

Generating and Printing Certificates in LaDIS – Quick Reference Guide

This Quick Reference Guide (QRG) describes how to generate and print certificates of accreditation and attainment in LaDIS.

Reminder: Before you generate a certificate, when marking your assessments (in the validation Course) ensure that you **change the Completion Date to the same date as the Marking Date**. This will ensure that the correct dates appear on your certificate. Please refer to the **Manage Assessments** Quick Reference Guide, 'Marking Validation Assessments' for more information. Eventually this function will be automated.

There are 3 types of certificates that can be generated in LaDIS and each requires a different process:

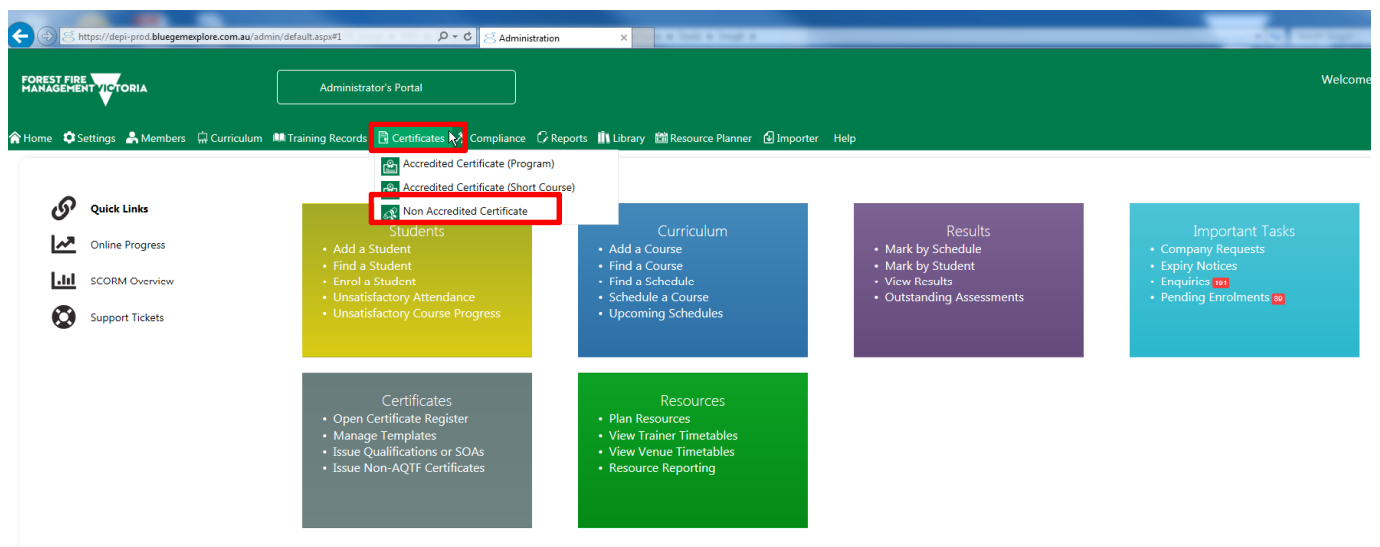
1. **Departmental Fire Accreditation Certificates** (BlueGem calls this a 'Non-Accredited Certificate')
2. **Statement of Attainment for National Units of Competency (NUCs)**
3. **Statement of Attainment for Nationally Accredited Short Courses**

1. Departmental Fire Accreditation Certificates

This process applies to all Programs/Roles which have Departmental Fire Accreditations, for example General Firefighter, Burn Officer in Charge.

To Generate a Departmental Fire Accreditation Certificate:

GO to Certificates>Non-Accredited Certificate when a course schedule has been marked and finalised.



1. SEARCH for the Course Schedule you want to result (e.g. General Firefighter Validation Course) untick any tickboxes under the **Status** drop down box and click **Filter**. Select the correct course and check the check box then click **Certificate**.

