



How do I Add Certificates to My Personal Profile?

Nehal Gowrish - 2021-09-14 - Account & Profile Management

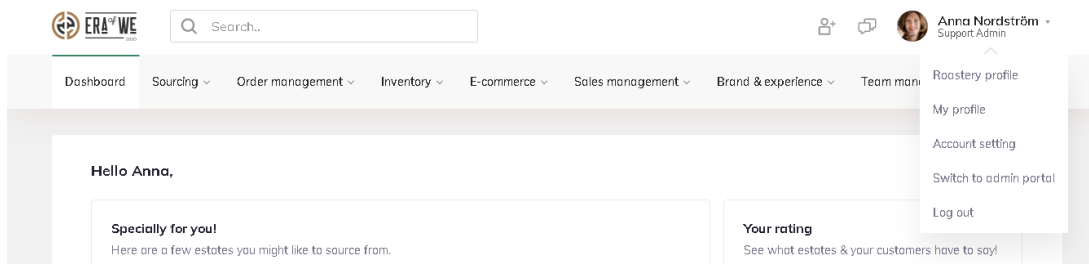
BRIEF DESCRIPTION

The Era of We application allows you to showcase your prowess in the coffee industry by letting you add certificates to your personal profile.

In this documentation, you will understand how to add certificates to your personal profile.

STEP BY STEP GUIDE

Step 1: Log in to your account, click on your profile icon located at the top-right corner of the interface, and select 'Roastery profile' option from the drop-down menu.




Step 2: Click on 'Edit Profile' to start adding certificates to your personal profile.


Home > My Profile


My Profile


Enter or edit personal information and contact details [Edit Profile](#)



Anna Nordström

 satyanarayana.murthy@nordsud.se

 Not provided

 23/07/1984

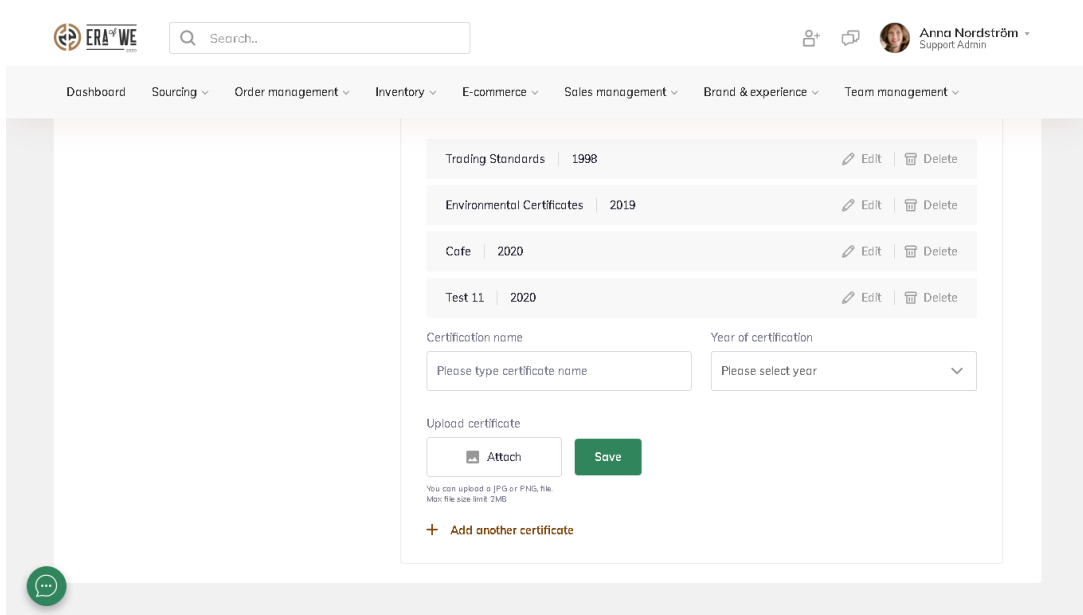
Certificates

About

Edit your profile to and tell us something about yourself

Step 3: Scroll down and you will see a section for certifications.

You can upload your certifications with details such as title, year issued, and an image or other file showing the certification.



The screenshot shows the ERA4WE dashboard with a navigation menu and a search bar. The user is logged in as Anna Nordström, Support Admin. The dashboard includes sections for Dashboard, Sourcing, Order management, Inventory, E-commerce, Sales management, Brand & experience, and Team management. The main content area displays a list of certifications:

Certification name	Year	Actions
Trading Standards	1998	Edit Delete
Environmental Certificates	2019	Edit Delete
Cafe	2020	Edit Delete
Test 11	2020	Edit Delete

Below the list, there are input fields for "Certification name" (text input) and "Year of certification" (dropdown menu). An "Upload certificate" section includes an "Attach" button and a "Save" button. A note states: "You can upload a JPG or PNG file. Max file size limit: 2MB." At the bottom, there is a link to "Add another certificate".

Step 4: Finally, click on 'Save' to store your changes.

Home > My Profile

My Profile

Enter or edit personal information and contact details

Cancel

Save



Upload your picture

Name *

Anna Nordström

Tell us a bit about yourself! (Optional)

Thus, you can add certificates to My profile as a roaster.

“If you still have any queries, then please feel free to connect with our support team.”