



DIGITAL CERTIFICATES - EMODULE

Employers

Contents page

Introduction	2
Access	2
Home page	4
Connections.....	5
Profile	8
Orders	10
Order Process	11
Support and FAQ	15

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 Employers portal allows users to engage with candidates and view their achievements.

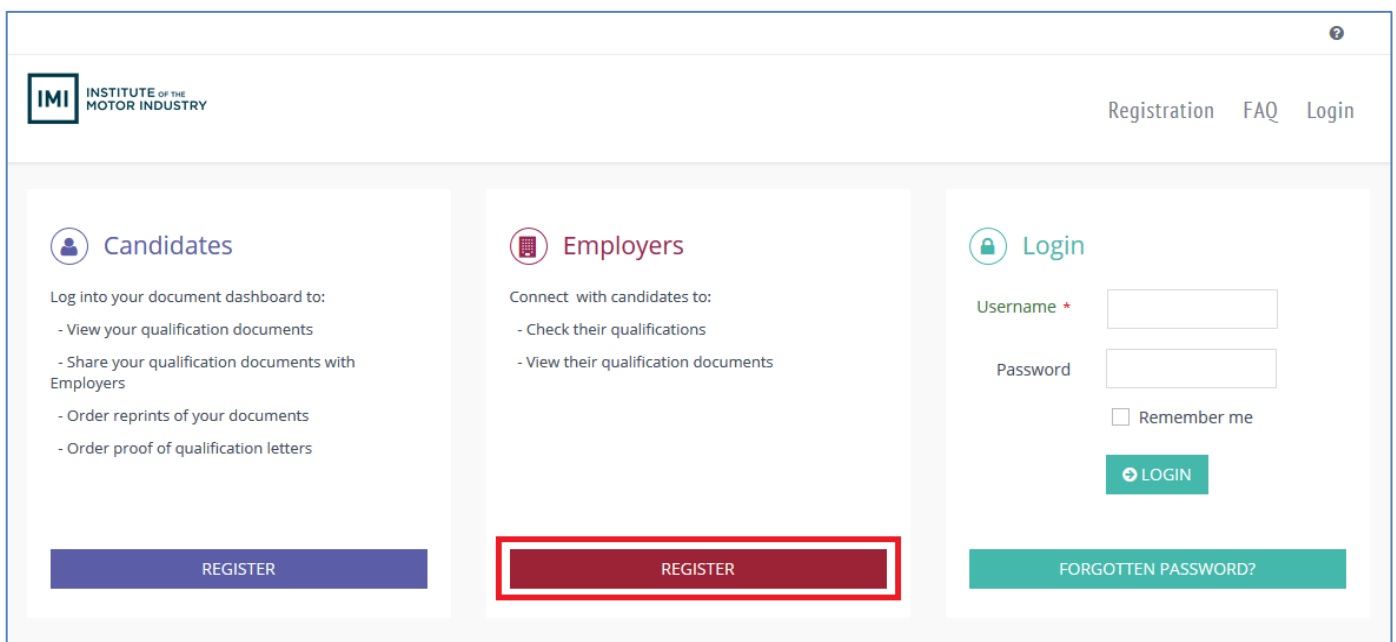
The purpose of this document is to provide step by step instructions on all processes which relate to Employers access to the IMI's Digital Certificates eModule.

Access

To access this system, please use the following link:

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

To gain access employers will need to go through the registration process:



The screenshot shows the IMI Institute of the Motor Industry website. The header includes the IMI logo and navigation links for 'Registration', 'FAQ', and 'Login'. The main content area is divided into three columns:

- Candidates:** Includes a 'REGISTER' button.
- Employers:** Includes a 'REGISTER' button, which is highlighted with a red border.
- Login:** Includes fields for 'Username' and 'Password', a 'Remember me' checkbox, a 'LOGIN' button, and a 'FORGOTTEN PASSWORD?' link.

The registration process is split in to 3 sections:

- Register (Login) – insert username (email address) and password which will provide access to the system
- Activate (Profile) – insert employer and user details
- Access (Confirm) – confirm inserted details and submit

IMI INSTITUTE OF THE MOTOR INDUSTRY

Registration FAQ Login

HOME > REGISTRATION > EMPLOYER REGISTRATION

EMPLOYER REGISTRATION

Follow our simple 3 step process to create your account and access your Connections Dashboard.