Generating and Printing Certificates in LaDIS – Quick Reference Guide

FOREST FIRE MANAGEMENT VICTORIA

Administrator's Portal

Welcome Caroline, Lo

Home Settings Members Curriculum Training Records Certificates Compliance Reports Library Resource Planner Importer Help

Non Accredited Certificate

Home > Certificates > Non Accredited Certificate

Course: Status: Schedule Start Date:
 Location: Active: Schedule End Date:
 Region:
 Stage:

Clear Filters Filter

Schedule Status
 Enrolling ☐ Running ☐ Completed ☐ Cancelled ☐

Schedule Name	Start Date	End Date	Location	Status	Active	Public Visible	Certificate	Print
Logistics Officer Level 2 Capabilities Assessment-2004	11/10/2018	11/10/2018	East Melbourne & Nicholson St	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Logistics Officer Level 2 Validation-2004	11/10/2018	11/10/2018	East Melbourne & Nicholson St	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
TSB122-2004	9/10/2018	9/10/2018	Dupan, Malles	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ultra-Light Tanker Driver/Operator Reassessment As-2000	3/10/2018	3/10/2018	Hayfield, Hayfield	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ultra-Light Tanker Driver/Operator Reassessment As-2000	2/10/2018	3/10/2018	Hayfield, Hayfield	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Task Based Administrator Capability Assessment-2005	26/09/2018	26/09/2018	Russon Village Conference Centre, Russon	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Task Based Administrator Validation-2004	26/09/2018	26/09/2018	Russon Village Conference Centre, Russon	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Logistics Officer Level 2 S&B Re-assessment Valid-2001	19/09/2018	19/09/2018	Tasmania, Launceston	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
TSB122-2008	18/09/2018	21/09/2018	Bandagga Office, over Midland Hwy & Taylor St, Broom	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ultra-Light Tanker Driver/Operator Validation-2004	18/09/2018	21/09/2018	Bandagga Office, over Midland Hwy & Taylor St, Broom	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Print Course Enrolment Sheet

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2. Select the correct course that your student is enrolled in (if you are unsure, go to **Training Records>Enrolments** to determine the correct course date). Select students who have a **Satisfactory** status by ticking the tick box. Select **Department DFA** under the certificate template section at the bottom of the page then click **Generate Certificates**.

Non Accredited Certificate

Home > Certificates > Non Accredited Certificate > Schedule 16050

Schedule: [16050] Ultra-Light Tanker Driver/Operator Reassessment As-2000
 Course: [7851] Ultra-Light Tanker Driver/Operator (G Wagen) Reassessment Assessment
 Schedule Date: 2/10/2018 - 3/10/2018

Step 1: Select Students

Trainee ID	Trainee	Competency Status	Control No	Completion Date	Expiry Date	Multiple Selection
16508	Charles Falconer-Pritchard	<input checked="" type="checkbox"/>		3/10/2018		<input checked="" type="checkbox"/>
41228	CONOR WILSON	Satisfactory		3/10/2018		<input type="checkbox"/>
10469	Craig Lang	Satisfactory		3/10/2018		<input type="checkbox"/>
41237	Umarul Bari	Satisfactory		3/10/2018		<input type="checkbox"/>
54061	Ellen Dwyer	Satisfactory		3/10/2018		<input type="checkbox"/>
17052	Geoffrey Pike	Satisfactory		3/10/2018		<input type="checkbox"/>
17377	James Cameron	Satisfactory		3/10/2018		<input type="checkbox"/>
17548	Janet Noonan	Satisfactory		3/10/2018		<input type="checkbox"/>
18009	Luke Smith	Satisfactory		3/10/2018		<input type="checkbox"/>
18020	Matthew Gordon	Satisfactory		3/10/2018		<input type="checkbox"/>
18020	Robert Drakeford	Satisfactory		3/10/2018		<input type="checkbox"/>
23678	Ronald Brogg	Satisfactory		3/10/2018		<input type="checkbox"/>
23557	Sean Cormack	Satisfactory		3/10/2018		<input type="checkbox"/>
54021	Shane Bailey	Satisfactory		3/10/2018		<input type="checkbox"/>
37048	Thomas Procter	Satisfactory		3/10/2018		<input type="checkbox"/>

