



Customer	GA
Project Description	Parnassus Documentation
Document	eCertification Overview Functionality in Parnassus v53

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1 Purpose of Document

To state summary functionality for Parnassus eCertification functionality in Parnassus. The document captures the main points and is not intended to exhaustively state all functionality in this area.

The document is written from an implementation perspective, to help AO's understand what the new features are and what needs to be done to implement them.

2 Scope

- **Certificate Validation**
A screen where certificate details can be entered and validated.
The certificate validation feature is available for Qualification, Unit and Partial certificates. Switched on by default.
- **QR Codes**
The capability to add a QR code to a certificate, so it can be scanned for certificate authentication.
Available for Qualification, Unit and Partial certificates.
Switched off by default; requires config, setup and enabling.
- **eCertificates**
The capability for a Centre to download a PDF version of Certificate(s).
Only available for Qualification certificates.
Switched off by default; requires config, setup and enabling.

Each feature can be enabled/switched on independently.

3 Implementation & Pricing

If you are interested in these features, please contact Gordon Associates for further information.

The first step will be to review current certificate implementation and to define the required eCertification module implementation. It will probably take at least a day to gather all the required information. This will be most efficiently done by both parties meeting and doing this together.

Certificate Validation is included as part of the core Parnassus product at no additional cost.

Re QR Codes and eCertificates;

Fees

One off Set up is required.

The setup fee will be a function of the features the AO requires and their current implementation. The setup fee will be determined following discussions between the AO and Gordon Associates.

Monthly license fee is required for QR codes and eCertificates.

4 Background

Each Qualification in Parnassus has up to three certificate templates associated with it, Qualification, Unit and Partial.

Each certificate template is a Microsoft (MS) SQL Server Reporting Services (SSRS) report. A certificate template can be used on multiple qualifications.

1. Certificate logos – Embed or Link

Certificate logos have been setup as each AO requires, in the SSRS template, some embedded, some linked. If an AO is considering using the eCertificate module it is an ideal opportunity to review and confirm this implementation.

Embed Image; A copy of the image is saved with the certificate template.

Link Image; A “placeholder” for the logo on the certificate references the logo file that is saved separately to the certificate template. The logo might be saved on a computer and accessed using Windows Explorer. The placeholder is set to be the size required for printing.

Pros and Cons of embedding and linking

Embed

The image is associated with the template and can't be inadvertently changed.

Experience has shown embed images are “more stable” and generally easier to correctly position on the certificate template.

Link

The image can be updated relatively easily if the file is saved on server/pc.

Experience has shown linked images are less “stable” and harder to correctly position on the template. – this is a function of MS SSRS and outside GA control.

If the logo is changed – any reprint or duplicate certificate will use the new logo.

GA recommend **embedding**.

Duplicate Certificates

Default Parnassus behaviour;

Reprint Certificates use the current certificate template.

Duplicate certificates use the template that was current at the time the certificate was initially created.

Recently some AO's have asked GA to print duplicate certificate using the current certificate template.

If an AO is implementing QR code functionality they need to decide if they want duplicate certificate to use; -

The old template - No QR code

OR

- The new template with the QR code

Additional consideration

If a logo is embedded and the original template is used the original logo will be shown.

Any logos that are linked may now be different when compared to the original certificate, so if linking is chosen, the Logo may be different on the duplicate certificate.

5 Parnassus - Config & Settings

This section for GA use.

