DIGITAL CERTIFICATES - EMODULE

Centres

Contents page

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Introduction

The IMI's Digital Certificates eModule is a secure online portal providing access to digital copies of candidate Qualification, Quality Assured Programmes (QAP) and IMI Accreditation achievement certificates.

The centre portal enables Centre users to have an instant view of all centre related achievements and certificates as they roll off the production line. Digital copies are provided in batches which can be downloaded to secure PDF format.
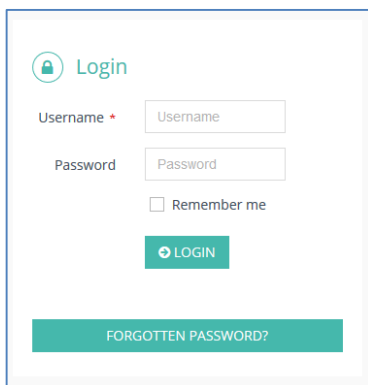
The purpose of this document is to provide step by step instructions on all processes which relate to Centre access to the IMI's Digital Certificates eModule.

Access

To access this system, please use the following link:

https://veri.theimi.org.uk/

All Centre coordinators will be provided with access in the first instance. The username will be the users email address. For additional security, we ask that users go through the **Forgotten password** process for the initial logon:
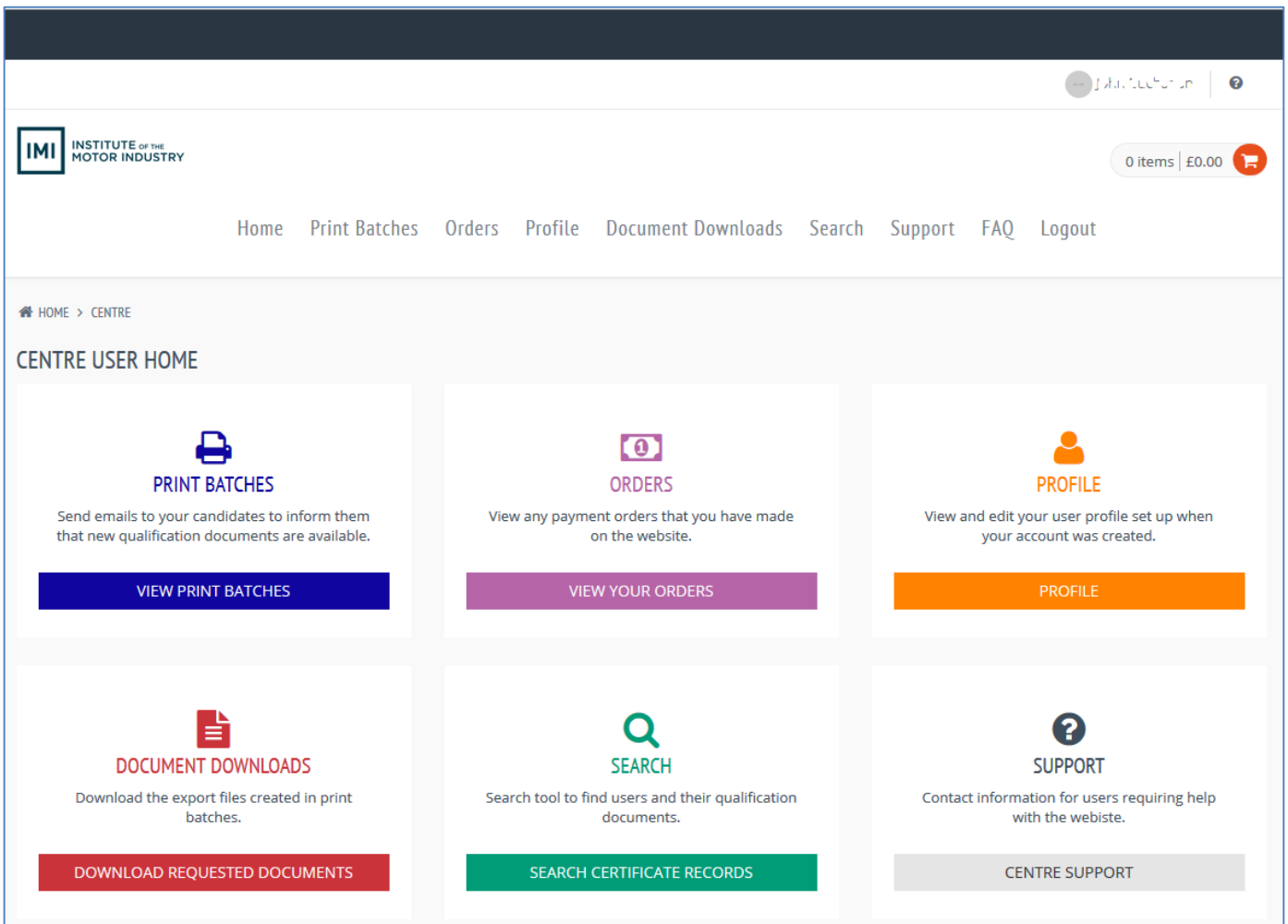