Step 2: Select Template


Certificate Template:

Step 3: Generate Certificate

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To Print a Departmental Fire Accreditation Certificate:

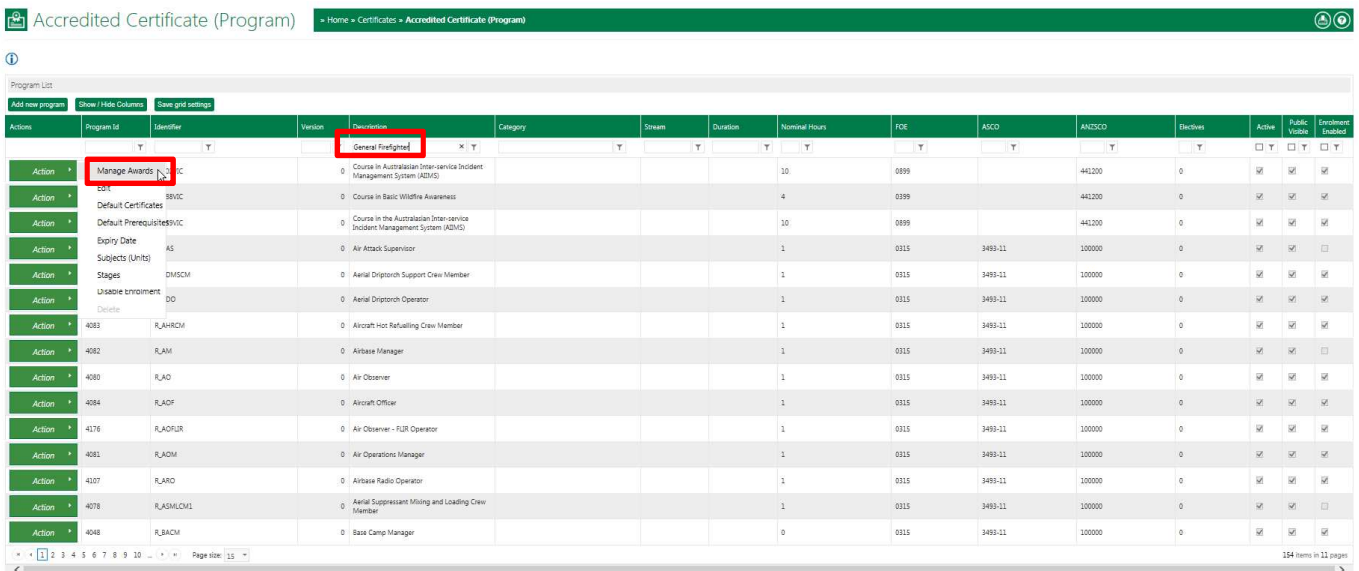
The certificate should automatically open in Adobe Reader. Print the certificate with Adobe Reader (once the certificate is generated it will automatically save in the Student's Library). Exit Adobe Reader and save unless you require a copy on your computer.

Please note, in order to see which students have a Certificate from the Non-Accredited Certificate Page, click on the chevron  beside the student's name, the Certificate details will show. Do NOT use the Reissue and Reprint buttons in this part of the screen [Reissue](#) [Reprint](#). Also, a Control No. will appear for the student if they already have a certificate.

2.Statement of Attainment for National Units of Competency (NUCs)