1. REGISTER
Enter your registration details below.

2. ACTIVATE
Activate your account.

3. ACCESS
Login to access your account.

1 ✓ 2 ✓ 3 Confirm

Email Address

Company

First Name Surname

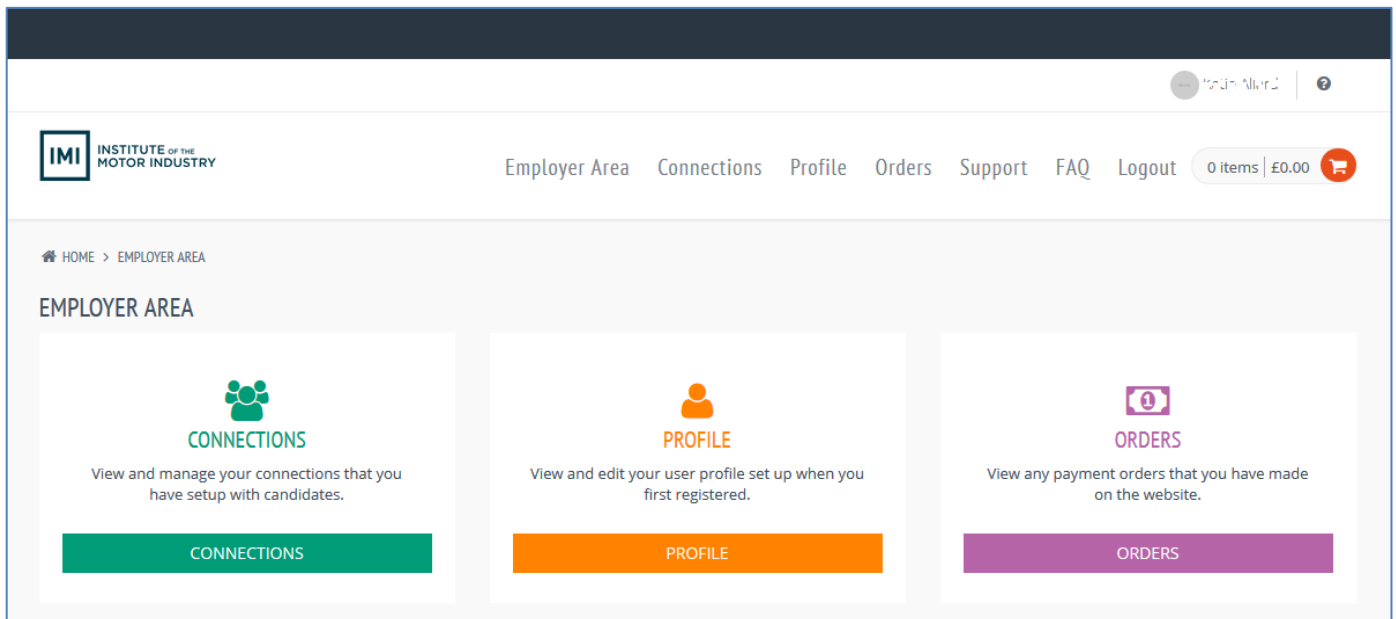
Telephone Number Mobile Number

PREVIOUS SUBMIT

Home page

The Employer home page is split into sections:

- Connections
- Profile
- Orders
- 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.

Connections

This section of the website enables employers to request access to candidate achievements.

Employer connection request

To request access to candidate achievements, the employer will insert the candidates email in to **Email** field and click **Send**:

The screenshot shows the 'CONNECTIONS' page in the IMI Employer Area. At the top, there is a navigation bar with links for 'Employer Area', 'Connections', 'Profile', 'Orders', 'Support', 'FAQ', and 'Logout'. A shopping cart icon shows '0 items | £0.00'. Below the navigation, a breadcrumb trail reads 'HOME > EMPLOYER AREA > CONNECTIONS'. The main heading is 'CONNECTIONS'. A form titled 'CONNECT WITH A CANDIDATE' contains an 'Email' input field with a red asterisk and a green 'SEND' button. Below the form, a table displays connection records. The table has columns for Name, Email Address, Status, Created Date, Approved Date, and Expiry Date. The first record shows a status of 'Account is currently pending approval' and a created date of '22/03/2018'. Below the table, pagination controls show 'Page 1 of 1 | View 10 records | Found total 1 records'.

