Search for a Certification/License — Criteria

Overview

The Maintenance and Utilization module Certification/License process provides the ability to maintain a master list of Certifications and Licenses for the accessed Maintenance Activity. It allows the creation of associations between the Technicians/Operators, and the licenses/certifications required to perform the work required in the Work Plan.
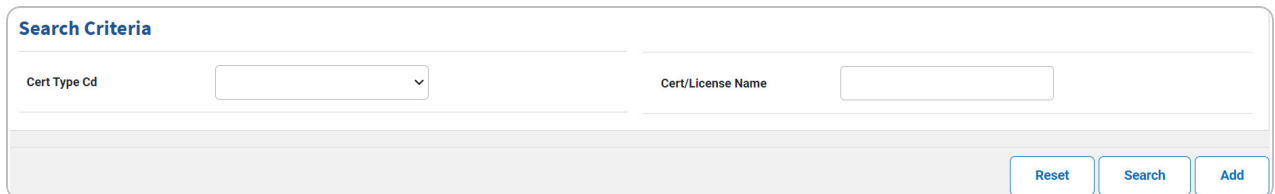
Navigation

Master Data > CERT/License > Certification/License Search Criteria page

Procedures

Search for a Certification/License

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. In the Search Criteria box, narrow the results by entering one of the following optional fields.

   Search Criteria

Cert Type Cd		Cert/License Name	

   Reset   Search   Add

2. Select Search. *The* **Search for a Certification/License — Results** *page appears. Results display in the Search Results grid.*

Search Criteria

Cert Type Cd
--

Cert/License Name
--

Search Results

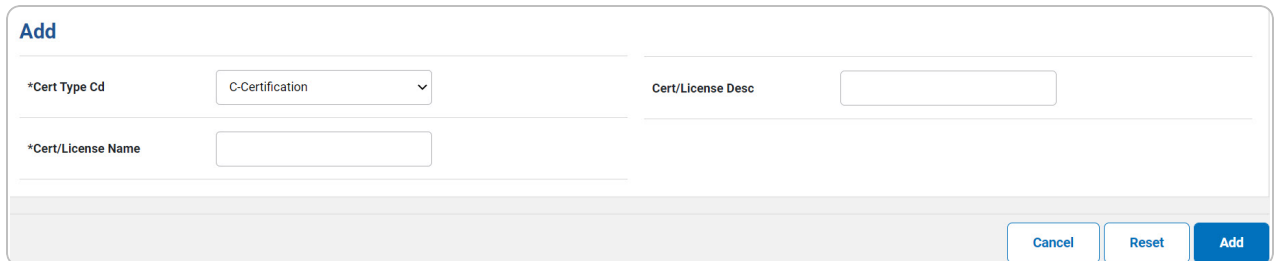| Update	Delete	Cert Type Cd	Cert/License Name
Update	Delete	C - Certification	ASE
Update	Delete	L - License	CDL
Update	Delete	L - License	CDL7
Update	Delete	C - Certification	CTB- CERTIFIED THIRD BASE
Update	Delete	L - License	STATE DRIVERS LICENSE
Update	Delete	C - Certification	TRAINING

Cancel   Add

Add a Certification/License

Navigation

Master Data > CERT/License > Search Criteria > [Add] > Certification/License Add page

Procedures

Add a Certification/License

Selecting [Cancel] *at any point of this procedure removes all revisions and closes the page.* **Bold** *numbered steps are required.*

1.   Select [Add]. *The* **Add a Certification/License** *page appears.*

Add			
*Cert Type Cd	C-Certification ⌄	Cert/License Desc	
*Cert/License Name			
			Cancel Reset Add

   A.   Use ⌄ to select the Cert Type Cd.

   B.   Enter the CERT/LICENSE NAME in the field provided. *This is a 25 alphanumeric character field.*

   > **Helpful Tip**
   >
   > The CERT TYPE CD and CERT/LICENSE NAME combination **must be unique** within the Maintenance Activity.

2.   Select [Add]. *The* **View the Certification/License Transaction Status** *page appears.*
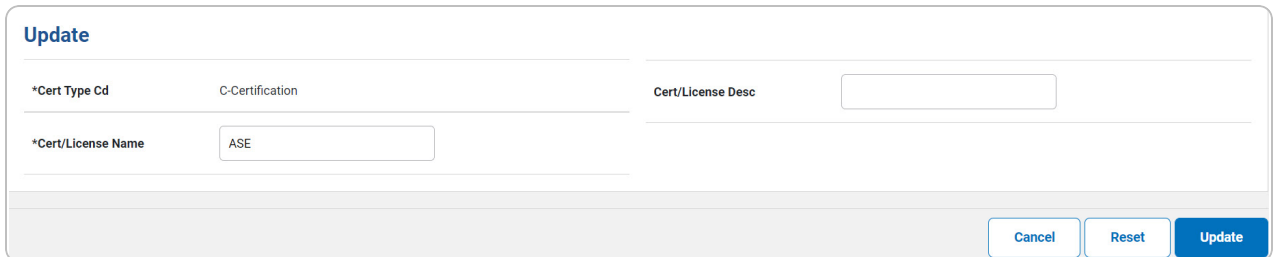
Update a Certification/License

Navigation

Master Data > CERT/License > Search Criteria > [Search] > Search Results > Update hyper-link > Certification/License Update page

Procedures

Update a Certification/License

Selecting [Cancel] *at any point of this procedure removes all revisions and closes the page, whereas selecting* [Reset] *returns all fields to the default "All" setting.* **Bold** *numbered steps are required.*

1. Select the Update hyperlink. *The **Update a Certification/License** page appears.*

   A. *Verify the CERT TYPE CD.*

   B. Update the CERT/LICENSE NAME, entering the revised name in the field provided. *This is a 25 alphanumeric character field.*

   > **Helpful Tip**
   >
   > The CERT TYPE CD and CERT/LICENSE NAME combination **must be unique** within the Maintenance Activity.

2. Select [Update]. *The **View the Certification/License Transaction Status** page appears.*

Delete a Certification/License

Navigation

Master Data > CERT/License > Search Criteria > [Search] > Search Results > Delete hyper-link > Certification/License Delete page

Procedures

Delete a Certification/License

Selecting [Cancel] at any point of this procedure removes all revisions and closes the page, whereas selecting [Reset] returns all fields to the default "All" setting. **Bold** numbered steps are required.

1. Select the Delete hyperlink. *The **Delete a Certification/License** page appears.*

To complete delete action, select Delete; otherwise, select Cancel

Delete			
*Cert Type Cd	C-Certification	Cert/License Desc	TEST FOR HELP
*Cert/License Name	TESTING		

[Cancel] [Delete]

   A. *Verify the CERT TYPE CD.*

   B. *Verify the CERT/LICENSE NAME.*

2. Select [Delete]. *The **View the Certification/License Transaction Status** page appears.*