

Licenses and Certifications

Overview

Introduction This section provides the procedures for viewing, adding, correcting and deleting Licenses and Certifications in Direct Access.

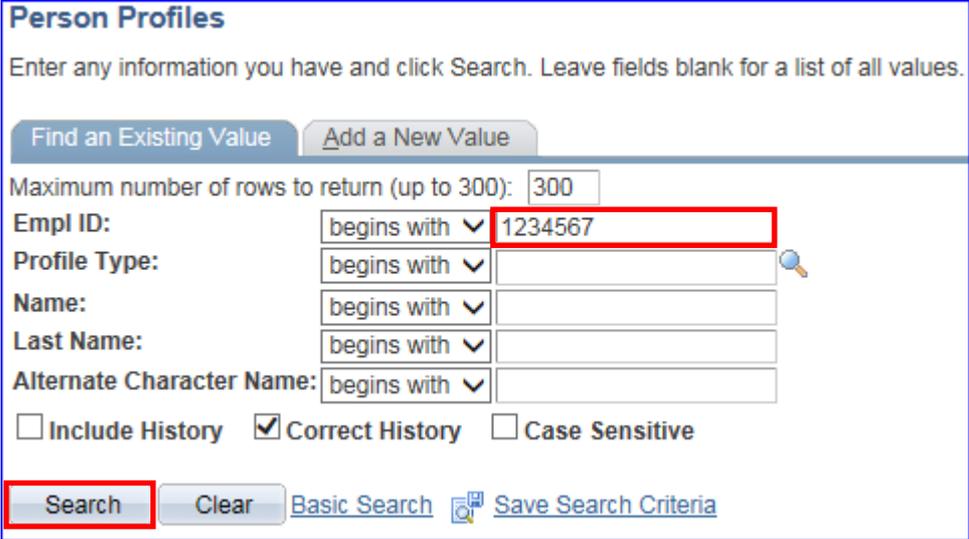
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Correcting a License/Certification	15
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Viewing a License/Certification

Introduction This guide provides the procedures for Viewing a License/Certification in Direct Access. The user must have the CG_LICCERT_V role to access this component.

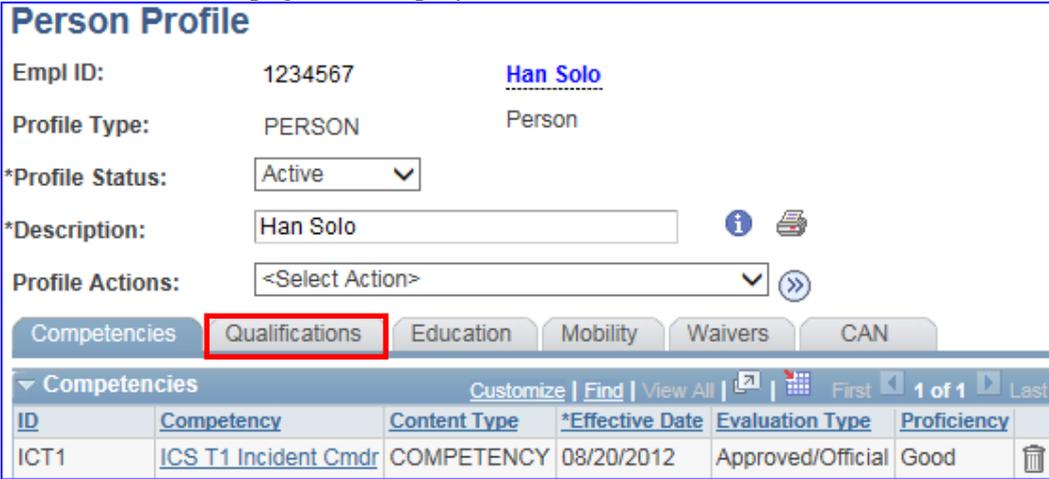
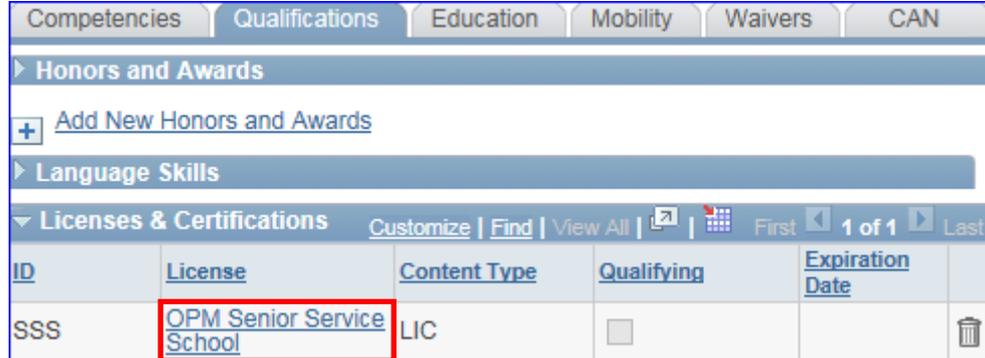
Procedures See below.

Step	Action
1	Select Person Profiles from the Person Profile pagelet. 
2	Enter the Empl ID and hit Search . 

Continued on next page

Viewing a License/Certification, Continued

Procedures,
continued

Step	Action												
3	<p>The Person Profile page will display. Select the Qualifications tab.</p>  <p>Person Profile</p> <p>Empl ID: 1234567 Han Solo</p> <p>Profile Type: PERSON Person</p> <p>*Profile Status: Active</p> <p>*Description: Han Solo</p> <p>Profile Actions: <Select Action></p> <p>Competencies Qualifications Education Mobility Waivers CAN</p> <p>▼ Competencies Customize Find View All First 1 of 1 Last</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Competency</th> <th>Content Type</th> <th>*Effective Date</th> <th>Evaluation Type</th> <th>Proficiency</th> </tr> </thead> <tbody> <tr> <td>ICT1</td> <td>ICS T1 Incident Cmdr</td> <td>COMPETENCY</td> <td>08/20/2012</td> <td>Approved/Official</td> <td>Good</td> </tr> </tbody> </table>	ID	Competency	Content Type	*Effective Date	Evaluation Type	Proficiency	ICT1	ICS T1 Incident Cmdr	COMPETENCY	08/20/2012	Approved/Official	Good
ID	Competency	Content Type	*Effective Date	Evaluation Type	Proficiency								
ICT1	ICS T1 Incident Cmdr	COMPETENCY	08/20/2012	Approved/Official	Good								
4	<p>The members Licenses and Certifications will display. Click the License/Certification to view additional information.</p>  <p>Competencies Qualifications Education Mobility Waivers CAN</p> <p>► Honors and Awards</p> <p>+ Add New Honors and Awards</p> <p>► Language Skills</p> <p>▼ Licenses & Certifications Customize Find View All First 1 of 1 Last</p> <table border="1"> <thead> <tr> <th>ID</th> <th>License</th> <th>Content Type</th> <th>Qualifying</th> <th>Expiration Date</th> </tr> </thead> <tbody> <tr> <td>SSS</td> <td>OPM Senior Service School</td> <td>LIC</td> <td><input type="checkbox"/></td> <td></td> </tr> </tbody> </table>	ID	License	Content Type	Qualifying	Expiration Date	SSS	OPM Senior Service School	LIC	<input type="checkbox"/>			
ID	License	Content Type	Qualifying	Expiration Date									
SSS	OPM Senior Service School	LIC	<input type="checkbox"/>										

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Viewing a License/Certification, Continued