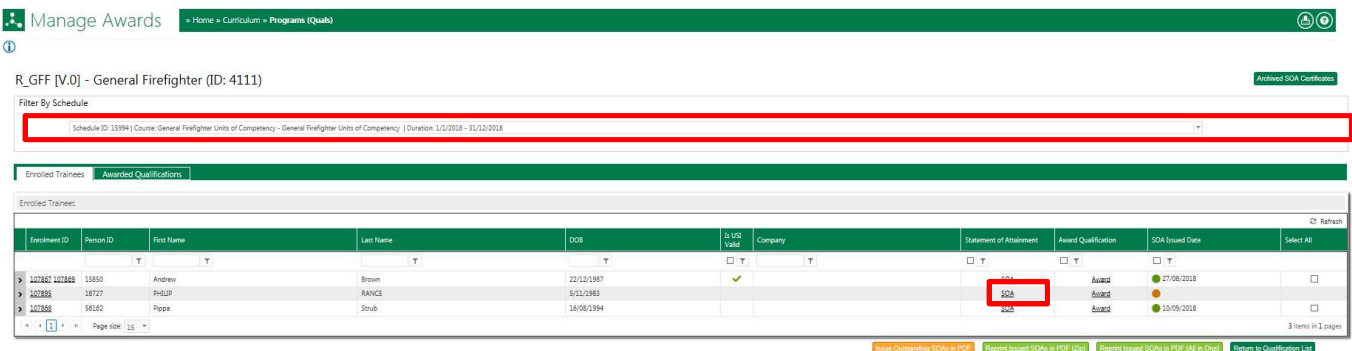
This process applies to Programs that have National Units of Competencies such as **General Firefighter** and **Crew Leader**.

When National Units of Competency (NUCs) have been marked and finalised go to **Certificates>Accredited Certificate (Program)** Locate the relevant Program (eg. General Firefighter) via a search in the **Description** field, on the program list. Hover over **Action** and click on **Manage Awards**.



Program ID	Identifier	Version	Description	Category	Stream	Duration	Nominal Hours	FDE	ASD	ANZSCO	Revision	Active	Public Visible	Enrolment Enabled
4083	FLAHRM	0	Aircraft Hot Refuelling Crew Member			1	0315	3493-11	100000	0	0	0	0	0
4082	FLAM	0	Airbase Manager			1	0315	3493-11	100000	0	0	0	0	0
4080	FLAO	0	Air Observer			1	0315	3493-11	100000	0	0	0	0	0
4084	FLAOF	0	Aircraft Officer			1	0315	3493-11	100000	0	0	0	0	0
4076	FLAOLR	0	Air Observer - FLR Operator			1	0315	3493-11	100000	0	0	0	0	0
4081	FLADM	0	Air Operations Manager			1	0315	3493-11	100000	0	0	0	0	0
4087	FLARD	0	Airbase Radio Operator			1	0315	3493-11	100000	0	0	0	0	0
4078	FLASMLCM1	0	Aerial Suppressant Mixing and Loading Crew Member			1	0315	3493-11	100000	0	0	0	0	0
4048	FLBACM	0	Base Camp Manager			0	0315	3493-11	100000	0	0	0	0	0

You can filter down your selection range by searching for the student by name, or using the drop down tab at the top of the screen to search for a particular course schedule and date.



Enrolment ID	Person ID	First Name	Last Name	DOB	Is LID Valid	Company	Statement of Attainment	Award Qualification	SQA Issued Date	Select All
407862	13994	Andrew	Brown	22/12/1987	✓			SCA	27/08/2018	
407863	13994	PHILIP	BRUCE	04/10/1985				SCA	27/08/2018	
407864	13994	Pippa	Strub	18/06/1994				SCA	27/08/2018	

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If the student **DOES NOT** have a certificate, an orange dot will appear instead of a tickbox in the student's row. Click on SOA on the student's row. A pop up box will appear.

Manage Awards

Home » Curriculum » Programs (Quals)

R_GFF [V.0] - General Firefighter (ID: 4111)

Filter By Schedule

Schedule ID: 13994 | Course: General Firefighter Units of Competency - General Firefighter Units of

Enrolled Trainees

Enrollment ID	Person ID	First Name
102362	18859	Andrew
102366	18727	Philip
102368	58542	Pippa

Enrolled Trainees

Issue New SOA

Program: R_GFF [V.0] General Firefighter (ID: 4111)

Enrollment ID	Person ID	First Name	Cart Number	Issue Number	Format
No records to display.					

Report Issued SOAs in PDF (Zip)

Report Issued SOAs in PDF (All in One)

Return to Qualification List

Click on **Issue New SOA**.