Setting / Parameter Name	Description	Where
Certification. eCertification. CertificateGrouping	eCertificate batches can either be printed with all the certificates together in one big PDF file (SinglePDF) or as separate PDFs per certificate zipped together (PDFPerCertificate)	Parnassus Setting
Certification. eCertification.Enabled	Turns eCertification on / off – Hides the flags against centre / qualification	Parnassus Setting
Certification. eCertification. NumberOfCertsBeforeBackgroundGeneration	Batches with fewer certificates than this will be generated in the foreground while the user waits. Batches with this number of certs or higher will generate in the background and the user taken to a progress screen. User can either wait for processing to finish or can close the window and come back to download it once processing has finished.	Parnassus Setting
Certification. eCertification. ShowPrintDialogOnOpen	If the print dialog should pop-up when the eCert PDFs are opened or not. If you print standard certs from the new report viewer (MS generated PDF for printing) they do this.	Parnassus Setting
Cert Template - SupportsSingleCertificate	If this flag is true, we know the certificate template supports showing an individual certificate (rather than the whole batch) and therefore a preview image can be generated to show on the validation screen. Also required for eCertification to work.	Flag in the CertificateTemplate table
Certification.Validation.AOId	GUID to identify the AO in the QR code	Parnassus Setting
Certification.Validation.PreviewWatermarkPath	The "Preview" watermark on top of the certificate preview image on certificate validation is actually an image. This can be customised to say something else (or be blank if they don't want the watermark at all	Parnassus Setting

Certification.Validation.QRCodeValidation URL	Just points to https://CertificateValidator.ParnassusOnline.com/	Parnassus Setting
eCert Menu Item	Turns the eCert menu item on / off / controls access to certain user roles	GA Admin Menu config

6 Certificate Validation

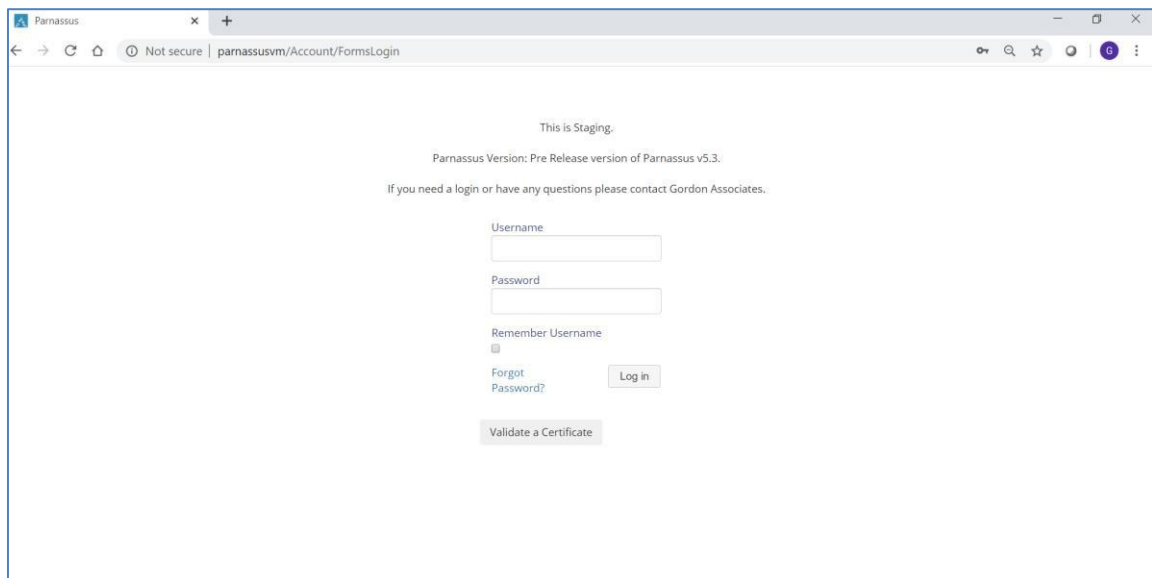
6.1 Scope

- A screen that allows you to validate certificates by entering learners details and certificate number.
- All Parnassus certificate types are supported; Full, Unit, Partial.

6.2 Using the Functionality

6.2.1 Certificate Validation Page

- Certificate Validation screen is accessed from the Parnassus login page or from a new menu option Validate Certificates.



Once on the validation page, either;
Enter the required information on the screen and click Validate.
Or

Scan a QR code on the certificate

Learner Certificate Validator

Either Scan a Certificate QR Code
Or complete the fields below to validate a certificate.