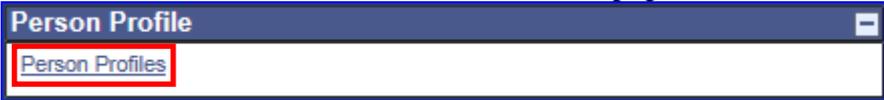
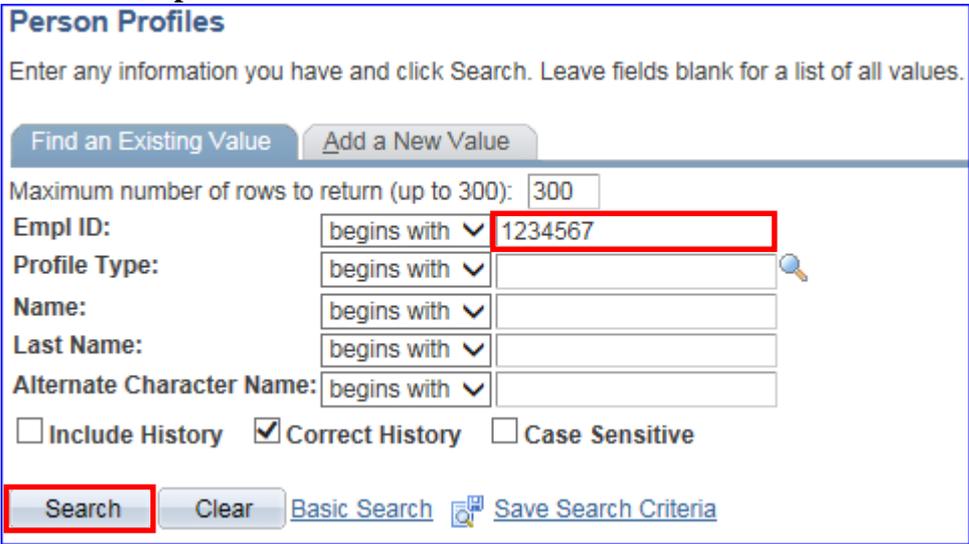
Procedures,
continued

Step	Action
5	<p>The member's Update Licenses and Certifications page will display. Click OK to return to the Person Profile screen.</p> <div data-bbox="320 562 1369 1547" style="border: 1px solid blue; padding: 5px;"><p>Person Profile</p><h3>Update Licenses & Certifications</h3><p>Empl ID: 1234567 Han Solo Profile Type: PERSON Person</p><p>Update item details, then select OK to apply changes and return. Select Cancel to return without any changes.</p><p>Details Find View All First 1 of 1 Last</p><p>*Issue Date: 01/01/1997 <input type="text"/> <input type="button" value="x"/> <input type="button" value="31"/> <input type="button" value="+"/></p><p>License: SSS OPM Senior Service School <input type="button" value="i"/></p><p>*Status: Active <input type="button" value="v"/></p><p>Country: <input type="text"/> <input type="button" value="m"/></p><p>State: <input type="text"/> <input type="button" value="m"/></p><p>Type of Restriction: 0-None <input type="button" value="v"/></p><p><input type="checkbox"/> Renewal In Progress <input type="checkbox"/> License Verified</p><p>Expiration Date: <input type="text"/> <input type="button" value="31"/> <input type="checkbox"/> Qualifying</p><p>License/Certification Number: <input type="text"/> <input type="button" value="m"/></p><p>Issued By: <input type="text"/> <input type="button" value="m"/></p><p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p></div>

Adding a New License/Certification

Introduction This guide provides the procedures for Adding a New License/Certification in Direct Access. The user must have the CG_LICCERT_U role to access this component.

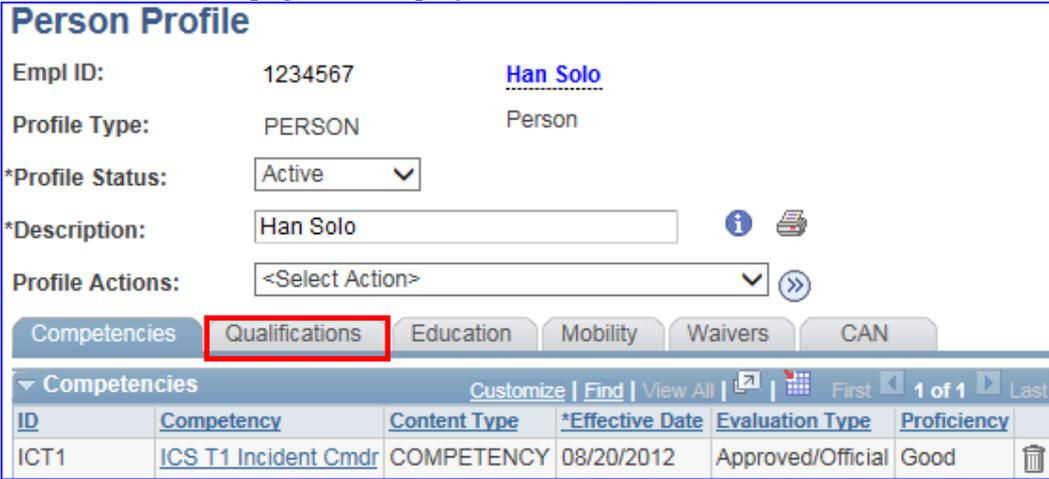
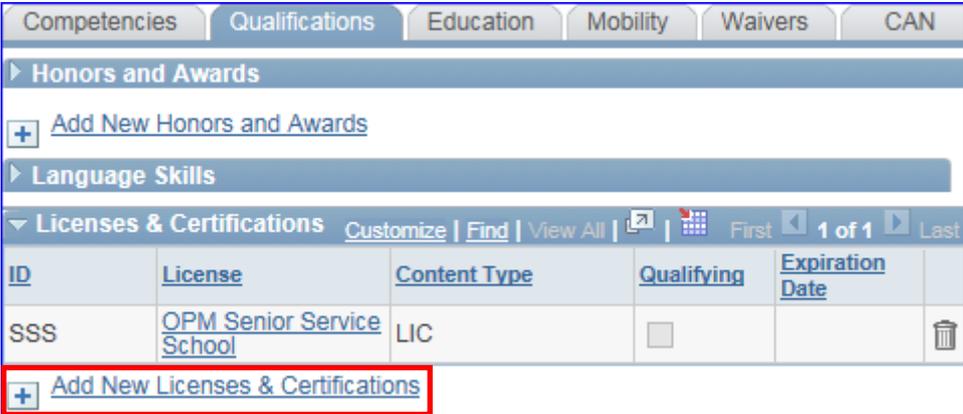
Procedures See below.

Step	Action
1	Select Person Profiles from the Person Profile pagelet. 
2	Enter the Empl ID and hit Search . 

Continued on next page

Adding a New License/Certification, Continued

Procedures,
continued

Step	Action												
3	<p>The Person Profile page will display. Select the Qualifications tab.</p>  <p>Person Profile</p> <p>Empl ID: 1234567 Han Solo</p> <p>Profile Type: PERSON Person</p> <p>*Profile Status: Active</p> <p>*Description: Han Solo</p> <p>Profile Actions: <Select Action></p> <p>Competencies Qualifications Education Mobility Waivers CAN</p> <p>▼ Competencies Customize Find View All First 1 of 1 Last</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Competency</th> <th>Content Type</th> <th>*Effective Date</th> <th>Evaluation Type</th> <th>Proficiency</th> </tr> </thead> <tbody> <tr> <td>ICT1</td> <td>ICS T1 Incident Cmdr</td> <td>COMPETENCY</td> <td>08/20/2012</td> <td>Approved/Official</td> <td>Good</td> </tr> </tbody> </table>	ID	Competency	Content Type	*Effective Date	Evaluation Type	Proficiency	ICT1	ICS T1 Incident Cmdr	COMPETENCY	08/20/2012	Approved/Official	Good
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ICT1	ICS T1 Incident Cmdr	COMPETENCY	08/20/2012	Approved/Official	Good								
4	<p>Click the Add New Licenses and Certifications link.</p>  <p>Competencies Qualifications Education Mobility Waivers CAN</p> <p>► Honors and Awards</p> <p>+ Add New Honors and Awards</p> <p>► Language Skills</p> <p>▼ Licenses & Certifications Customize Find View All First 1 of 1 Last</p> <table border="1"> <thead> <tr> <th>ID</th> <th>License</th> <th>Content Type</th> <th>Qualifying</th> <th>Expiration Date</th> </tr> </thead> <tbody> <tr> <td>SSS</td> <td>OPM Senior Service School</td> <td>LIC</td> <td><input type="checkbox"/></td> <td></td> </tr> </tbody> </table> <p>+ Add New Licenses & Certifications</p>	ID	License	Content Type	Qualifying	Expiration Date	SSS	OPM Senior Service School	LIC	<input type="checkbox"/>			
ID	License	Content Type	Qualifying	Expiration Date									
SSS	OPM Senior Service School	LIC	<input type="checkbox"/>										