If Centres require additional users to have access to this system, Centre coordinators need to email cas@theimi.org.uk with the following information:

- Centre name and number
- Users full name
- Users email address

Home page

The Centre home page is split into sections:

- Print batches
- Orders
- Profile
- Document Downloads
- Search
  - Order process
  - Report a problem
- Support
- FAQ

Each section can be accessed via the menu running across the top of the screen or via the icons in the middle of the page. Each page also has a help section in the top right hand corner. Users can always return to the home page by clicking **Home** or the IMI logo.

Print Batches

Centre users can view print batches created in the IMI's Digital Certificate system for certificate claims made via their Centre. Once a certificate batch has been successfully printed, they will become active and are available to be viewed.

From within this area, Centre users can select batches of certificates and download secure PDF versions to a location of their choice.

Once the batch has been located, the centre user can click the **View** button to see certificates contained within that batch:

Centre users can use the radio buttons on the left hand side of the page to select one or multiple certificates from the batch. Once the certificates have been selected, the user can use the drop down menu to select **Export** and click on **Submit.** A pop up will be displayed where they can insert a file name and description before clicking **Export** again.

PDF versions of all selected certificates will then show in the **Document Downloads** area. Depending on the number of certificates selected, it may take a little while for the PDF's to generate. PDF's are only available in the **Document Downloads** area for 24 hours after they have been generated.

Centre users can also order duplicated and re-printed certificates, proof of qualification letters and can report any errors from this area. This is done by clicking on the arrow next to each line of data and selecting the relevant option – more information on these items are included later in this document.

Centre users can view individual certificate details by clicking **View Certificate Details.** This will then display the **Document Card** which includes information such as candidate name, certificate number, qualification number etc.

CERTIFICATE DETAILS	✕
DC Certificate Number	0165.5083-2-1802
Fullname	Alison Jane Winbury
Candidate Number	42151110
Qualification Number	603/1465/5
Grade	Pass
Issue Date	06/06/2017
Centre	Fanshaws
Expiry Date	
Description1	

PRINT   CLOSE

Certificates issued before 1st November 2017 will only have the **Document card** available. PDF versions of certificates are only available for certificates issued on or after this date.

Document Downloads

Once Centre users have generated PDF version of certificates from the **Print Batches** area, they will be available here:

On each row of data, users will see the status column. These statuses are as follows:

