Group' radio button.
Select the Type, Element and type in a Qualifier. Click Add

Add Cert to Illawarra Coal - Appin Mine Library

Role: Single Group

Type: Element: Qualifier:

Name: Insurance Workers Compensation NSW

Comment: New South Wales Workers Compensation

Click 'add member' to add existing certs to the grouped cert
Insurance.Workers Compensation.All Workers Compensation GROUP

Id: 1326
Role: GROUP Cert
Type: Insurance
Element: Workers Compensation
Qualifier: All Workers Compensation
Comment:
Creator: Felicity Stevenson
Last Editor: Felicity Stevenson
Active:

[back](#) [edit](#)

Members
No members

▶ For a group certification to be current the company must have at least one member of the group current and active.

[add member](#)

Search for the cert you want to add to the group and click on it

Add Member to Insurance.Workers Compensation.All Workers Compensation

[search](#) Include Realm Certs

Found 1 match.

Name	Owner	Comment
Insurance.Workers Compensation.NSW	Site: Illawarra Coal - Appin Mine	New South Wales Workers Compensation

- ▶ Leave search box blank for all certs or enter a text fragment to find matching names.
- ▶ Click a cert name to add it to the group cert.

Repeat this step until you have added all the certs required in the group.