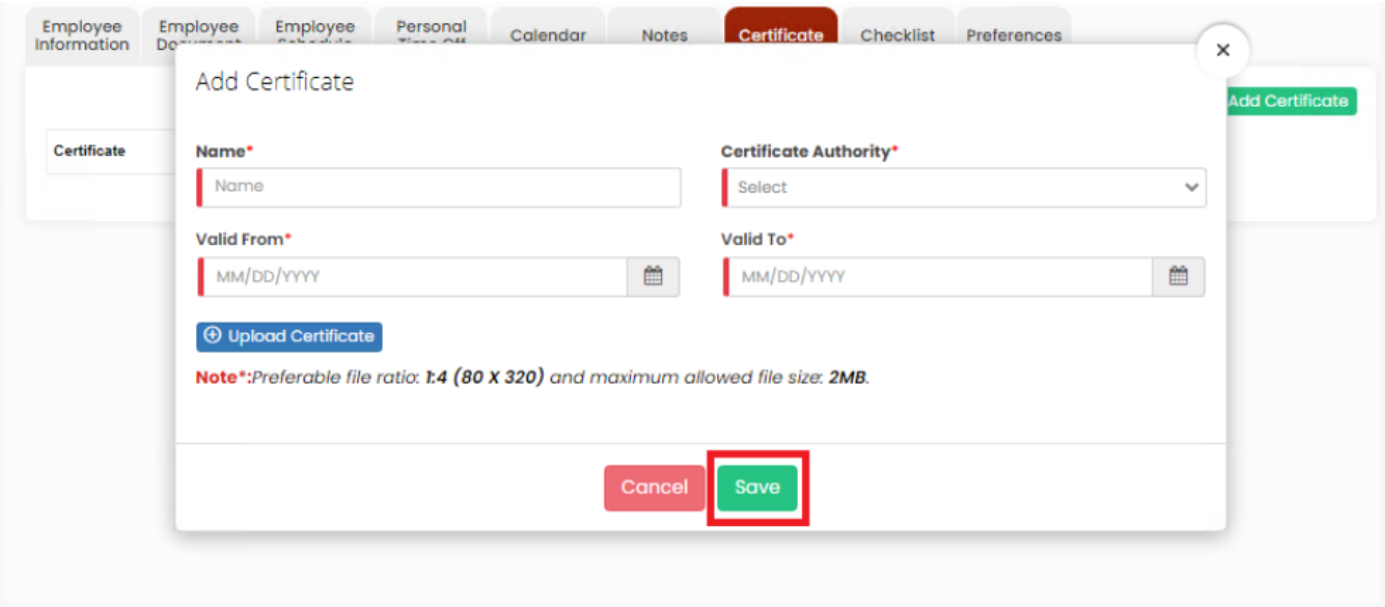
Employee Certificate, Checklist and Preferences

Employee Certificate

The Employee Certificate can be uploaded in the system by using the Certificate Tab. Click + Add Certificate option, update the required information and upload the Certificate.

