

Tutorial on Using Certificates for Check-in Results



I. Feature Introduction

Merchants can configure certificates for check-ins, giving learners a sense of purpose in check-ins and motivating them to complete the check-in tasks. Certificates support customizing the display information and issuance rules.

II. Purpose of Use

Completion certificates can enhance learners' sense of achievement in check-ins, prompting them to share on their social media feeds for wider dissemination and helping merchants attract new learners.

III. Use Scenarios

Merchants can set up check-in certificates in advance when creating check-in tasks and inform learners in the check-in introduction that they can obtain a completion certificate by meeting certain requirements, thus motivating learners to complete the check-ins as required. When learners meet the requirements, the system will automatically issue the pre-set certificates.

IV. Operation Path

Merchant side: Desktop management console → Courses → Interactive Management → Check - in → Check - in Details → Incentive Settings → Certificates

Or

Merchant backend → Content → Certificates → Check - in → Create New Certificate

V. Usage Tutorial

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Step 1: Enter the check - in certificate settings page (Management backend)

Method 1: Log in to the elink account, click [Courses] in the left sidebar, select [Check - in] under [Interactive Management], enter the check - in task for which you need to configure a certificate, click [Incentive Settings], and select [Certificates].

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Method 2: Click [Courses] in the left sidebar, select [Certificates] under [Interactive Management], enter the certificate management list, click [Create New Certificate], enter the new check - in creation page, and select the check - in type and associated content.

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Step 2: Set certificate information (Management backend)

Certificate issuance condition settings: You can set the number of check - ins required to obtain a completion certificate.

Certificate style settings: There are two modes to choose from. One is [Use fixed - style completion certificate], which supports configuration. The other is [Upload completion certificate], which supports uploading your existing certificate images.

Next, the configuration of [Use fixed - style completion certificate] is introduced:

- a. The certificate name can be modified.
- b. Multiple display data items can be selected or none at all.
- c. Up to 2 encouragement messages can be added.
- d. The institution name defaults to the store name and can be modified.
- e. You can set a QR code for a specified course or upload your own QR code.
- f. You can choose a background image provided by the system or upload your own background image.

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Step 3: Issue check - in certificates (Learner side)

1. Learners who meet the issuance conditions will see the following completion certificate pop - up after check - in.

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2. If you set the completion certificate after the check - in has been going on for some time or after it ends, the system will re - issue the certificates to learners who meet the requirements. Learners can view the certificates in [My - My Achievements].

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Revision #2

Created 2026-06-08 04:30:57 UTC by Admin

Updated 2026-06-08 08:30:18 UTC by Admin