ISSUE STATEMENT OF ATTAINMENTS

Trainee: PHILIP RANCE (18727)

Program: R_GFF [V.0] General Firefighter (ID: 4111)

Back to issued SOAs

Select Subjects (Units) to appear on SOA

Select All	Identifier	Description	Core/Elective	Outcome Identifier
<input type="checkbox"/>	PUAQU001B	Prepare, maintain and test response equipment	C	20 - Competency achieved/pass
<input type="checkbox"/>	PUAFIR204B	Respond to wildfire	C	20 - Competency achieved/pass
<input type="checkbox"/>	PUAFIR215	Prevent injury	C	20 - Competency achieved/pass
<input type="checkbox"/>	PUAFIR309B	Operate pumps	C	20 - Competency achieved/pass
<input type="checkbox"/>	PUAHS002B	Maintain safety at an incident scene	C	20 - Competency achieved/pass
<input type="checkbox"/>	PUAOP002B	Operate communications systems and equipment	C	20 - Competency achieved/pass
<input type="checkbox"/>	PUATEA001B	Work in a team	C	20 - Competency achieved/pass

Issue new SOA

Generate and Edit Certificates

Tick the **Select All** tickbox, and then click on **Issue new SOA**. The certificate will now generate.

If the student **DOES** have a certificate already, a tickbox and a green dot will appear in the student's row. If you wish to reprint the certificate, click the **tickbox** next to the student you wish to generate the certificate for, then click SOA.

Generating and Printing Certificates in LaDIS – Quick Reference Guide

Manage Awards » Home » Curriculum » Programs (Quals)

R_GFF [V.0] - General Firefighter (ID: 4111) Archived SQA Certificates

Filter By Schedule
Schedule ID: 15954 (Course: General Firefighter Units of Competency - General Firefighter Units of Competency | Duration: 1/1/2018 - 31/12/2018)

Enrolled Trainees **Awarded Qualifications**

Enrolled Trainees:

Enrollment ID	Person ID	First Name	Last Name	DOB	In-List Valid	Company	Statement of Attainment	Award Qualification	SQA Issued Date	Select All
107867	15850	Andrew	Brown	22/12/1987	<input checked="" type="checkbox"/>		<input type="checkbox"/> SQA	<input type="checkbox"/> Award	<input type="checkbox"/> 27/08/2018	<input checked="" type="checkbox"/>
107868	18727	PHILIP	RANCE	5/11/1983			<input type="checkbox"/> SQA	<input type="checkbox"/> Award	<input type="checkbox"/>	<input type="checkbox"/>
107868	56162	Philip	Strub	16/08/1994			<input type="checkbox"/> SQA	<input type="checkbox"/> Award	<input type="checkbox"/> 10/09/2018	<input type="checkbox"/>

Page size: 50 3 items in 1 pages

A pop up window will appear where you can **click Reprint** using Adobe Reader.

ISSUE STATEMENT OF ATTAINMENTS

Trainee: Andrew Brown (15850) Program: R_GFF [V.0] General Firefighter (ID:4111)

Issued SQA

Issue New SQA **Bulk Actions**

Issue Date	Cert. Number	Issue Number	Format	
27/08/2018 11:45:31 AM	SOA_R_GFF_15850_1	StatementOfAttainment_15850_1_27/08/2018 11:45:31 AM	Pdf	Reprint

3.Statement of Attainment for Nationally Accredited Short Courses

This process applies to Programs that have Nationally Accredited Short Courses such as the face to face courses of **AIIMS** and **BWA**.

GO to Certificates>Accredited Certificate (Program) when a course schedule has been marked and finalised and find the relevant Program eg. AIIMS, via a search in the **Description** field, on the program list. Hover over **Action** and click on **Manage Awards**.