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Adding a New License/Certification, Continued

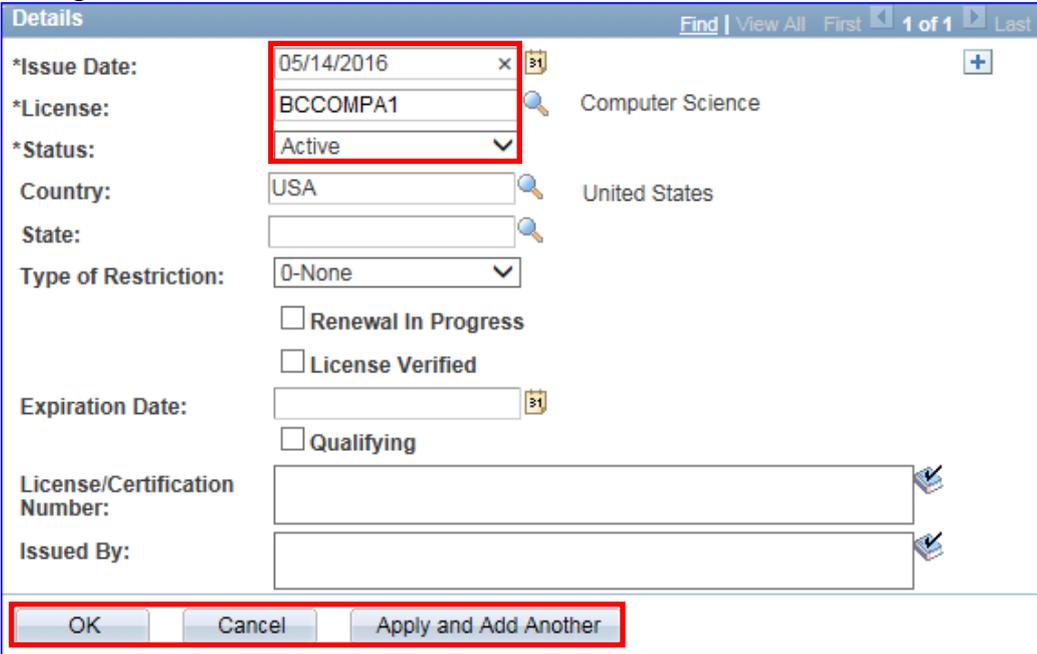
Procedures,
continued

Step	Action																
5	<p>The Add New Licenses and Certifications page will display. Enter the required fields using the Field/Description table below.</p> <div data-bbox="320 551 1370 1339" style="border: 1px solid blue; padding: 5px;"> <p>Add New Licenses & Certifications</p> <p>Empl ID: 1234567 Han Solo Profile Type: PERSON Person</p> <p>Add item details. Select OK to apply changes and return. Select Cancel to return. Select Apply and Add to continue adding additional items.</p> <p>Details Find View All First 1 of 1 Last</p> <p>*Issue Date: 05/16/2016 <input type="text"/>   </p> <p>*License: <input type="text"/> </p> <p>*Status: Active <input type="text"/> </p> <p>Country: USA <input type="text"/>  United States</p> <p>State: <input type="text"/> </p> <p>Type of Restriction: 0-None <input type="text"/> </p> <p><input type="checkbox"/> Renewal In Progress</p> <p><input type="checkbox"/> License Verified</p> <p>Expiration Date: <input type="text"/> </p> <p><input type="checkbox"/> Qualifying</p> <p>License/Certification Number: <input type="text"/> </p> <p>Issued By: <input type="text"/> </p> </div> <table border="1" data-bbox="320 1355 1370 1792"> <thead> <tr> <th data-bbox="320 1355 614 1391">Field</th> <th data-bbox="614 1355 1370 1391">Description</th> </tr> </thead> <tbody> <tr> <td data-bbox="320 1391 614 1467">*Issue Date (Required)</td> <td data-bbox="614 1391 1370 1467">Enter the date the License or Certification was issued. Also known as the Effective Date.</td> </tr> <tr> <td data-bbox="320 1467 614 1543">*License (Required)</td> <td data-bbox="614 1467 1370 1543">Enter the License or use the lookup to select one.</td> </tr> <tr> <td data-bbox="320 1543 614 1579">*Status (Required)</td> <td data-bbox="614 1543 1370 1579">Leave as Active.</td> </tr> <tr> <td data-bbox="320 1579 614 1655">Country</td> <td data-bbox="614 1579 1370 1655">Defaults to USA. If not USA, use the lookup to select a different country (if necessary).</td> </tr> <tr> <td data-bbox="320 1655 614 1691">State</td> <td data-bbox="614 1655 1370 1691">Enter the State abbreviation or use the lookup.</td> </tr> <tr> <td data-bbox="320 1691 614 1727">Type of Restriction</td> <td data-bbox="614 1691 1370 1727">N/A</td> </tr> <tr> <td data-bbox="320 1727 614 1803">Renewal in Progress</td> <td data-bbox="614 1727 1370 1803">If applicable, check this box.</td> </tr> </tbody> </table>	Field	Description	*Issue Date (Required)	Enter the date the License or Certification was issued. Also known as the Effective Date .	*License (Required)	Enter the License or use the lookup to select one.	*Status (Required)	Leave as Active.	Country	Defaults to USA. If not USA, use the lookup to select a different country (if necessary).	State	Enter the State abbreviation or use the lookup.	Type of Restriction	N/A	Renewal in Progress	If applicable, check this box.
Field	Description																
*Issue Date (Required)	Enter the date the License or Certification was issued. Also known as the Effective Date .																
*License (Required)	Enter the License or use the lookup to select one.																
*Status (Required)	Leave as Active.																
Country	Defaults to USA. If not USA, use the lookup to select a different country (if necessary).																
State	Enter the State abbreviation or use the lookup.																
Type of Restriction	N/A																
Renewal in Progress	If applicable, check this box.																

Continued on next page

Adding a New License/Certification, Continued

Procedures,
continued

Step	Action												
<p>5 (cont)</p>	<table border="1"> <thead> <tr> <th data-bbox="327 526 614 560">Field</th> <th data-bbox="614 526 1364 560">Description</th> </tr> </thead> <tbody> <tr> <td data-bbox="327 560 614 593">License Verified</td> <td data-bbox="614 560 1364 593">If applicable, check this box.</td> </tr> <tr> <td data-bbox="327 593 614 627">Expiration Date</td> <td data-bbox="614 593 1364 627">If applicable, enter the date the License or Certification expires.</td> </tr> <tr> <td data-bbox="327 627 614 660">Qualifying</td> <td data-bbox="614 627 1364 660">If applicable, check this box.</td> </tr> <tr> <td data-bbox="327 660 614 817">License/ Certification Number</td> <td data-bbox="614 660 1364 817">Enter the License or Certification number.</td> </tr> <tr> <td data-bbox="327 817 614 940">Issued By</td> <td data-bbox="614 817 1364 940">Enter the organization that issued the License or Certification, i.e., Department of Agriculture, USCG TRACEN Cape May, American Red Cross, etc.</td> </tr> </tbody> </table>	Field	Description	License Verified	If applicable, check this box.	Expiration Date	If applicable, enter the date the License or Certification expires.	Qualifying	If applicable, check this box.	License/ Certification Number	Enter the License or Certification number.	Issued By	Enter the organization that issued the License or Certification, i.e., Department of Agriculture, USCG TRACEN Cape May, American Red Cross, etc.
Field	Description												
License Verified	If applicable, check this box.												
Expiration Date	If applicable, enter the date the License or Certification expires.												
Qualifying	If applicable, check this box.												
License/ Certification Number	Enter the License or Certification number.												
Issued By	Enter the organization that issued the License or Certification, i.e., Department of Agriculture, USCG TRACEN Cape May, American Red Cross, etc.												
<p>6</p>	<p>Complete the required fields, then click OK or Apply and Add Another if adding additional Licenses and Certifications.</p> 												
<p>7</p>	<p>Once all Licenses and Certifications have been added, click the Save button at the bottom of the Person Profile page.</p>												

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Adding a New License/Certification, Continued