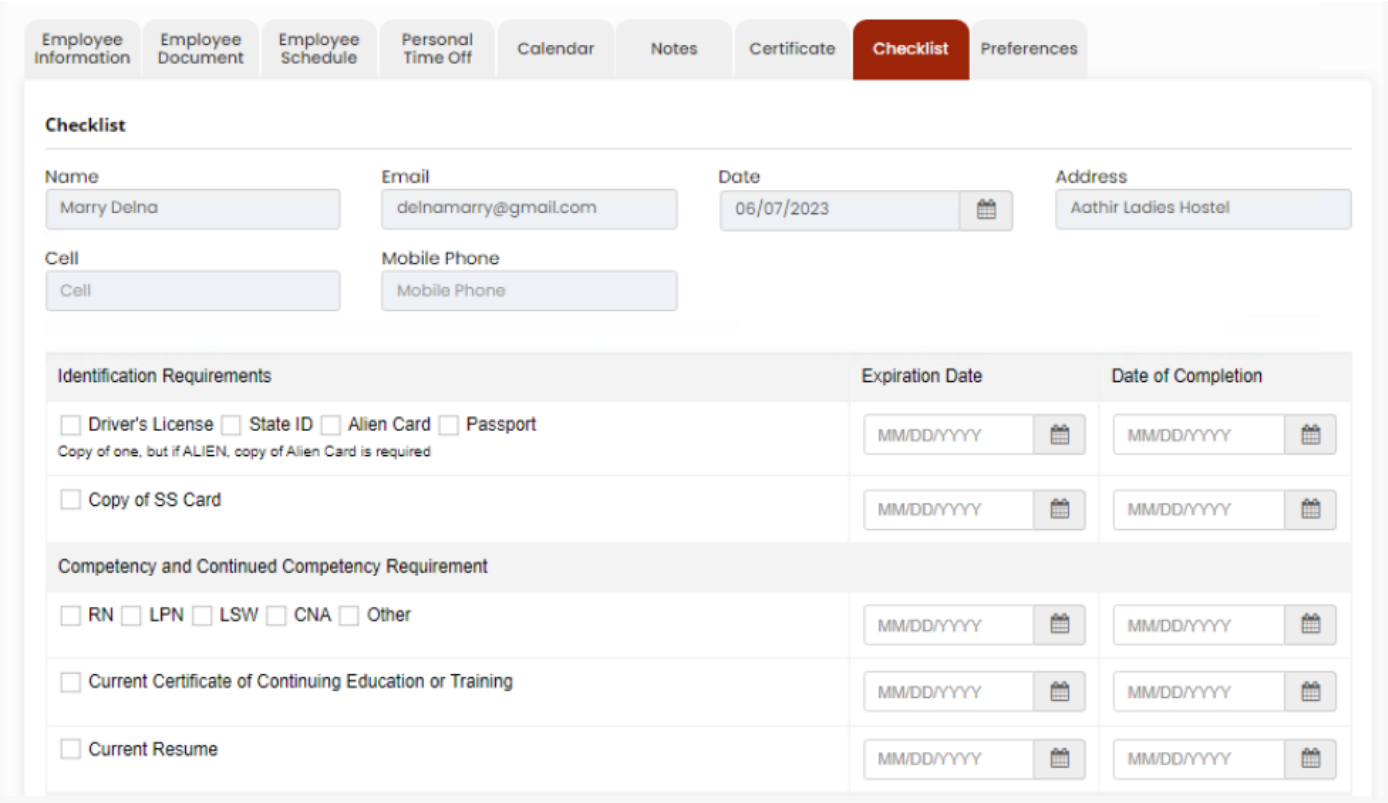
> **Employee Tab >> List >> Employee Name >> Certificate**



Employee Checklist

The user can check the documents in the checklist and update the Expiration date and Date of Completion in the checklist.

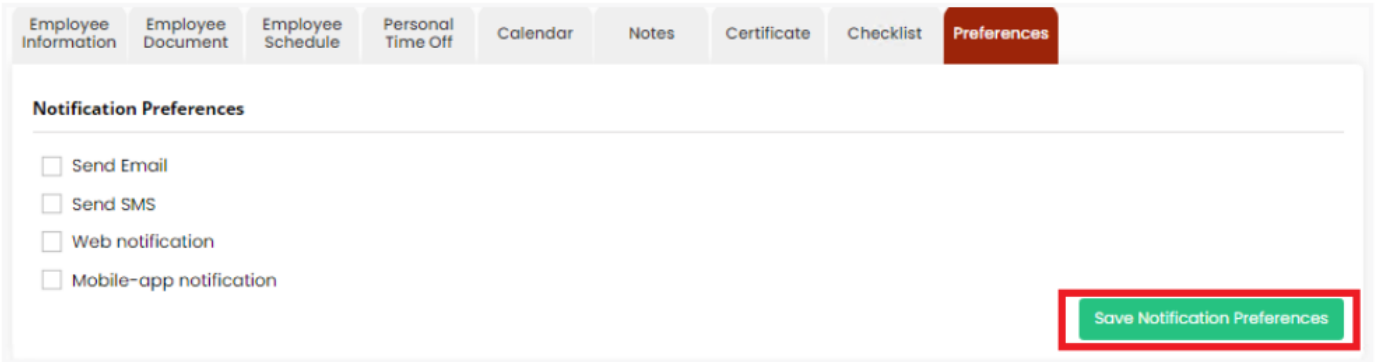
> **Employee Tab >> List >> Employee Name >> Checklist**



Employee Preferences

The user can update the Employee Preferences by using the Preferences option. Check the Preferences from the list and click Save Notification Preferences option.

Employee Tab >> List >> Employee Name >> Preferences



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