

LAB

PRODUCE A DATA EVENT
PROOF CERTIFICATE



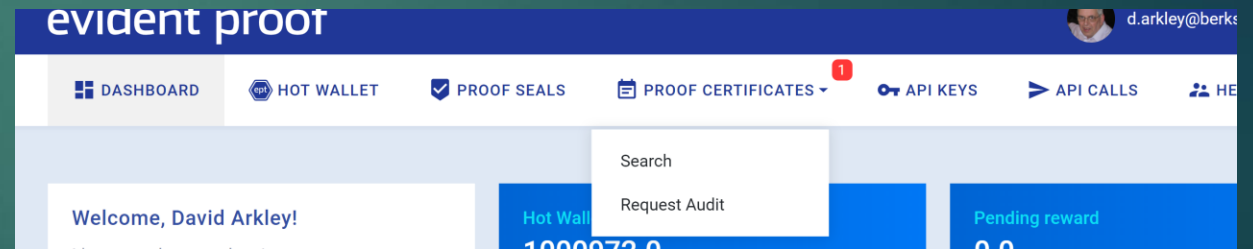
LAB Overview

- ▶ In this Lab – you'll learn how to:
 - ▶ Access the Request Proof Certificate functionality within the client dashboard
 - ▶ Locate and Select the Evidence required to construct your Proof Certificate
 - ▶ Complete the Proof Certificate Request form
 - ▶ Generate and Open your Proof Certificate
- ▶ You should follow along, on your dashboard, with the slides.
- ▶ At the end of each section – you will be given an exercise to complete.

Access the Request Proof Certificate functionality within the client dashboard

(Step 1 of 2)

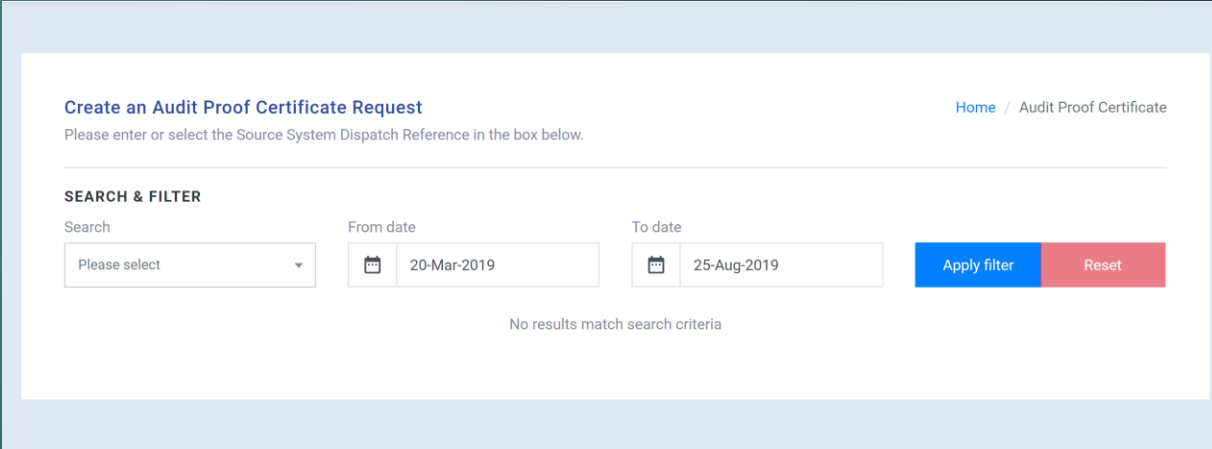
- ▶ To get started – login to your dashboard and navigate to the Proof Certificate menu item. On the dropdown, select the option to generate a proof certificate.



Access the Request Proof Certificate functionality within the client dashboard

(Step 2 of 2)

- ▶ If you have navigated to the correct screen – you will see the following view.



The screenshot displays a web interface for creating an audit proof certificate request. At the top, the title is "Create an Audit Proof Certificate Request" and the breadcrumb is "Home / Audit Proof Certificate". Below the title, there is a instruction: "Please enter or select the Source System Dispatch Reference in the box below." The main section is titled "SEARCH & FILTER" and contains three input fields: a search dropdown menu with "Please select" as the placeholder, a "From date" field with a calendar icon and the value "20-Mar-2019", and a "To date" field with a calendar icon and the value "25-Aug-2019". To the right of these fields are two buttons: "Apply filter" (blue) and "Reset" (red). Below the input fields, the text "No results match search criteria" is displayed.