Procedures,
continued

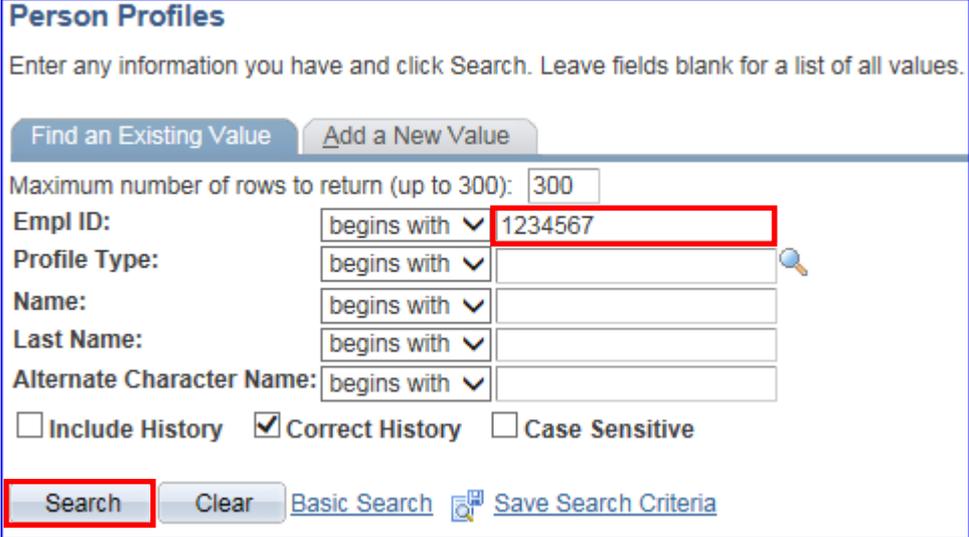
Step	Action
8	<p data-bbox="327 495 821 528">Once saved, this message will display.</p> <div data-bbox="327 528 1321 920" style="border: 1px solid blue; padding: 5px;"><p data-bbox="341 528 598 566">Person Profile</p><p data-bbox="341 589 973 622">Empl ID: 1234567 Han Solo</p><p data-bbox="341 640 949 674">Profile Type: PERSON Person</p><p data-bbox="341 696 778 730">*Profile Status: Active <input type="button" value="v"/></p><p data-bbox="341 752 1189 786">*Description: Han Solo <input type="button" value="x"/>  </p><p data-bbox="341 808 1189 842">Profile Actions: <Select Action> <input type="button" value="v"/> </p><p data-bbox="341 864 1313 898"><input checked="" type="checkbox"/> You have successfully saved those profile changes that do not require approval.</p></div>

Adding an Additional License/Certification of the Same Type

Introduction This guide provides the procedures for adding an additional License/Certification of the same type in Direct Access. The user must have the CG_LICCERT_U role to access this component.

IMPORTANT: The system does not allow the entry of duplicate entries in a member's profile. If a license or certification is entered with an Issue Date that already exists in the member's profile, an error message will appear. A different Issue Date must be entered to resolve the error.

Procedures See below.

Step	Action
1	Select Person Profiles from the Person Profile pagelet. 
2	Enter the Empl ID and hit Search . 

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Adding an Additional License/Certification of the Same Type, Continued

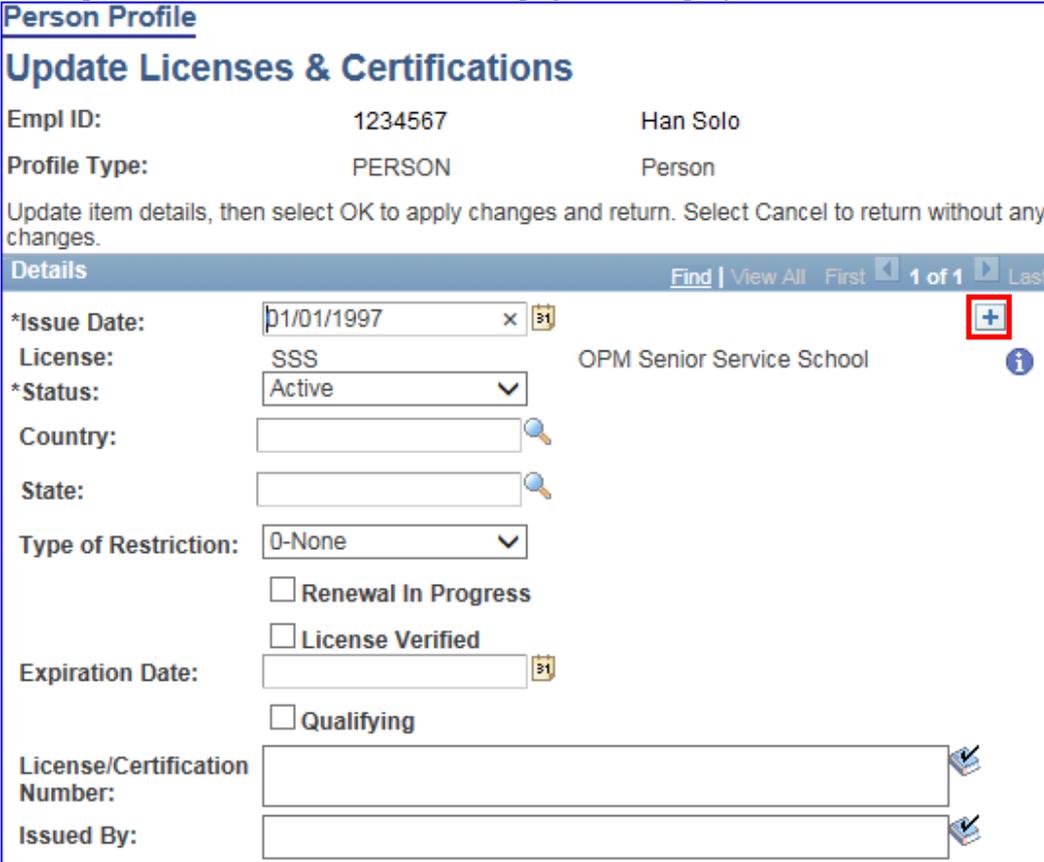
Procedures,
continued

Step	Action															
<p>3</p>	<p>The Person Profile page will display. Select the Qualifications tab.</p>  <p>Person Profile</p> <p>Empl ID: 1234567 Han Solo</p> <p>Profile Type: PERSON Person</p> <p>*Profile Status: Active</p> <p>*Description: Han Solo</p> <p>Profile Actions: <Select Action></p> <p>Competencies Qualifications Education Mobility Waivers CAN</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Competency</th> <th>Content Type</th> <th>*Effective Date</th> <th>Evaluation Type</th> <th>Proficiency</th> </tr> </thead> <tbody> <tr> <td>ICT1</td> <td>ICS T1 Incident Cmdr</td> <td>COMPETENCY</td> <td>08/20/2012</td> <td>Approved/Official</td> <td>Good</td> </tr> </tbody> </table>	ID	Competency	Content Type	*Effective Date	Evaluation Type	Proficiency	ICT1	ICS T1 Incident Cmdr	COMPETENCY	08/20/2012	Approved/Official	Good			
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ICT1	ICS T1 Incident Cmdr	COMPETENCY	08/20/2012	Approved/Official	Good											
<p>4</p>	<p>Select the License/Certification.</p>  <p>Licenses & Certifications</p> <table border="1"> <thead> <tr> <th>ID</th> <th>License</th> <th>Content Type</th> <th>Qualifying</th> <th>Expiration Date</th> </tr> </thead> <tbody> <tr> <td>BCCOMPA1</td> <td>Computer Science</td> <td>LIC</td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>SSS</td> <td>OPM Senior Service School</td> <td>LIC</td> <td><input type="checkbox"/></td> <td></td> </tr> </tbody> </table>	ID	License	Content Type	Qualifying	Expiration Date	BCCOMPA1	Computer Science	LIC	<input type="checkbox"/>		SSS	OPM Senior Service School	LIC	<input type="checkbox"/>	
ID	License	Content Type	Qualifying	Expiration Date												
BCCOMPA1	Computer Science	LIC	<input type="checkbox"/>													
SSS	OPM Senior Service School	LIC	<input type="checkbox"/>													