- Pending – the PDFs are still being generated
- Finished – the PDFs are available to be downloaded
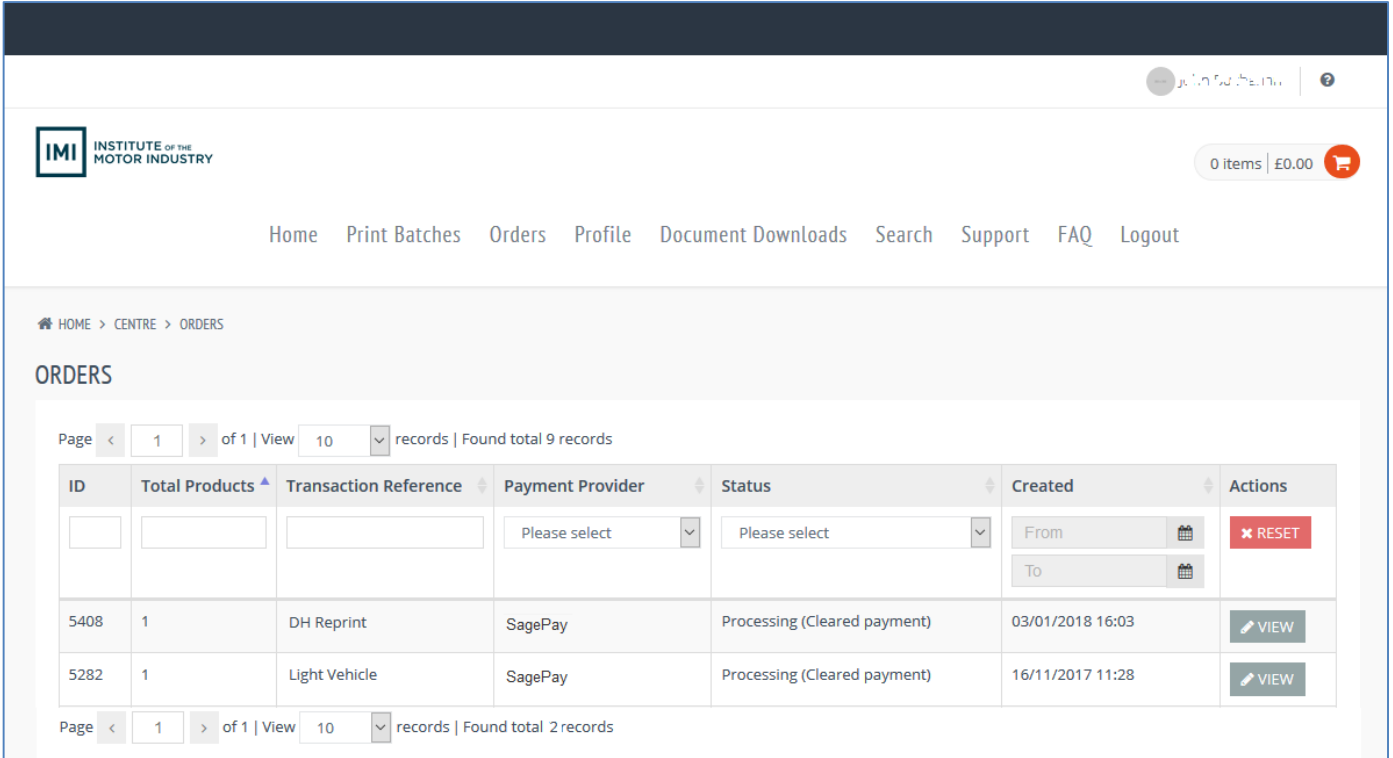- Expired – the PDFs were generated more than 24 hours ago

To download the PDFs, users will need to click on **Download.** This will present the user with an option to **Open** or **Save** (this may look different depending on the browser used):
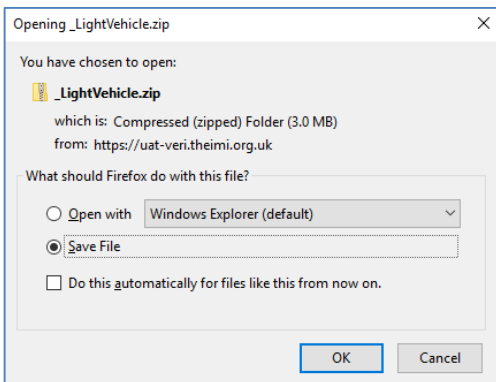
Once the .zip file has been opened/saved, the user will have access to PDF versions of the certificates. It is important to remember that these PDFs are NOT to be printed. Any printed versions need to be ordered via this website.

Orders

This is where all previous orders made through this system will be displayed:

To view the full details of each order, the user will click **View.** This will display items such as a summary, delivery and billing details.

Search

As well as being able to view certificate details and order duplicate certificates from the **Print Batches** area, users can also use the **Search** page to search for individual candidate achievement certificates:

Search criteria available are as follows:

- Certificate number
- Candidate number
- First name
- Surname
- Date of birth

Once the details are on screen, Centre users can click **Details** to see the **Document Card** for full information or the arrow to order duplicate certificates.

Order Process

Ordering duplicate certificates or proof of qualification letters is on an individual candidate and certificate basis. This process can be completed from the **Print Batches** or **Search** areas.

Centre users will have the choice of using **Centre Credits** or **SagePay** to place their orders. Centre credits mean that Centres will be invoiced as per their current invoicing agreements. SagePay will allow Centre users to pay for their order via a debit/credit card.