Access the Request Proof Certificate functionality within the client dashboard

SECTION EXERCISE

1. Navigate to the Request Proof Certificate screen within your LAB dashboard
2. Locate the first item in the dropdown list on the search screen
 - The name of the Item is _____

Locate and Select the Evidence required to construct your Proof Certificate

(Slide 1 of 3)

- ▶ You will now need to search for the Evidence you require to construct your Proof Certificate
 - ▶ Select the Source System Dispatch Reference
 - ▶ Select the From and To dates
 - ▶ Click Apply Filter

Create an Audit Proof Certificate Request [Home](#) / Audit Proof Certificate

Please enter or select the Source System Dispatch Reference in the box below.

SEARCH & FILTER

Search: Please select (dropdown menu open showing: Meeting0091, RE15PFG, **TaxiDemo-James**, TaxiDemo-James G, TaxiDemo-Matt, TaxiDemo-Matt Roden)

From date: 20-Mar-2019

To date: 25-Aug-2019

[Apply filter](#) [Reset](#)

No results match search criteria

Locate and Select the Evidence required to construct your Proof Certificate

(Slide 2 of 3)

- ▶ You will be presented with a list of Evidence Dispatches. An example is shown below.
- ▶ Select the checkbox for the Evidence Dispatch(es) you require and click Generate Draft

Create an Audit Proof Certificate Request

[Home](#) / Audit Proof Certificate

Please enter or select the Source System Dispatch Reference in the box below.

SEARCH & FILTER

Search From date To date [Apply filter](#) [Reset](#)

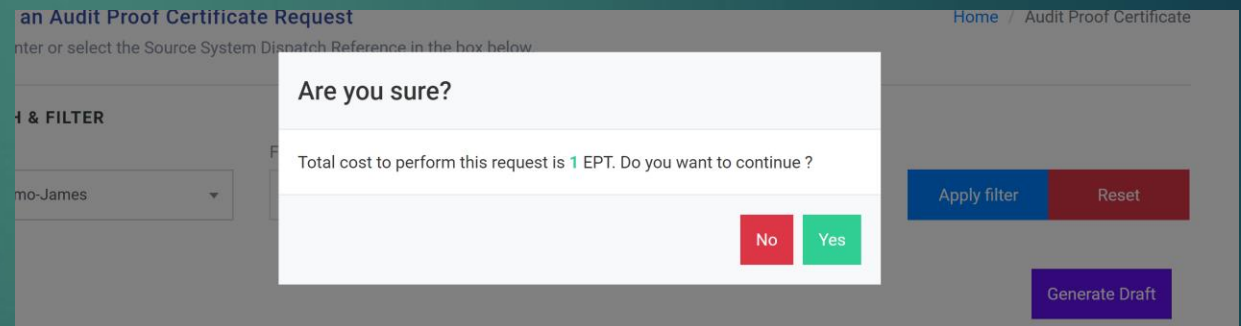
[Generate Draft](#)

<input checked="" type="checkbox"/>	Receipt Id: A9104461-0CFE-4039-8772-5D0E2108B96C Source system dispatch reference: TaxiDemo-James	21-Aug-2019 09:51:14	Berkshire
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Locate and
Select the
Evidence
required to
construct your
Proof Certificate

(Slide 3 of 3)

- ▶ Check the amount – it should be 1 EPT in this LAB – and confirm to continue.



Locate and Select the Evidence required to construct your Proof Certificate

SECTION EXERCISE

1. From within the Request Proof Certificate screen – search for Evidence Dispatches with the Source System Dispatch Reference **LAB-DATA**
2. Select the first Evidence Dispatch in the list
 - The receipt ID is _____
3. Click Generate Draft
4. Accept the token cost prompt and continue

Complete the Proof Certificate Request form

(Slide 1 of 2)

- ▶ You will be presented with a form as below. The required data is indicated with a red Asterix.
- ▶ You must fill in the form to generate the Proof Certificate.