This will send an email to the candidate advising them that an employer has made a request to access their achievements.

The status of the connection will show as **Account is currently pending approval** until the candidate has accepted the request. Once accepted, the status updates to **Account is currently active**. The approved and expiry dates are also shown:

This screenshot shows the same 'CONNECTIONS' page, but the table now shows the connection as active. The status is 'Account is currently active', the approved date is '22/03/2018', and the expiry date is '22/04/2018'. The pagination controls remain the same: 'Page 1 of 1 | View 10 records | Found total 1 records'.

Name	Email Address	Status	Created Date	Approved Date	Expiry Date
John Doe	john@motor.co.uk	Account is currently active	22/03/2018	22/03/2018	22/04/2018



Candidate connection request

Candidates are also able to start off the process of adding a connection. The employer will receive an email advising them that a candidate has shared their achievements:

Dear Sir,

John Smith is a registered user of the IMI Digital Certificates website and they would like to share their certificates with you. To view their documents please log onto the website at <https://veri.theimi.org.uk/login> and follow these steps:

1. Login with your email and password.
2. Select 'Connections' from your Dashboard.
3. Select John's details (johnb@motor.org.uk) to allow you to view their details.

If you have any issues accessing these details please contact us using the details below.

Centre Administration Team

 INSTITUTE OF THE MOTOR INDUSTRY	<p>+44 (0) 1992 511 521</p> <p>cas@theimi.org.uk</p> <p>@the_IMI</p> <p>theimi.org.uk</p>	<p>Institute of the Motor Industry Fanshaws Brickendon Hertford, SG13 8PQ</p>
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As the candidate has already granted permission, the connection status will show as **Account is currently active.**

Managing a connection

Each connection has the following options when clicking the icon:

- Extend

When adding a connection, the candidate sets an expiry date. This option allows the employer to request an extension to the expiry date

- Delete

This option allows the employer to delete the connection

- View

The employer will be able to view the achievements which have been shared with them:

Each achievement has the following options when clicking the icon:

- View details – view details of the achievement
- View eCertificate – view a PDF version of the achievement certificate
- View eTranscript – view a PDF version of the achievement transcript (unit)
- Proof of Qualification – order a copy of the proof of qualification letter
- Raise an Enquiry – let us know if there is an issue with the details

Profile

Each employer will have a profile:



The following actions can be completed here:

- Add a photo – click on the grey circle above the users name and select a photo from own device
- Insert social media details
- Update username and password details
- Update company, user and contact details
- Add/remove addresses to the address book for ordering purposes



Orders

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

Page < 1 > of 1 | View 10 records | Found total 1 records

ID	Total Products	Transaction Reference	Status	Paid	Actions
5520	1	{A87FD651-CA86-CFD6-2935-C4627CEAB3E5}	SagePay	Processing (Cleared payment)	22/03/2018 08:55

Page < 1 > of 1 | View 10 records | Found total 1 records

Order Process

Employers have the ability to order proof of qualification letters from this system for any candidate who has shared their achievement(s). This process can be completed by selecting **Proof of Qualification** as indicated on page 6 of this document.

The **Proof of Qualification** order area is displayed:

HOME > EMPLOYER AREA > CONNECTIONS > PROOF OF QUALIFICATION

PROOF OF QUALIFICATION

from **£5.00**

CERTIFICATE	01645650-01-U3NQ
QUALIFICATION TITLE	IMI Level 2 Award in MOT Testing (Classes 4 and 7)
QUALIFICATION DATE	13-April-2017

£5.00 1 **ADD TO BASKET**

The employer will need to select the number of copies they require (please be aware that only 1 proof of qualification letter can be ordered per candidate per achievement) before clicking **Add to Basket**.