Accredited Certificate (Program) » Home » Certificates » Accredited Certificate (Program)

Program List:

Actions	Program Id	Identifier	Version	Description	Category	Stream	Duration	Nominal Hours	FOE	ASCO	ANZSCO	Electives	Active	Public Visible	Enrolment Enabled
Manage Awards	4201C			Course in Australian Inter-service Incident Management System (AISMIS)				10	0199		441200	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Edit	4201C			Course in Basic Wildlife Awareness				4	0199		441200	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Default Certificate	4201C			Course in the Australian Inter-service Incident Management System (AISMIS)				10	0199		441200	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Expiry Date	4201C			Air Attack Supervisor				1	0115	3493-11	100000	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Subjects (Units)	4201C			Aerial Ditching Support Crew Member				1	0115	3493-11	100000	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Stages	4201C			Aerial Ditching Operator				1	0115	3493-11	100000	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Disable Enrolment	4201C			Aircraft Post Refuelling Crew Member				1	0115	3493-11	100000	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Details	4201C			Airbase Manager				1	0115	3493-11	100000	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4202	4202			Air Observer				1	0115	3493-11	100000	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4203	4203			Aircraft Officer				1	0115	3493-11	100000	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4204	4204			Air Observer - PLR Operator				1	0115	3493-11	100000	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4205	4205			Air Operations Manager				1	0115	3493-11	100000	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4206	4206			Airbase Radio Operator				1	0115	3493-11	100000	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4207	4207			Aerial Supporter Mixing and Loading Crew Member				1	0115	3493-11	100000	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4208	4208			Base Camp Manager				0	0115	3493-11	100000	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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You can filter down your selection range by searching for the student by name, or using the drop down tab at the top of the screen to search for a particular course schedule and date.

Manage Awards [Home > Curriculum > Programs \(Quals\)](#)

22202VIC IV.01 - Course in Australasian Inter-service Incident Management System (AIIMS) (ID: 4112) Archived SOA Certificates

Filter By Schedule

Select a course schedule...

Enrolled Trainees Awarded Qualifications

Enrolled Trainees

Enrollment ID	Person ID	First Name	Last Name	DOB	% US Valid	Company	Statement of Attainment	Award Qualification	SOA Issued Date	Select All
102641	53845	Thomas	O'Halloran	22/07/1983	✓				23/06/2018	<input type="checkbox"/>
99561	40534	THOMAS	DODDRAID	20/01/1992	✓				20/09/2017	<input type="checkbox"/>
100544	14658	Tam	Burge	5/07/1988	✓				9/11/2017	<input type="checkbox"/>
97399 99260	23507	Timothy	Bortner	17/01/1985	✓		SOA	Award	11/05/2017	<input type="checkbox"/>
108513 97399	23507	Timothy	Drakeford	23/10/1982	✓		SOA	Award	11/05/2017	<input type="checkbox"/>
98624	55524	Timothy	Kochman	20/04/1984	✓		SOA	Award	11/05/2017	<input type="checkbox"/>
99493	48801	Timothy	Miller	22/05/1990	✓		SOA	Award	11/05/2017	<input type="checkbox"/>
99561	44002	Timothy	Von Carara	14/03/1982	✓		SOA	Award	11/05/2017	<input type="checkbox"/>
97399	15495	Todd	Featherstone	22/11/1991	✓		SOA	Award	11/05/2017	<input type="checkbox"/>
92077	15491	Tracey	Dawson	26/05/1968	✓		SOA	Award	11/05/2017	<input type="checkbox"/>
99569	15492	TRACEY	O'KEEFE	20/02/1965	✓		SOA	Award	11/05/2017	<input type="checkbox"/>
98624	15508	Travis	Goodwin	2/09/1981	✓		SOA	Award	11/05/2017	<input type="checkbox"/>
97399	15524	Troy	Butler	1/04/1992	✓		SOA	Award	11/05/2017	<input type="checkbox"/>
98214	55304	Tyson	Coomes	20/10/1989	✓		SOA	Award	11/05/2017	<input type="checkbox"/>
99876	55825	Vanessa	McLeod	25/02/1971	✓		SOA	Award	9/11/2017	<input type="checkbox"/>
99867	50851	Victoria	Butcher	22/05/1984	✓		SOA	Award	11/05/2017	<input type="checkbox"/>
98201	15542	Victoria	Purdue	23/11/1980	✓		SOA	Award	11/05/2017	<input type="checkbox"/>
99504	55345	Warren	Norton	28/07/1973	✓		SOA	Award	11/05/2017	<input type="checkbox"/>
97399	15583	Warren	Shields	20/09/1963	✓		SOA	Award	11/05/2017	<input type="checkbox"/>
103543	56911	Wayne	Ball	27/05/1975	✓		SOA	Award	11/05/2017	<input type="checkbox"/>
97399	15591	Wayne	Broomfield	25/06/1961	✓		SOA	Award	11/05/2017	<input type="checkbox"/>
98624	15610	Wendy	Adams	6/10/1965	✓		SOA	Award	11/05/2017	<input type="checkbox"/>
99561	14439	Yu Yu	Zhuang	14/03/1979	✓		SOA	Award	11/05/2017	<input type="checkbox"/>
98321	45142	Yvonne	Alison	6/09/1964	✓		SOA	Award	11/05/2017	<input type="checkbox"/>
99501	15680	Yvonne	Pagan	13/11/1966	✓		SOA	Award	11/05/2017	<input type="checkbox"/>
99912	54459	Zachary	Pivack	9/10/1993	✓		SOA	Award	11/05/2017	<input type="checkbox"/>