Capture additional data [Home](#) / [Proof Certificates](#) / [Capture additional data](#)

DISTRIBUTION INFORMATION

Proof Certificate for the attention of: *

The person or entity that has requested the certificate

Confidentiality request:

Any viewing restrictions:

Secondary users / viewer IDs:

EVENT INFORMATION

Event statement: * 0 / 2000

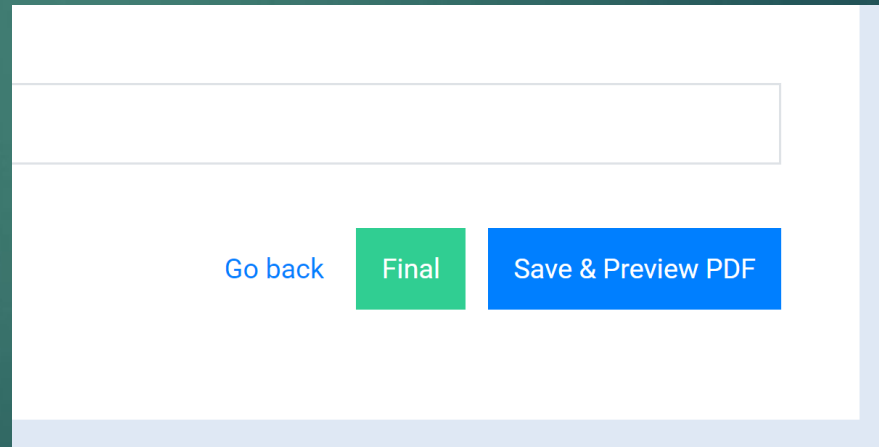
Event supporting Evidence ID:

RECEIPT EVENT DEFINITION

Complete the Proof Certificate Request form

(Slide 2 of 2)

- ▶ Once you have completed the form – you have two options:
 - ▶ Mark the Proof Certificate as Final – as this point it cannot be changed.
 - ▶ Save & Preview PDF – to save a draft and view the PDF



A screenshot of a web form interface. The form contains two empty input fields. Below the input fields, there are three buttons: 'Go back' (text link), 'Final' (green button), and 'Save & Preview PDF' (blue button).

Complete the Proof Certificate Request form

SECTION EXCERCISE


1. Complete the Proof Certificate form as follows:
 - Proof Certificate for the attention of: **Joe Bloggs**
 - Proof Certificate delivered to: **James Doe**
 - Proof Certificate Request by: **Jim Bloggs**
 - Event Statement: **Learning module LAB**
 - Receipt Event definition: **Data relating to the learning module LAB**
 - Data owners: **Evident Proof**
 - Data Owner contact details: enquiries@evident-proof.com
2. The name of the final text box on this form is _____
3. Click **Save & Preview PDF**

Generate and Open your Proof Certificate

(Slide 1 of 1)

- ▶ Click Save & Preview PDF
- ▶ You will be presented with a Proof Certificate PDF

DRAFT

evident proof 
DIGITAL DATA EVIDENCE PROOF CERTIFICATE

AUDIT CERTIFICATE

PROOF CERTIFICATE NUMBER: 0718-21567-0000 DATE GENERATED: 01.11.2017 06:56:42 +0000 (UTC)

PRIMARY SERVICE USER: XXXX City Council, Taxi Driver Licencing Department

REQUESTER NAME: Thomas Smith - Vehicle Administrator, XXXX City Council

Receipts Sent	4	Data Evidence PASS / FAIL	FAIL
Evidence Seals	10	See Data Evidence Metadata Report for Details	1. Evidence Key. Result Driver Jane issued a taxi licence incorrectly on 8.6.2017. For proof see: a) Licence issued Data Evidence Key in Metadata Report in proof seal bundle 1. b) Criminal Record Data Evidence Key in Metadata Report in proof seal bundle 2.
Service Agreement ID	977ff380-c93d-47b5-bb6b-6abb45358fe5		
Request ID	a2b94822-006a-44ed-a7b6-b6f44fc1372		
No. of Proof Seal Bundles	2		

Generate and Open your Proof Certificate

SECTION EXERCISE

1. Open the Proof Certificate PDF generated
2. Locate the Proof Certificate Number
 - The Number is _____
3. Locate the Service Agreement ID
 - The Service Agreement ID is _____
4. Locate the Key Terms & Interpretations section
 - The provided definition of a Data Event is _____
 - _____
 - _____