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Adding an Additional License/Certification of the Same Type, Continued

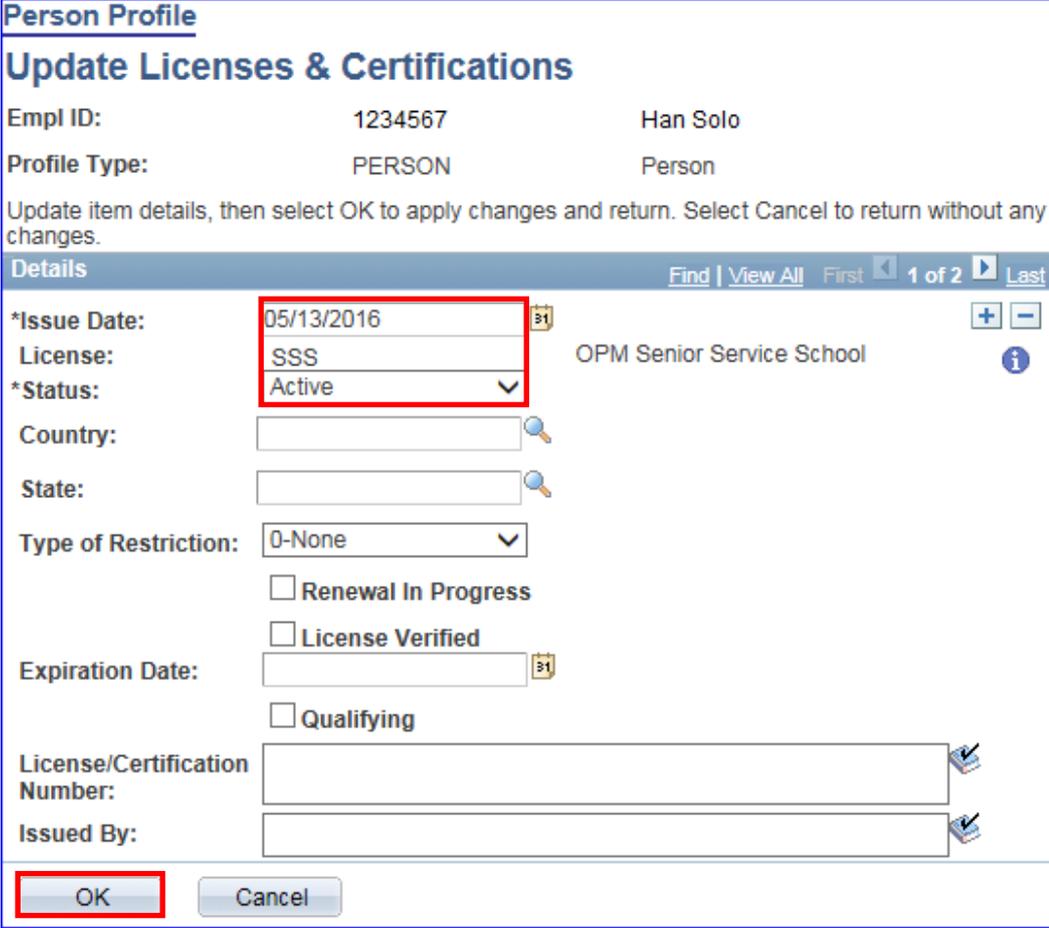
Procedures,
continued

Step	Action
5	<p>The Update Licenses and Certifications page will display. Click the Plus button.</p>  <p>Person Profile</p> <h3>Update Licenses & Certifications</h3> <p>Empl ID: 1234567 Han Solo Profile Type: PERSON Person</p> <p>Update item details, then select OK to apply changes and return. Select Cancel to return without any changes.</p> <p>Details Find View All First 1 of 1 Last</p> <p>*Issue Date: 01/01/1997  </p> <p>License: SSS OPM Senior Service School </p> <p>*Status: Active </p> <p>Country: </p> <p>State: </p> <p>Type of Restriction: 0-None </p> <p><input type="checkbox"/> Renewal In Progress</p> <p><input type="checkbox"/> License Verified</p> <p>Expiration Date: </p> <p><input type="checkbox"/> Qualifying</p> <p>License/Certification Number: </p> <p>Issued By: </p>

Continued on next page

Adding an Additional License/Certification of the Same Type, Continued

Procedures,
continued

Step	Action
6	<p>Some of the fields will carry over from the previous row. Update the required fields, then click OK.</p>  <p>Person Profile</p> <h3>Update Licenses & Certifications</h3> <p>Empl ID: 1234567 Han Solo Profile Type: PERSON Person</p> <p>Update item details, then select OK to apply changes and return. Select Cancel to return without any changes.</p> <p>Details Find View All First 1 of 2 Last</p> <p>*Issue Date: 05/13/2016 License: SSS OPM Senior Service School *Status: Active Country: State: Type of Restriction: 0-None <input type="checkbox"/> Renewal In Progress <input type="checkbox"/> License Verified Expiration Date: <input type="checkbox"/> Qualifying License/Certification Number: Issued By: <input type="button" value="OK"/> <input type="button" value="Cancel"/></p>
7	Click the Save button at the bottom of the Person Profile page.

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Adding an Additional License/Certification of the Same Type, Continued

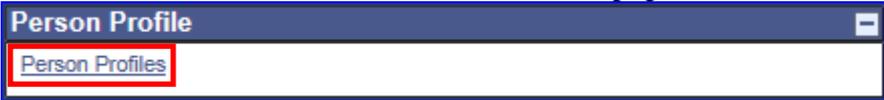
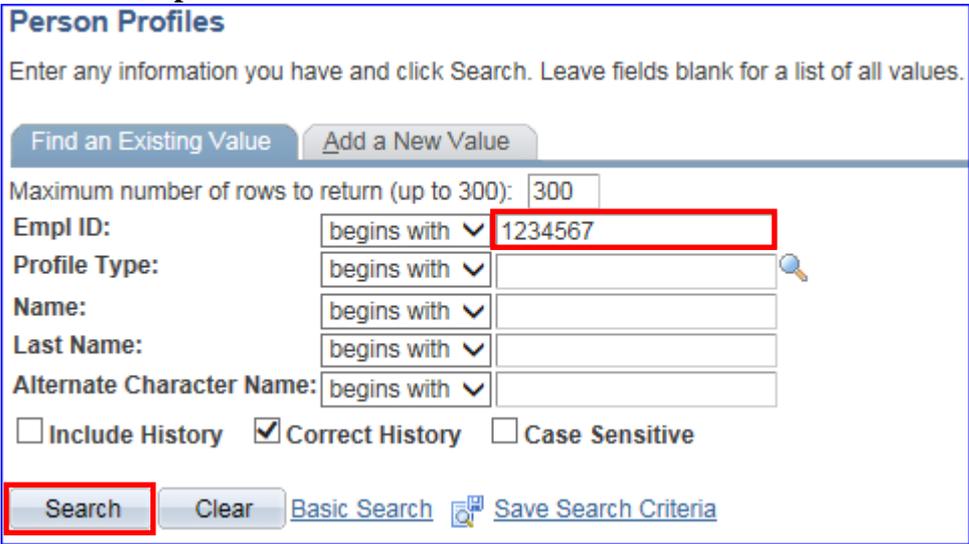
Procedures,
continued

Step	Action
8	<p data-bbox="320 539 815 577">Once saved, this message will display.</p> <div data-bbox="320 577 1305 965" style="border: 1px solid blue; padding: 5px;"><p data-bbox="328 577 584 616">Person Profile</p><p data-bbox="328 636 959 669">Empl ID: 1234567 Han Solo</p><p data-bbox="328 689 932 723">Profile Type: PERSON Person</p><p data-bbox="328 743 762 777">*Profile Status: Active ▾</p><p data-bbox="328 797 1177 831">*Description: Han Solo x ⓘ 🖨</p><p data-bbox="328 851 1177 884">Profile Actions: <Select Action> ▾ ⏪</p><p data-bbox="328 904 1297 949">✔ You have successfully saved those profile changes that do not require approval.</p></div>

Correcting a License/Certification

Introduction This guide provides the procedures for Correcting a License/Certification in Direct Access. The user must have the CG_LICCERT_U role to access this component.