First Name*

Last Name*

Date of Birth*

Certificate Number*

Certificate Date*

I'm not a robot

Validate

6.2.2 Successful validation- Certificate template is enabled for "Preview With Watermark"

Validation Results

✓ VALID

Certificate Image

Certificate Details

Learner Name	James Milner
DOB	25/10/1999
Qualification Title	Date Testing
Grade	Pass
Certificate Type	Full
Certificate #	115704

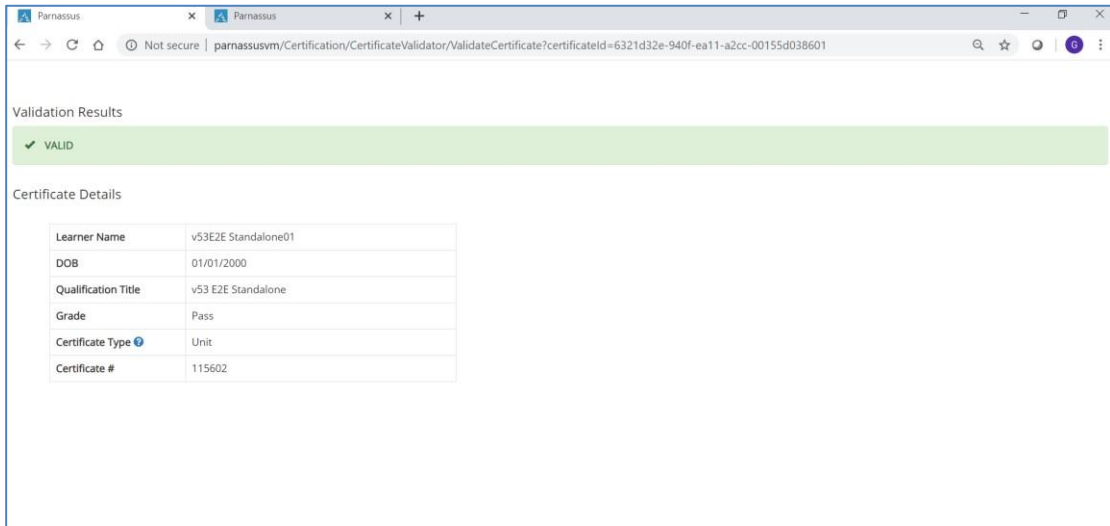
Actions

Validate Another Certificate

Your Recent Activity

Contact: Mary Christmas (390) Pin
Site: Cheltenham (1343.001) Pin
Centre: Endsleigh (1343) Pin
Site: abcdefghi4abcdefg5abcdefg6abcdefg7abcdefg8a (1320.001) Pin
Centre: abcdefghi4abcdefg5abcdefg6abcdefg7abcdefg8a (1320) Pin
Pinned Activities
Important Site Information Uprin

6.2.3 Successful validation- Certificate template is NOT enabled for "Preview With Watermark"



Notes

1. Use the back button to return to the Validate Certificate page

6.2.4 Successful validation - Certificate has been superseded



6.3 Unsuccessful Validation

Learner Certificate Validator

Either Scan a Certificate QR Code
Or complete the fields below to validate a certificate.


First Name*

Last Name*

Date of Birth*

Certificate Number*

Certificate Date*

I'm not a robot  [Privacy - Terms](#)

A certificate matching the above details cannot be found.

7 QR Codes

7.1 Scope

- The capability to add a QR code to a certificate, so it can be scanned for certificate authentication.
- Available for Qualification, Unit and Partial certificates.
- Requires config and setup

7.2 Set Up

You can choose to implement QR codes separately and independently to full blown eCertificates.

7.2.1 Add the AO to the central Parnassus QR Code registry.

The registry is used to manage QR codes so they can be validated.

7.2.2 Update Certificate Template

Each Qualification has a Qualification template associated with it.

