



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

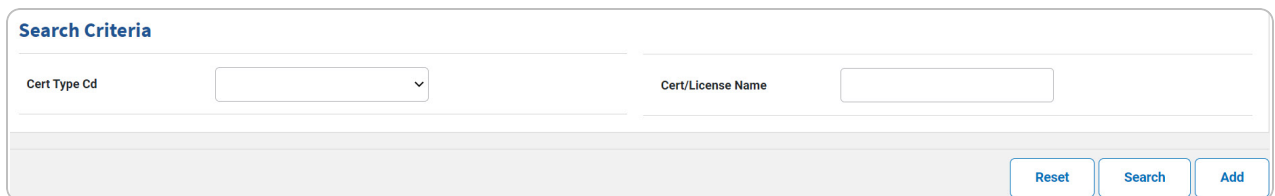
Master Data > CERT/License > Certification/License Search Criteria page

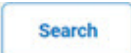
Procedures

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  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.



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





Help Reference Guide

Search Criteria

Cert Type Cd
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Cert/License Name
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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

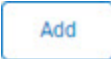
Add





Add a Certification/License

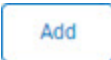
Navigation

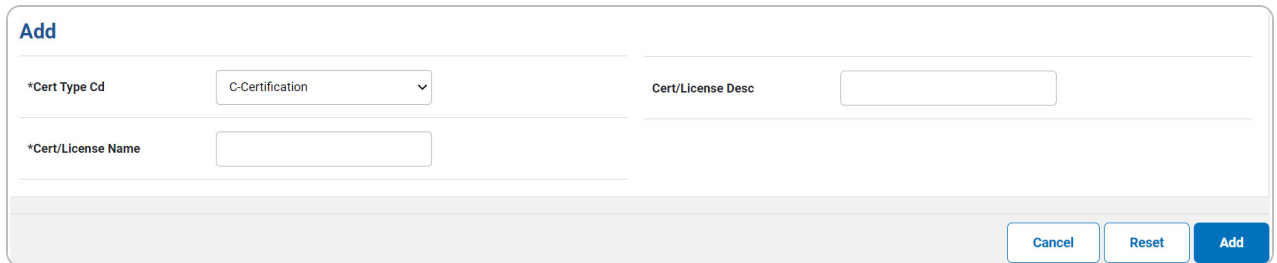
Master Data > CERT/License > Search Criteria >  > Certification/License Add page

Procedures

Add a Certification/License

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

1. Select . The **Certification/License Add** page appears.



- 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 . The **Certification/License Transaction Status** page appears.





Update a Certification/License

Navigation

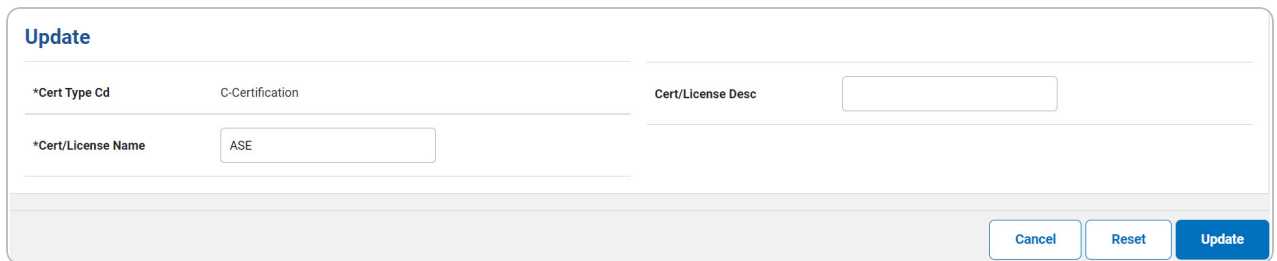
Master Data > CERT/License > Search Criteria > > Search Results > Update hyperlink > Certification/License Update page

Procedures

Update a Certification/License

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

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





Delete a Certification/License

Navigation

Master Data > CERT/License > Search Criteria > > Search Results > Delete hyperlink > Certification/License Delete page

Procedures

Delete a Certification/License

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

1. Select the Delete hyperlink. The **Certification/License Delete** 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		

- A. Verify the CERT TYPE CD.
- B. Verify the CERT/LICENSE NAME.

2. Select . The **Certification/License Transaction Status** page appears.