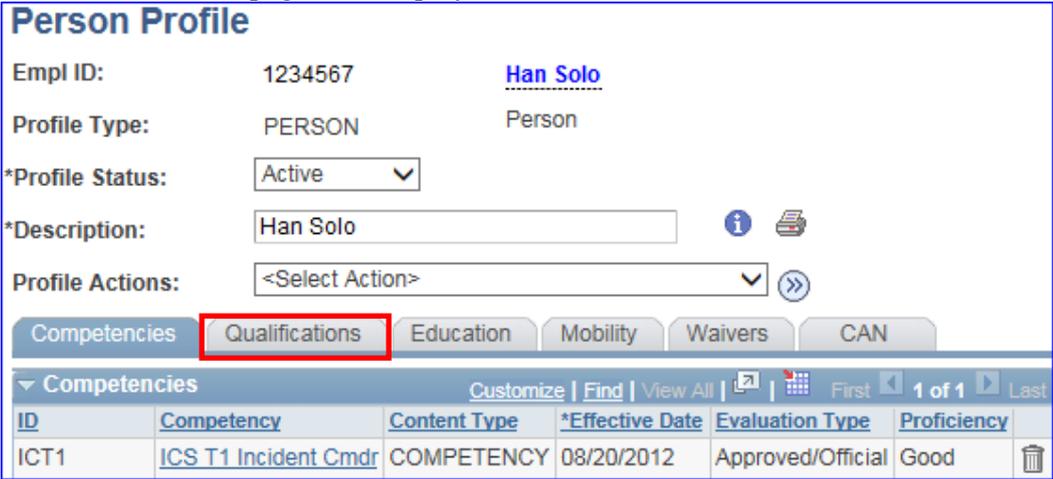
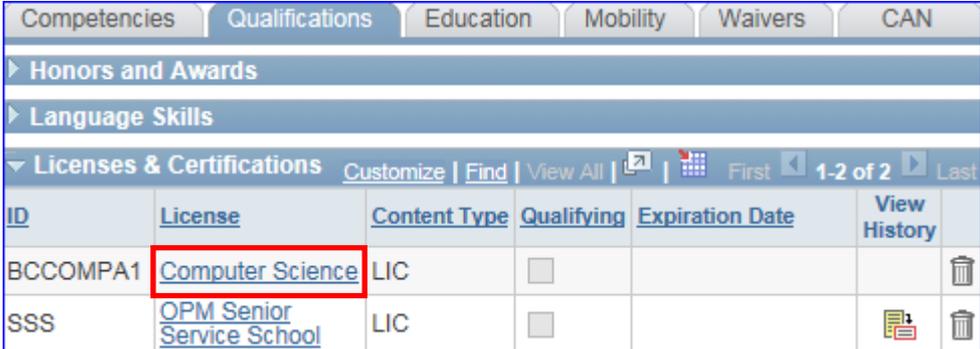
Procedures See below.

Step	Action
1	Select Person Profiles from the Person Profile pagelet. 
2	Enter the Empl ID and hit Search . 

Continued on next page

Correcting a License/Certification, Continued

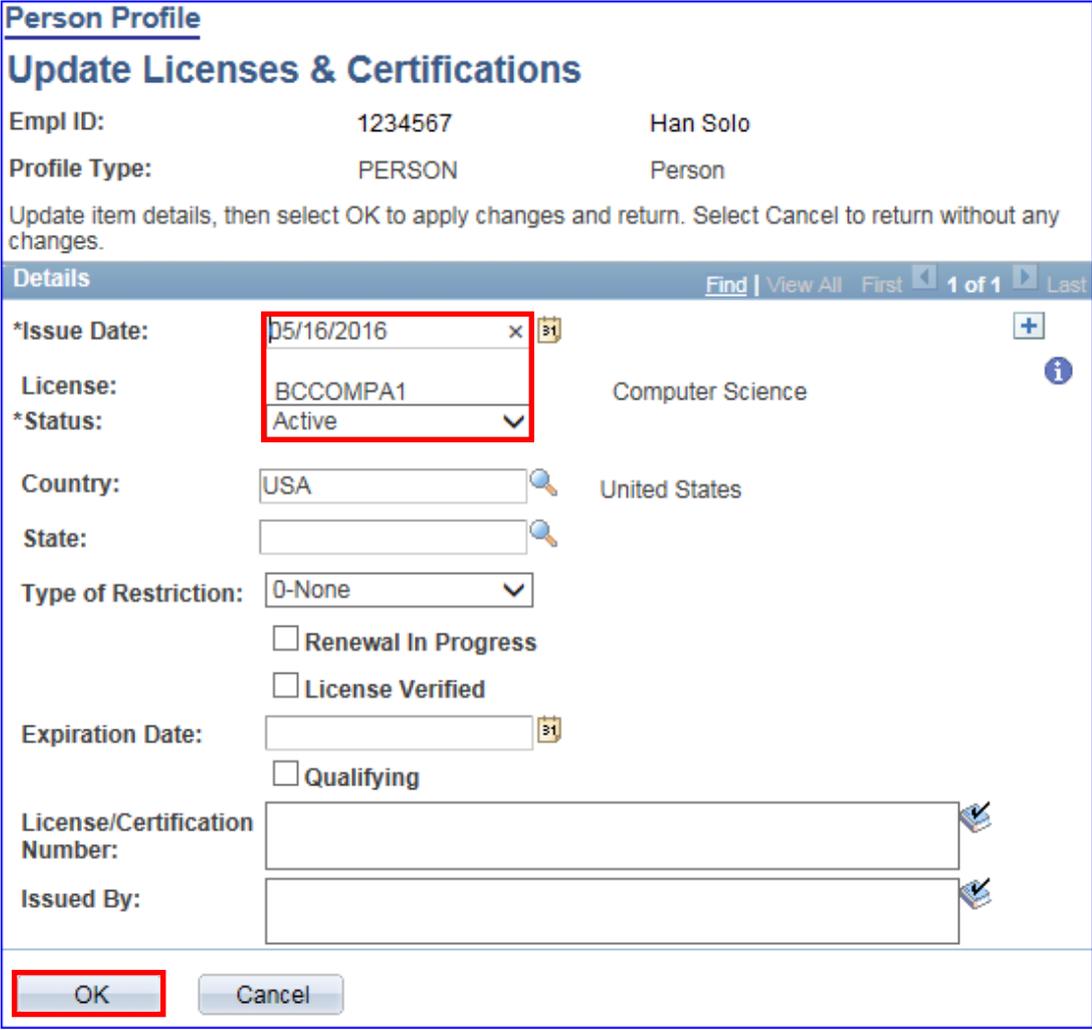
Procedures,
continued

Step	Action																		
3	<p>The Person Profile page will display. Select the Qualifications tab.</p>  <p>Person Profile</p> <p>Empl ID: 1234567 Han Solo</p> <p>Profile Type: PERSON Person</p> <p>*Profile Status: Active</p> <p>*Description: Han Solo</p> <p>Profile Actions: <Select Action></p> <p>Qualifications tab is highlighted in red.</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Competency</th> <th>Content Type</th> <th>*Effective Date</th> <th>Evaluation Type</th> <th>Proficiency</th> </tr> </thead> <tbody> <tr> <td>ICT1</td> <td>ICS T1 Incident Cmdr</td> <td>COMPETENCY</td> <td>08/20/2012</td> <td>Approved/Official</td> <td>Good</td> </tr> </tbody> </table>	ID	Competency	Content Type	*Effective Date	Evaluation Type	Proficiency	ICT1	ICS T1 Incident Cmdr	COMPETENCY	08/20/2012	Approved/Official	Good						
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ICT1	ICS T1 Incident Cmdr	COMPETENCY	08/20/2012	Approved/Official	Good														
4	<p>From the Licenses and Certifications section, select the License/Certification to be updated or corrected. If the member has received the License/Certification multiple times, be sure to select the correct record.</p>  <p>Qualifications tab is selected.</p> <p>Licenses & Certifications section is expanded.</p> <table border="1"> <thead> <tr> <th>ID</th> <th>License</th> <th>Content Type</th> <th>Qualifying</th> <th>Expiration Date</th> <th>View History</th> </tr> </thead> <tbody> <tr> <td>BCCOMPA1</td> <td>Computer Science</td> <td>LIC</td> <td><input type="checkbox"/></td> <td></td> <td></td> </tr> <tr> <td>SSS</td> <td>OPM Senior Service School</td> <td>LIC</td> <td><input type="checkbox"/></td> <td></td> <td> </td> </tr> </tbody> </table> <p>The 'Computer Science' license is highlighted with a red box.</p>	ID	License	Content Type	Qualifying	Expiration Date	View History	BCCOMPA1	Computer Science	LIC	<input type="checkbox"/>			SSS	OPM Senior Service School	LIC	<input type="checkbox"/>		
ID	License	Content Type	Qualifying	Expiration Date	View History														
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SSS	OPM Senior Service School	LIC	<input type="checkbox"/>																