For the required qualifications review the required certificate templates and; -
Add the QR Code.

- Update the SSRS report with the required parameters so it knows there is a QR Code.
- Review logos on each template to ensure they show as required on the Certificate validation
"Preview with Watermark" as/if required.

7.2.3 Considerations

1. Reprint and Duplicate Certificates

Each AO needs to make a clear decision when implementing eCertification functionally on which certificate template they wish to use for duplicates, specifically when a duplicate certificate is created which template should be used?

- The old template be used - No QR code
OR
- The new template with the QR code?

In deciding on this it should be remembered that the following may be different when new and old templates are compared;

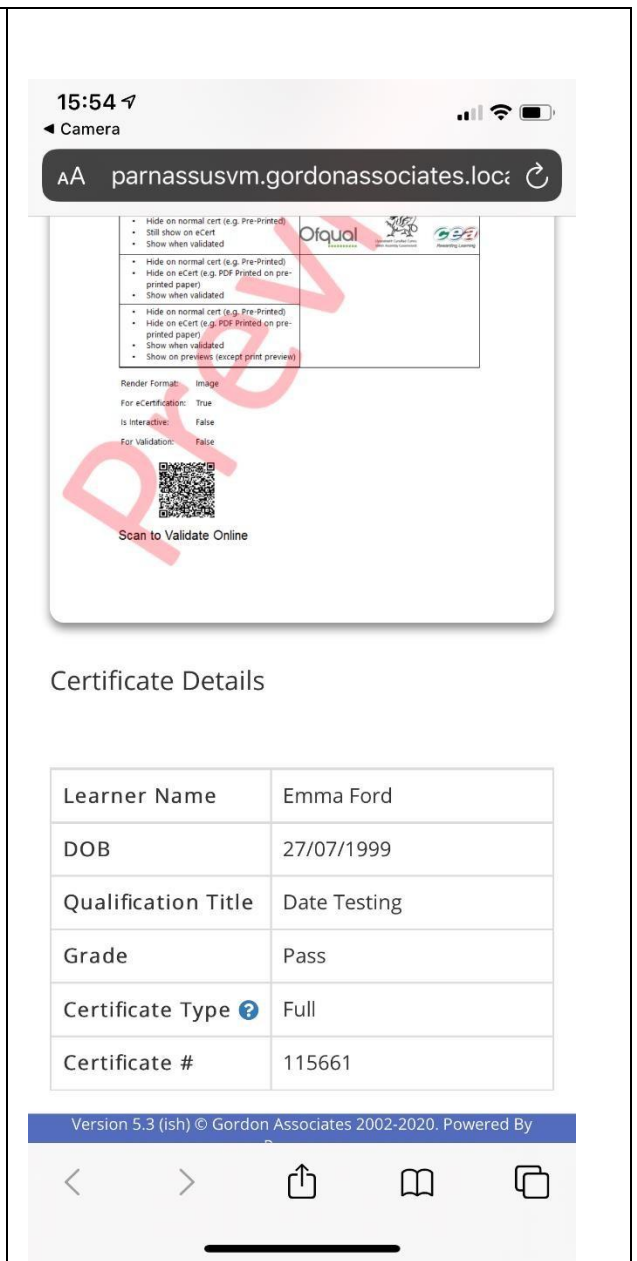
- The AO signature on the Certificate
- Any regulator logos
- Any other logos

To put it simply – for duplicate certificates should the original template be used or does the AO prefer to use the new template with QR code and where any logos have changed – the new logos?

7.3 Using the Functionality

7.3.1 Scanning a QR code using a mobile device

- Scan the QR code via your mobile device, using a QR Code scanning app.
- Follow any on-screen prompts.
- Following a successful QR code scan the certificate will be validated and displayed as per Certification Validation section in this document.



7.3.2 Scanning a QR Code using a computer

- Ensure your PC has a webcam and it is switched on.
- Go to the certificate validation page in Parnassus and click the link "Scan a Certificate or QR Code".