478 items in 10 pages

[Issue Outstanding SOAs in PDF](#) [Reprint Issued SOAs in PDF \(CSV\)](#) [Reprint Issued SOAs in PDF \(XML in Data\)](#) [Return to Qualification List](#)

If the student **DOES NOT** have a certificate, an orange dot will appear instead of a tickbox in the student's row. Click on **SOA** on the student's row. A pop up box will appear:

ISSUE STATEMENT OF ATTAINMENTS

Trainee: Timothy Miller (48801) Program: 22202VIC IV.01 Course in Australasian Inter-service Incident Management System (AIIMS) (ID:4112)

Issued SOA

Issue New SOA Bulk Actions

Issue Date	Cert. Number	Issue Number	Format

No records to display.

Click on **Issue New SOA**.

ISSUE STATEMENT OF ATTAINMENTS

Trainee: Timothy Miller (48801) Program: 22202VIC IV.01 Course in Australasian Inter-service Incident Management System (AIIMS) (ID:4112)

Back to issued SOAs

Select Subjects (Units) to appear on SOA

Select All identifier Description Core/Elective Outcome Identifier

<input type="checkbox"/>	VU20875	Work within Australasian Inter-Service Incident Management System	C	20 - Competency achieved/pass
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Issue new SOA Generate and Edit Certificates

Generating and Printing Certificates in LaDIS – Quick Reference Guide

Tick **Select All** and then click on **Issue new SOA**.
The certificate will now generate.

If the student **DOES** have a certificate already, a tickbox and a green dot will appear in the student's row.
If you wish to reprint the certificate, click the **tickbox** next to the student you wish to print the SOA for, then click SOA.

Manage Awards | Home > Curriculum > Programs (Quals)

22202VIC [V.0] - Course in Australasian Inter-service Incident Management System (AIIMS) (ID: 4112)

Filter By Schedule: [Select a course schedule...]

Enrolled Trainees | Awarded Qualifications

Enrolment ID	Person ID	First Name	Last Name	DOB	Status	Company	Statement of Attainment	Award Qualification	SOA Issued Date	Select All
103662	53845	Thomas	O'Halloran	22/07/1983	✓				28/06/2018	<input type="checkbox"/>
99568	40534	THOMAS	DODENMADE	20/01/1992	✓				20/09/2017	<input type="checkbox"/>
100628	14658	Tim	Burge	5/07/1988					9/11/2017	<input type="checkbox"/>
32368 23260	23307	Timothy	Borcher	17/01/1985	✓		SOA	Award	31/05/2017	<input checked="" type="checkbox"/>
108825 82361	23841	Timothy	Drakeford	28/12/1982	✓		SOA	Award	31/05/2017	<input checked="" type="checkbox"/>

A pop up window will appear where you can click **Reprint** using Adobe Reader.