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Correcting a License/Certification, Continued

Procedures,
continued

Step	Action
5	<p>The Update Licenses and Certifications page will display. Correct the appropriate fields, then click OK.</p>  <p>Person Profile</p> <h3>Update Licenses & Certifications</h3> <p>Empl ID: 1234567 Han Solo Profile Type: PERSON Person</p> <p>Update item details, then select OK to apply changes and return. Select Cancel to return without any changes.</p> <p>Details Find View All First 1 of 1 Last</p> <p>*Issue Date: 05/16/2016 License: BCCOMPA1 Computer Science *Status: Active Country: USA United States State: Type of Restriction: 0-None <input type="checkbox"/> Renewal In Progress <input type="checkbox"/> License Verified Expiration Date: <input type="checkbox"/> Qualifying License/Certification Number: Issued By: OK Cancel</p>
6	Click Save at the bottom of the Person Profile page.

Continued on next page

Correcting a License/Certification, Continued

Procedures,
continued

Step	Action
7	<p data-bbox="320 495 815 528">Once saved, this message will display.</p> <div data-bbox="320 528 1307 920" style="border: 1px solid blue; padding: 5px;"><p data-bbox="327 528 584 566">Person Profile</p><p data-bbox="327 589 959 622">Empl ID: 1234567 Han Solo</p><p data-bbox="327 645 932 678">Profile Type: PERSON Person</p><p data-bbox="327 701 762 734">*Profile Status: Active <input type="button" value="v"/></p><p data-bbox="327 757 1177 790">*Description: Han Solo <input type="button" value="x"/>  </p><p data-bbox="327 813 1177 846">Profile Actions: <Select Action> <input type="button" value="v"/> </p><p data-bbox="327 869 1294 902"><input checked="" type="checkbox"/> You have successfully saved those profile changes that do not require approval.</p></div>

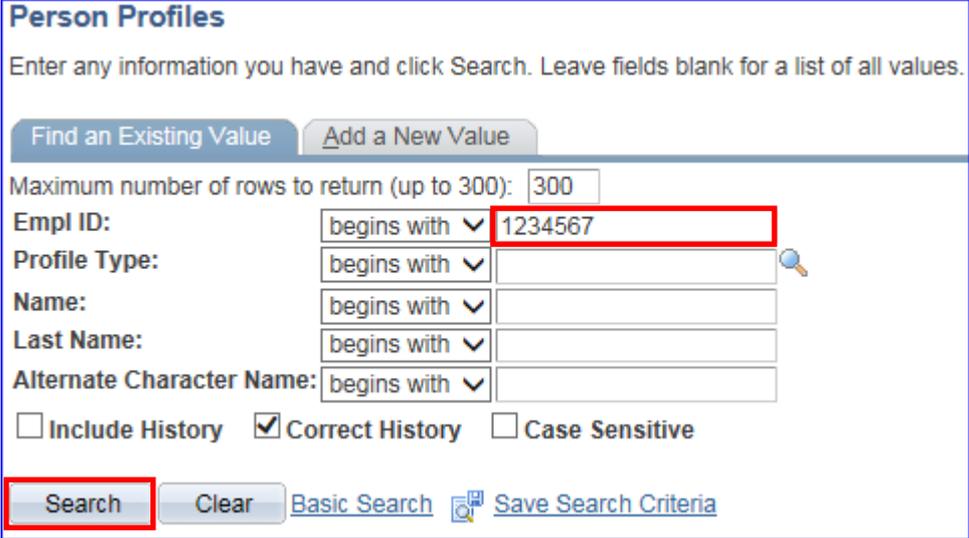
Deleting a Single License/Certification

Introduction This guide provides the procedures for Deleting a Single License/Certification in Direct Access. The user must have the CG_LICCERT_U role to access this component.

As with any delete function, use extreme caution when deleting transactions. It is possible to delete the wrong record or records, especially if the member has multiple instances of the same License/Certification. If a record is erroneously deleted, it will have to be recreated.

Note: If this is a License/Certification that has just been added, the minus button used to delete some records will not appear until the user leaves the page and returns. The easiest resolution is to click **Return to Search** and then re-enter the member's profile.

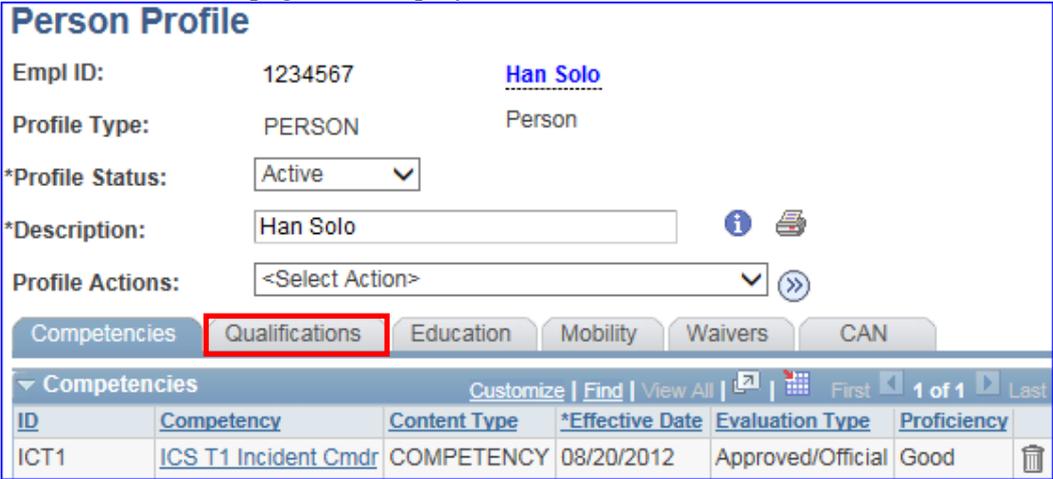
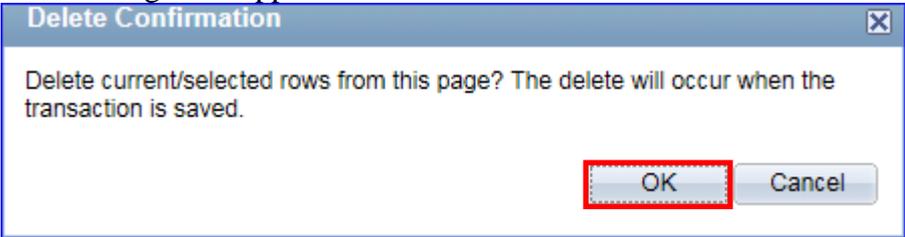
Procedures See below.

Step	Action
1	Select Person Profiles from the Person Profile pagelet. 
2	Enter the Empl ID and hit Search . 