- Following a successful QR code scan the certificate will be validated and displayed as per Certification Validation section in this document.

Notes

In testing GA found PC webcams often struggle to scan the QR code.

This is due to the size of the QR code / quality of the webcam.

No issues were found with the QR code link.

8 eCertificates

8.1 Scope

- The capability for a Centre to download a PDF version of Certificate(s).
- Only available for Qualification certificates.
- Requires config and setup.

8.2 SetUp

8.2.1 Parnassus Settings

eCertificate - Switch ON the application wide eCertificate Parnassus setting.

eCertificate File Type: eCertificates are generated and downloaded via a PDF or ZIP file dependant on a Parnassus setting.

- A PDF with multiple pages
Each page in the PDF, is a certificate.
OR
- A Zip file with Multiple PDFS' in the Zip file Each PDF will be a certificate.

Notes

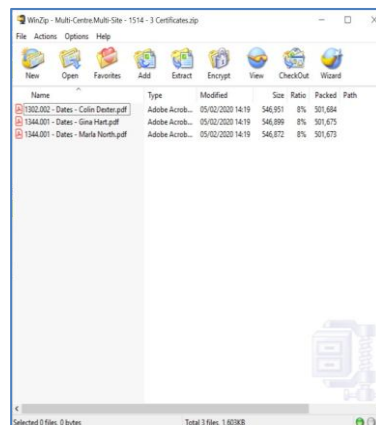
1. Generated files are saved/kept for 2 weeks on the server.

After 2 weeks the files are automatically deleted, to recover disk space. If the download is required again the files for the batch can be regenerated.

2. File Naming Conventions

File names are based on what is in certificate batch, the user that is logged in, and the resultant privileges/contents of the file, some examples are given below;

PDF with multiple pages	1344.002 - 1538 - 2 Certificates.pdf
Zip file with multiple PDF's	Multi-Centre.Multi-Site - 1514 - 3 Certificates.zip See screen shot below for the PDF's, which are named; SiteCode-QualCode-LearnerName.



8.2.2 Define Centre(s) and Qualification(s) enabled for eCertification

Set which Centres and Qualifications have eCertification functionality

8.2.3 User Accounts

- Centre Users will login to download PDF certificates.
- Centre Users will need a Parnassus User account for this.
- If the Centre User doesn't already have a User Account, one will need to be set up.
- All Centre Users have access to the eCertificate screen.

8.2.4 Qualification Certification Template updates

The eCertificate functionality has been designed in a way that enables there to be a single certificate template, rather than one for paper and one for eCertificate.

This is achieved by the template and logos having settings that determine when the logos should and should not be displayed / printed.

Setting this up requires going into every template that will be used for eCertification and setting the parameters in the template and the logos as required. These settings are held in the certificate template, rather than in the settings area of Parnassus.

The resultant options for how logos are displayed are summarised in the table below;

<ul style="list-style-type: none"> • Always Display
<ul style="list-style-type: none"> • Hide on normal cert (e.g. Pre-Printed) • Still show on eCert • Show when validated
<ul style="list-style-type: none"> • Hide on normal cert (e.g. Pre-Printed) • Hide on eCert (e.g. PDF Printed on pre-printed paper) • Show when validated
<ul style="list-style-type: none"> • Hide on normal cert (e.g. Pre-Printed) • Hide on eCert (e.g. PDF Printed on pre-printed paper) • Show when validated • Show on previews (except print preview)

Notes 1. Clarification of terms above

Validated = QR code / manual certificate validation screen.

Preview is any other on-screen preview of the batch, e.g. from the certificate batch screen.

8.3 Using the Functionality

8.3.1 Generating Certificates

There is no change to certificate generation.

Certificate batches are generated in the same way “as normal”, by the AO.