Once the candidate and certificate records have been located, users can select the arrow next to the data before clicking **Order reprint** or **Order Proof of Qualification**:
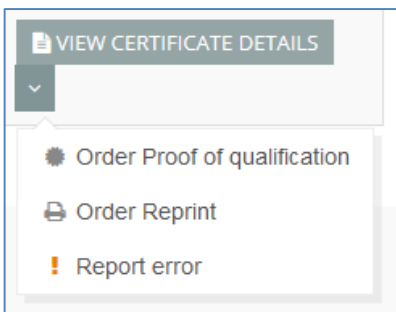
The **Document Reprint** area is displayed:
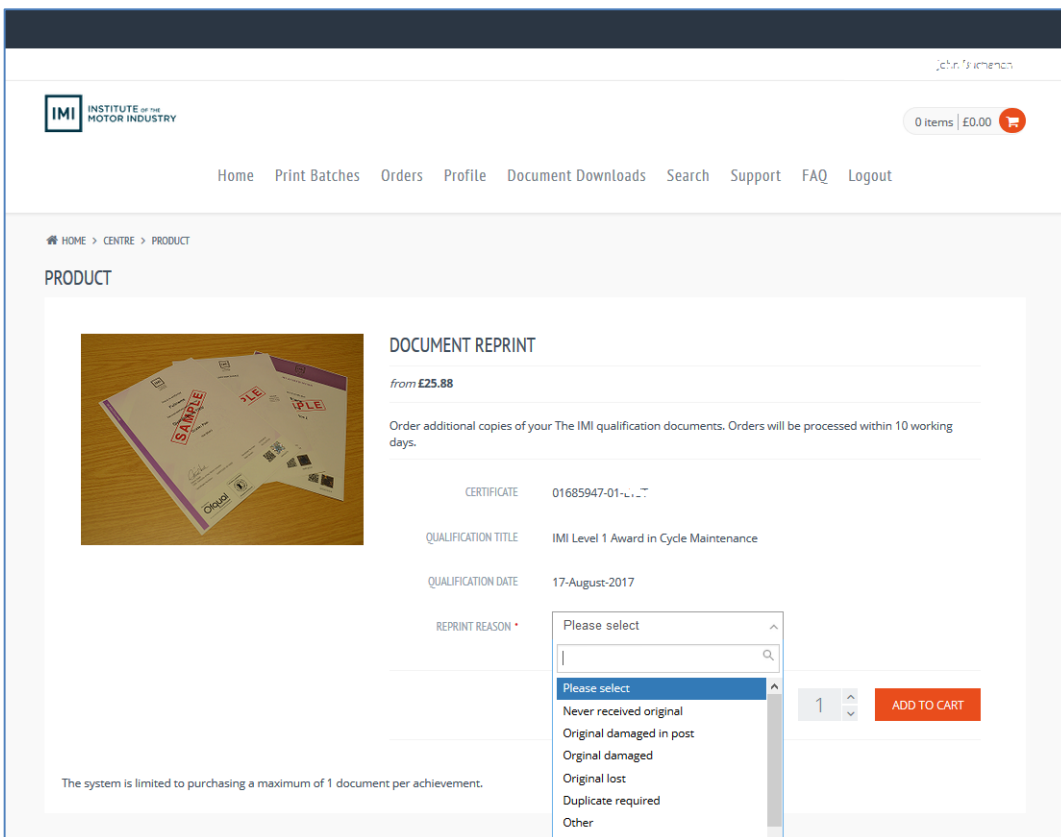
Centre users need to select the number of copies they require (please be aware that only 1 duplicate certificate or proof of qualification letter can be ordered per candidate per achievement) and the reason for the duplicate certificate before clicking **Add to Cart.**