ISSUE STATEMENT OF ATTAINMENTS

Trainee: Timothy Drakeford (23841)

Program: 22202VIC [V.0] Course in Australasian Inter-service Incident Management System (AIIMS) (ID: 4112)

Issued SOA

Issue New SOA **Bulk Actions**

Issue Date	Cert. Number	Issue Number	Format	
31/05/2017 1:37:22 PM	SOA_R_AIIMS_23841_1	StatementOfAttainment_23841_1_31/05/2017 1:37:22 PM	Pdf	Reprint

Another way to reprint a certificate is to click the **tickbox** next to the student you wish to print the SOA for, then click on either of the Green Reprint buttons: **Reprint Issued SOAs in PDF (Zip)** or **Reprint Issued SOAs in PDF (All in One)**. Then select Open.

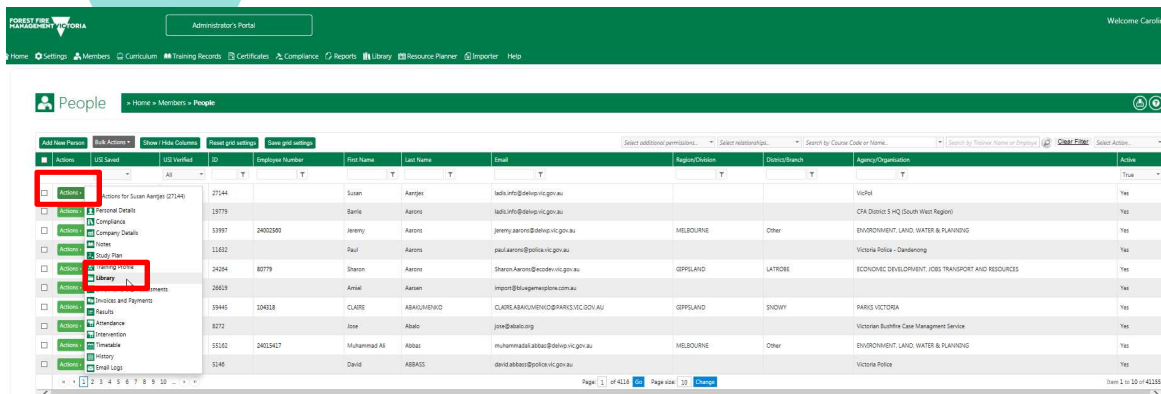
Print a Statement of Attainment (for either a National Unit of Competency or a Nationally Accredited Short Course):

PRINT certificate with Adobe Reader. Exit Adobe Reader. Don't save unless you require a copy on your computer. The Statement of Attainment will **automatically** save to the Student's Library under the **Certificate** sub-folder.

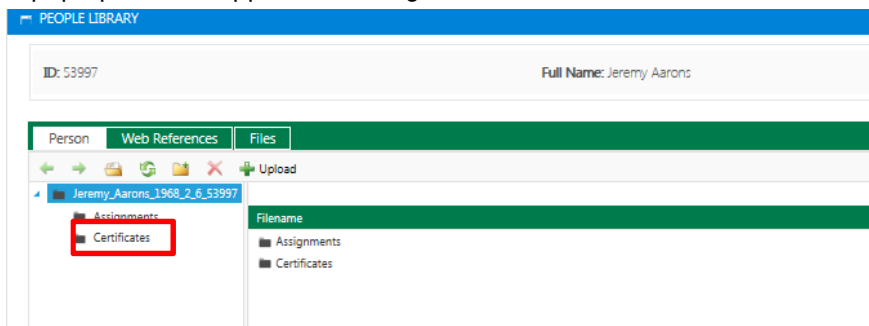
Reprint/Access a Generated Certificate (Departmental Fire Accreditation Certificate or Statement of Attainment) via Student Library:

Go to **Members>People** to search for the student you need to access. Once located, click on the **Action** button near the student name and click on Library. Open the **Certificate Folder**.

Generating and Printing Certificates in LaDIS – Quick Reference Guide



A pop-up window appears showing two folders, **Assessments** and **Certificates**. Click **Certificates**



If the certificate has been previously generated, it will automatically be stored in this location and you can simply double click to open and print.