The employer will then be taken to their **Basket**. Multiple proof of qualification letters can be added to the basket before checking out. Once ready to checkout, click **Checkout** from the basket:

HOME > BASKET

BASKET

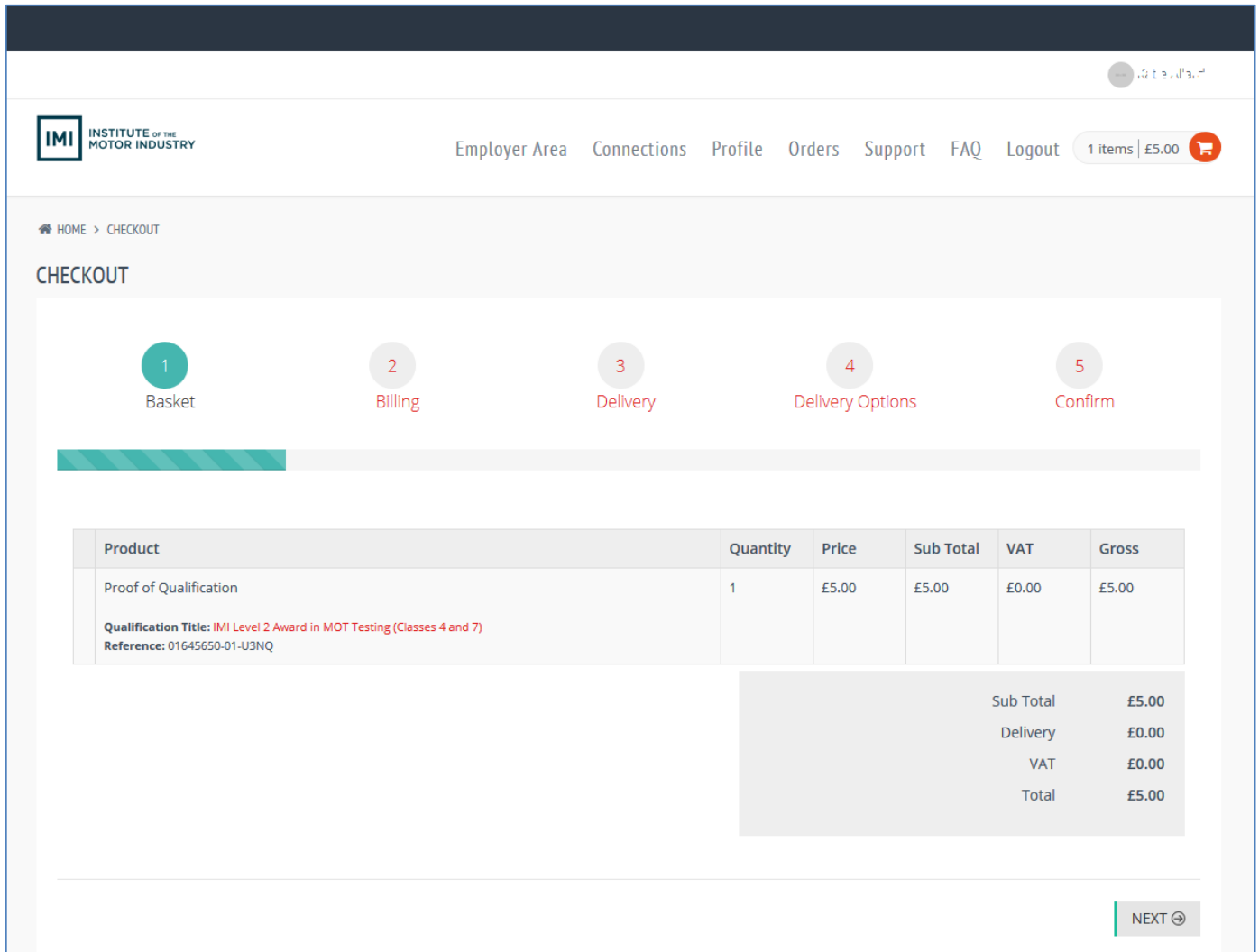
<input type="checkbox"/>	Product	Quantity	Price	Sub Total	VAT	Gross
<input type="checkbox"/>	Proof of Qualification <small>Qualification Title: IMI Level 2 Award in MOT Testing (Classes 4 and 7) Reference: 01645650-01-U3NQ</small>	1	£5.00	£5.00	£0.00	£5.00