The Centre user will then be taken to their **Basket.** Multiple duplicate certificates can be added to the basket before checking out. Once ready to checkout, users can click **Checkout** from their basket:
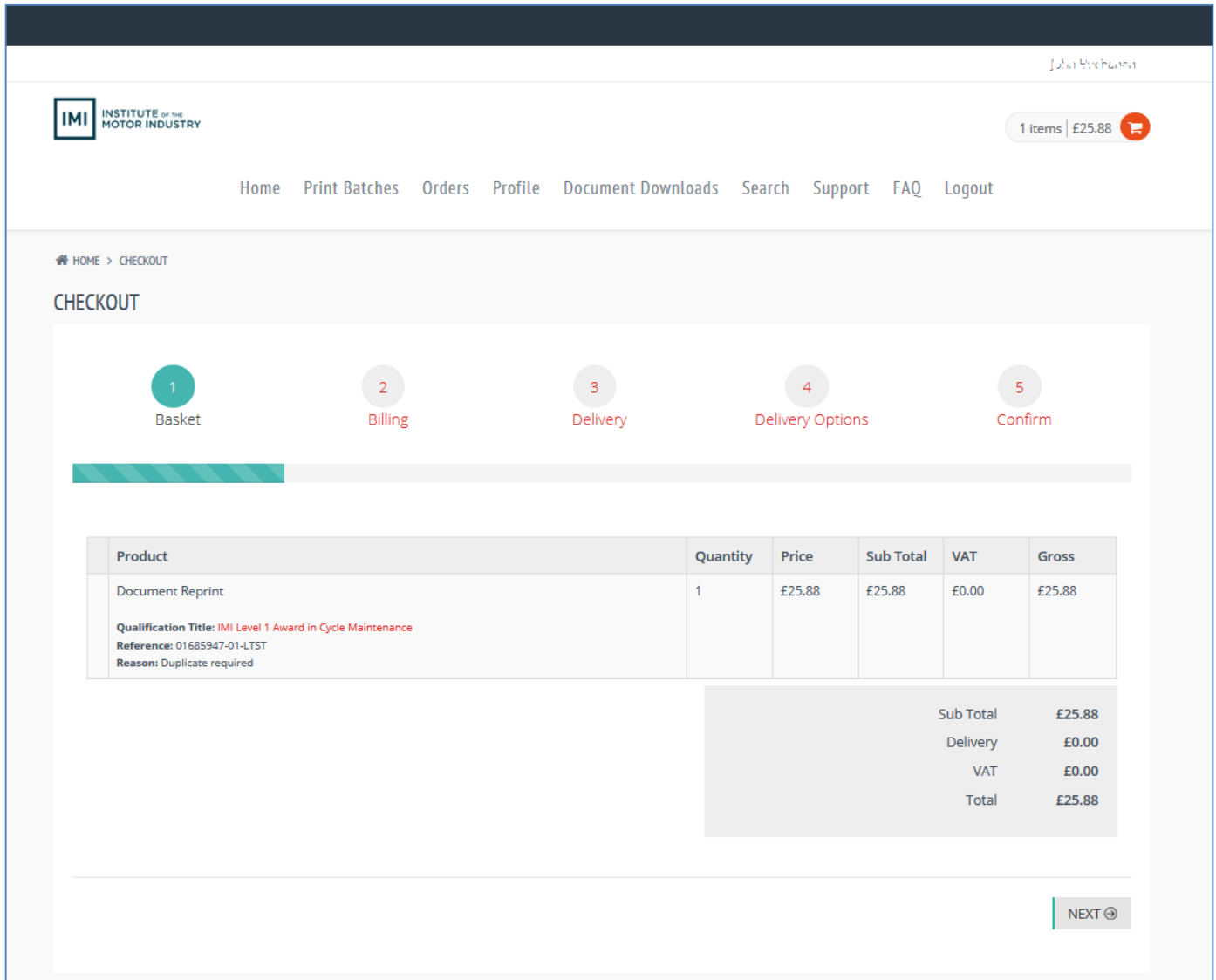
The order process consists of 5 sections:
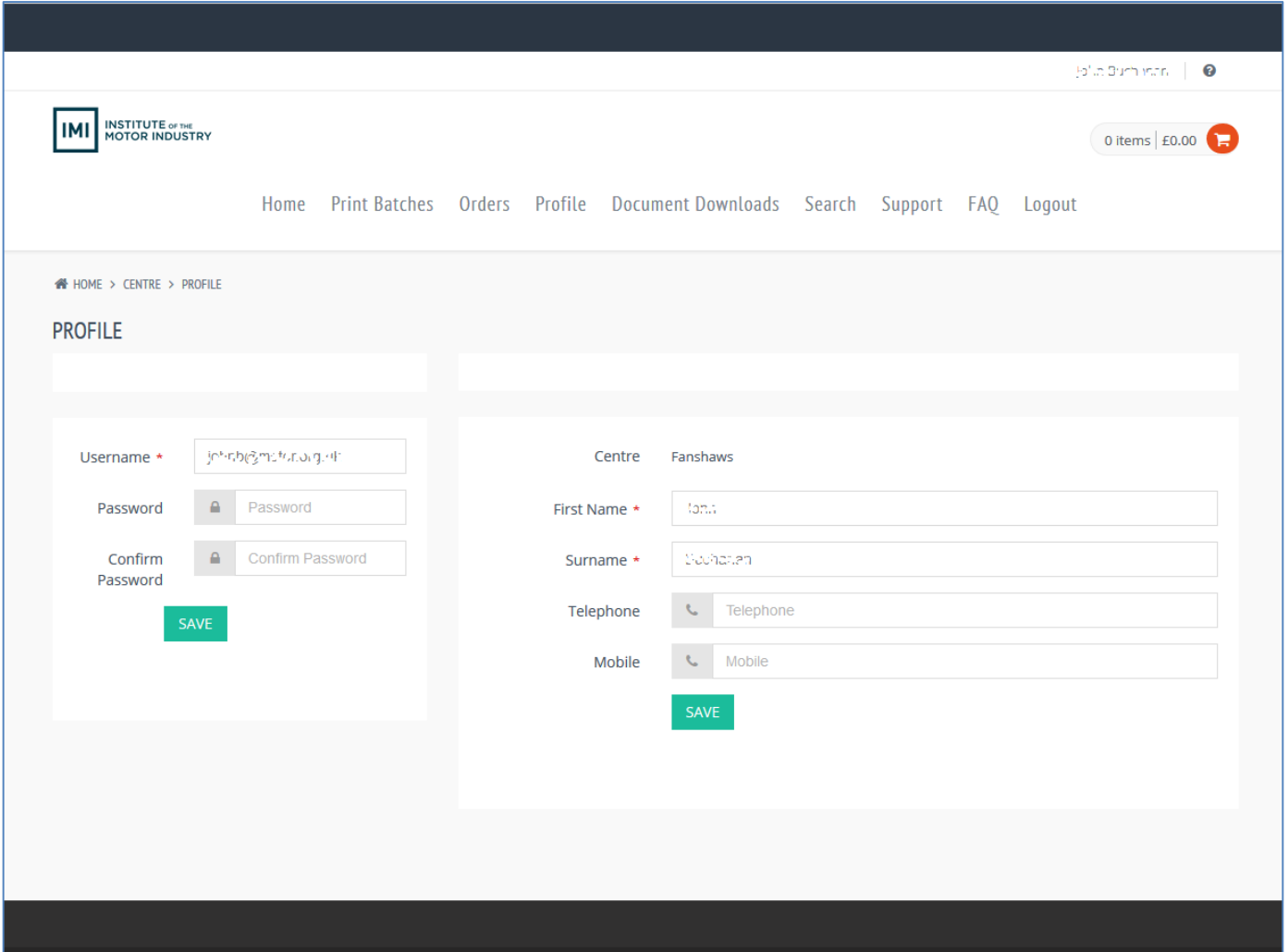

- Basket – this allows users to confirm what they are ordering
- Billing – this allows users to insert the billing address
    - If the user is going to use **Centre Credits** for the order, this section is simply to allow the system to process the order. The main billing address that we have for the Centre will be used regardless of what is inserted here
    - If the user is going to use **SagePay**, this needs to match the billing address of the debit/credit card and is where the invoice will be sent
- Delivery – this allows users to insert the delivery address
    - If the Centre user is going to use **Centre Credits** for the order, this section is simply to allow the system to process the order. The main certificate delivery address that we hold for the Centre will be used regardless of what is inserted here

- o If the Centre user is going to use **SagePay**, this address will be used as the delivery address
- Delivery Options – this allows users to select either
    - o Royal Mail signed for 2nd Class – there is no charge for this option
    - o Royal Mail signed for 1st Class – this will be charged at £3.50
    - o Please be aware that all international deliveries will show as no charge on this system. A member of the team will make contact to work out the delivery charge and to arrange for payment
- Confirm – this allows users to select the payment method (**Centre credits** or **SagePay**) and to confirm all details before the order is placed

Profile

Each Centre user will have a profile:

Username, password and name details can be managed via this area.

Support and FAQ

The support area provides users with contact information and the FAQ section provides a list of common questions and answers.