Once the “normal” certificate batch has been created the corresponding eCertificate batch(es) can be viewed

8.3.2 eCertificate Screen

From the standard Parnassus Certificate menu there is a new eCertificate option, which launches the screen shown below;

Status	Notes
Ready To Generate	A certificate batch where there are no files associated with it. Click the row to generate the files for the batch.
Generating	When a batch is having the file(s) generated. Batches with 5 or less certificates are generated straight away. Batches with more than 5 certificates are queued for generation.
Queued For Generation	Certificate batches waiting to be processed.

Ready to Download

Batches where files have been generated, with files ready for download.
Files are deleted after 2 weeks.
Batch status reverts to Ready To Generate when files are automatically deleted.

The screenshot displays the 'eCertification' web application. At the top, there is a search bar and a 'Show' dropdown set to '10 entries'. Below this is a table with columns: Batch #, Site, eCerts, Status, Downloaded, and Created By. The table lists 8 batches, all with a status of 'Ready To Generate' and 'Downloaded' as 'No'. A 'Ready to Download' icon (a cloud with a download arrow) is visible to the left of each row. On the right side, there is a sidebar with 'Your Recent Activity' and 'Pinned Activities' sections.

Batch #	Site	eCerts	Status	Downloaded	Created By
1534	1297.003	1	Ready To Generate	No	N/A
1536	1344.001	1	Ready To Generate	No	N/A
1537	1297.003	1	Ready To Generate	No	N/A
1538	1344.002	2	Ready To Generate	No	N/A
1542	1344.001	1	Ready To Generate	No	N/A
1543	1344.001	4	Ready To Generate	No	N/A
1544	1344.001	3	Ready To Generate	No	N/A
1546	1344.001	11	Ready To Generate	No	N/A

Notes

- The screen shows a list of eCertificate batches.
- This is a “filtered” version of the main certificate batch screen. “Filtering” is based on the various options and their setup, and if the logged in User is a Centre or AO user.
- By default, the screen shows batches where eCertificates have not been generated or downloaded yet.
- You can view previously generated batches by ticking the “Show already Generated and Downloaded” check box at the top of the screen.
- Batch Statuses are detailed below;
- Files can be either PDF (multiple pages) or ZIP containing PDF (certificate per PDF), dependant on how Parnassus is configured
- When the batch is generated it will be available for download. This is indicated by the icon on the left of the row being a cloud with a download arrow.

When a Centre logs in they will see: The batches applicable to them.

Centres can only see batches that contain their learners.

The Certificate batch the AO created may contain a mixture of Qualifications that are eCertifiable, not eCertifiable, Qualifications offered by the Centre and not offered by the Centre, Learners at the Centre and Learners not at the Centre.

The view the Centre user see’s is the filtered view of this data that is applicable to them.

For this reason, the Number of Certificates identified in the eCert batch may be different to the Certificate batch the AO created.

Also, if an eCert batch is regenerated and a certificate within the batch is no longer valid it will be excluded from the regeneration, so the number generated may be less than the number generated in the original eCert batch

When an AO User Logs in, they will see:

All the e Cert batches, where the Centre(s) and Qualification(s) are enabled for eCertification.

8.4 Security, checking an eCertificate and PDF Read Only

To check an eCertificate securely and correctly you need to either use the screen where you enter details manually or scan the QR code. This will allow Parnassus to show the user if the certificate is valid or not, based on what is in the Parnassus database at the AO.

PDF Security and PDF Validity

Parnassus sets the PDFs to be read only when it generates them. The security implementation of the PDF read only property is dependent on the software displaying the PDF. If you open a protected PDF in any Adobe software (or in the default Edge/ Chrome pdf viewers) then it respects the security settings.

If you upload the same document to a free online editor that doesn't enforce the security options, it is possible to edit the PDF.

The point here is that an employer or person is seeking to ensure a certificate is valid needs to validate the certificate using the Certificate validation tool, rather than take a PDF or paper copy "at face value".

9 Potential Further Developments

Feature	Detail
Extend features to Unit and Partial certificates	