[✖ REMOVE SELECTED](#)
[↻ UPDATE](#)

Sub Total	£5.00
Delivery	£0.00
VAT	£0.00
Total	£5.00

[← CONTINUE SHOPPING](#)
[🛒 CHECKOUT](#)

The order process consists of 5 sections:



HOME > CHECKOUT

CHECKOUT

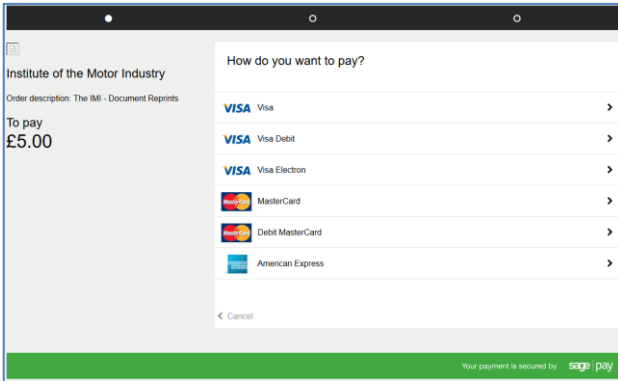
- 1 Basket
- 2 Billing
- 3 Delivery
- 4 Delivery Options
- 5 Confirm

Product	Quantity	Price	Sub Total	VAT	Gross
Proof of Qualification <small>Qualification Title: IMI Level 2 Award in MOT Testing (Classes 4 and 7) Reference: 01645650-01-U3NQ</small>	1	£5.00	£5.00	£0.00	£5.00
				Sub Total	£5.00
				Delivery	£0.00
				VAT	£0.00
				Total	£5.00

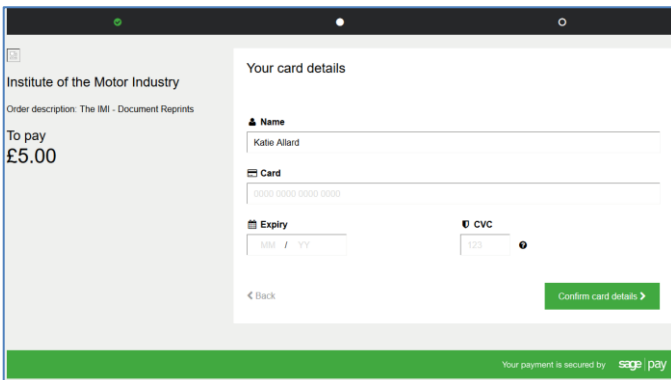
NEXT

- Basket – this allows employers to confirm what they are ordering
- Billing – this allows employers to insert the billing address
- Delivery – this allows employers to insert the delivery address
- Delivery Options – this allows employers to select either
 - Royal Mail signed for 2nd Class – there is no charge for this option
 - Royal Mail signed for 1st Class – this will be charged at £3.50
 - 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 employers to confirm all details before the order is placed

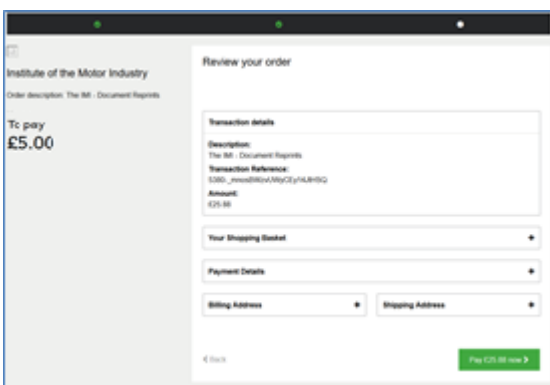
Once the order has been confirmed, the employer will be taken to SagePay:



Select the correct card type and insert the required information:



Review the order and click the Pay now button when ready:



If payment is successful, the employer will be returned to the orders page and will see the confirmed order. If payment is unsuccessful, the employer will be taken to the first payment page so they can try again.



Support and FAQ

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