Continued on next page

Deleting a Single License/Certification, Continued

Procedures,
continued

Step	Action																		
3	<p>The Person Profile page will display. Select the Qualifications tab.</p>  <p>Person Profile</p> <p>Empl ID: 1234567 Han Solo</p> <p>Profile Type: PERSON Person</p> <p>*Profile Status: Active</p> <p>*Description: Han Solo</p> <p>Profile Actions: <Select Action></p> <p>Qualifications (highlighted)</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Competency</th> <th>Content Type</th> <th>*Effective Date</th> <th>Evaluation Type</th> <th>Proficiency</th> </tr> </thead> <tbody> <tr> <td>ICT1</td> <td>ICS T1 Incident Cmdr</td> <td>COMPETENCY</td> <td>08/20/2012</td> <td>Approved/Official</td> <td>Good</td> </tr> </tbody> </table>	ID	Competency	Content Type	*Effective Date	Evaluation Type	Proficiency	ICT1	ICS T1 Incident Cmdr	COMPETENCY	08/20/2012	Approved/Official	Good						
ID	Competency	Content Type	*Effective Date	Evaluation Type	Proficiency														
ICT1	ICS T1 Incident Cmdr	COMPETENCY	08/20/2012	Approved/Official	Good														
4	<p>To delete a License/Certification that a member has received only once, click the trash can on the appropriate row.</p>  <p>Qualifications (highlighted)</p> <p>Licenses & Certifications</p> <table border="1"> <thead> <tr> <th>ID</th> <th>License</th> <th>Content Type</th> <th>Qualifying</th> <th>Expiration Date</th> <th>View History</th> </tr> </thead> <tbody> <tr> <td>BCCOMPA1</td> <td>Computer Science</td> <td>LIC</td> <td><input type="checkbox"/></td> <td></td> <td></td> </tr> <tr> <td>SSS</td> <td>OPM Senior Service School</td> <td>LIC</td> <td><input type="checkbox"/></td> <td></td> <td></td> </tr> </tbody> </table>	ID	License	Content Type	Qualifying	Expiration Date	View History	BCCOMPA1	Computer Science	LIC	<input type="checkbox"/>			SSS	OPM Senior Service School	LIC	<input type="checkbox"/>		
ID	License	Content Type	Qualifying	Expiration Date	View History														
BCCOMPA1	Computer Science	LIC	<input type="checkbox"/>																
SSS	OPM Senior Service School	LIC	<input type="checkbox"/>																
5	<p>This message will appear. Click OK.</p>  <p>Delete Confirmation</p> <p>Delete current/selected rows from this page? The delete will occur when the transaction is saved.</p> <p>OK (highlighted) Cancel</p>																		
6	<p>Click Save at the bottom of the Person Profile page.</p>																		

Continued on next page

Deleting a Single License/Certification, Continued

Procedures,
continued

Step	Action
7	<p data-bbox="320 495 815 526">Once saved, this message will display.</p> <div data-bbox="320 526 1307 920" style="border: 1px solid blue; padding: 5px;"><p data-bbox="327 533 582 564">Person Profile</p><p data-bbox="327 589 957 620">Empl ID: 1234567 Han Solo</p><p data-bbox="327 645 933 676">Profile Type: PERSON Person</p><p data-bbox="327 701 762 732">*Profile Status: Active <input type="button" value="v"/></p><p data-bbox="327 757 1173 788">*Description: Han Solo <input type="button" value="x"/>  </p><p data-bbox="327 813 1173 844">Profile Actions: <Select Action> <input type="button" value="v"/> </p><p data-bbox="327 869 1300 900"><input checked="" type="checkbox"/> You have successfully saved those profile changes that do not require approval.</p></div>

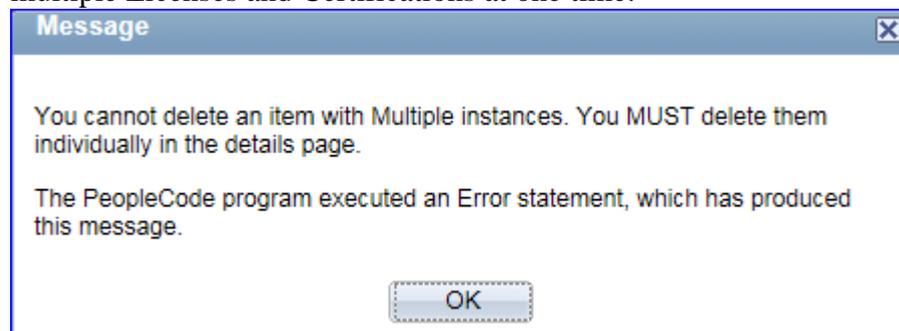
Deleting One License/Certification when Multiple Instances Exist

Introduction

This guide provides the procedures for Deleting One License/Certification when Multiple Instances Exist in Direct Access. The user must have the CG_LICCERT_U role to access this component.

As with any delete function, use extreme caution when deleting transactions. It is possible to delete the wrong record or records, especially if the member has multiple instances of the same License/Certification. If a record is erroneously deleted, it will have to be recreated.

Note: To prevent unintentional deletions of Licenses and Certifications, the **trash can** functionality for multiple Licenses and Certifications of one type has been disabled. The following message will appear if you attempt to delete multiple Licenses and Certifications at one time:



Procedures

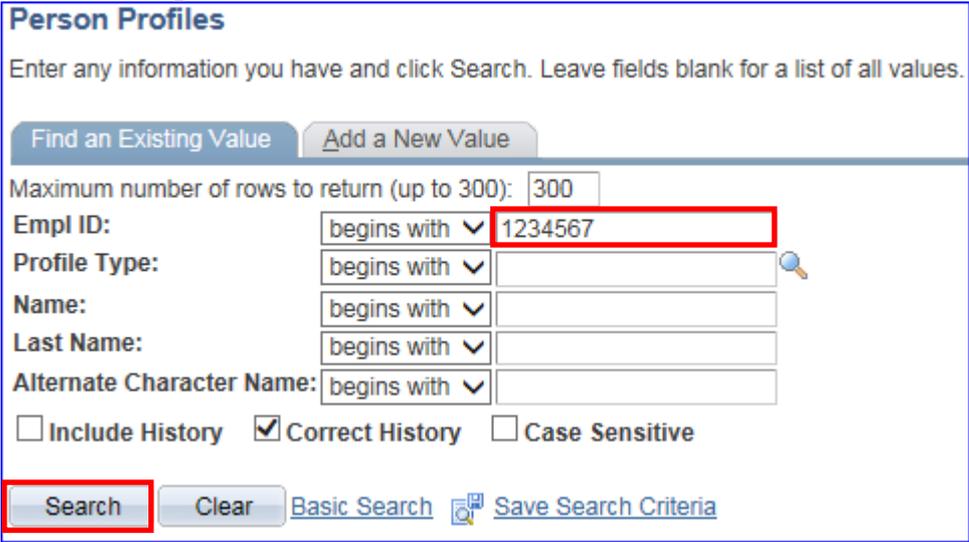
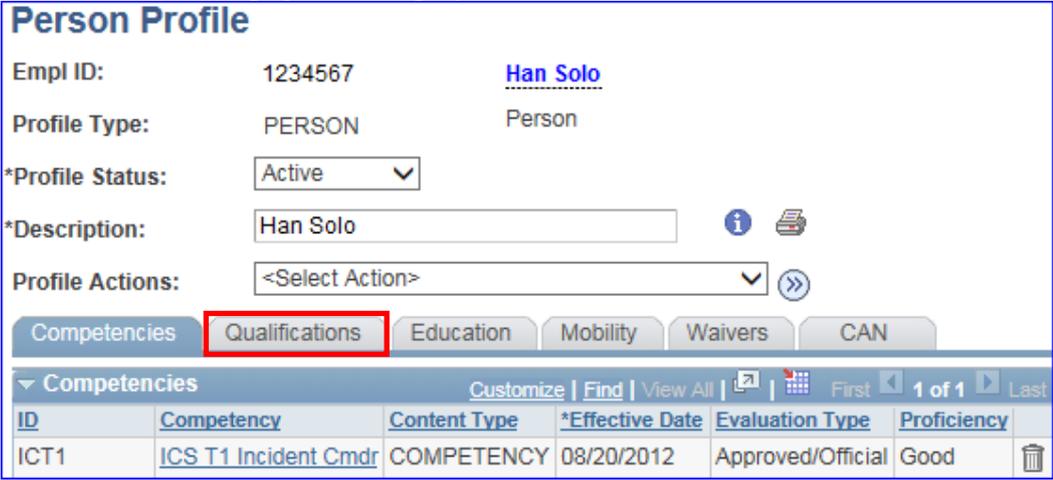
See below.

Step	Action
1	Select Person Profiles from the Person Profile pagelet. 

Continued on next page

Deleting One License/Certification when Multiple Instances Exist, Continued

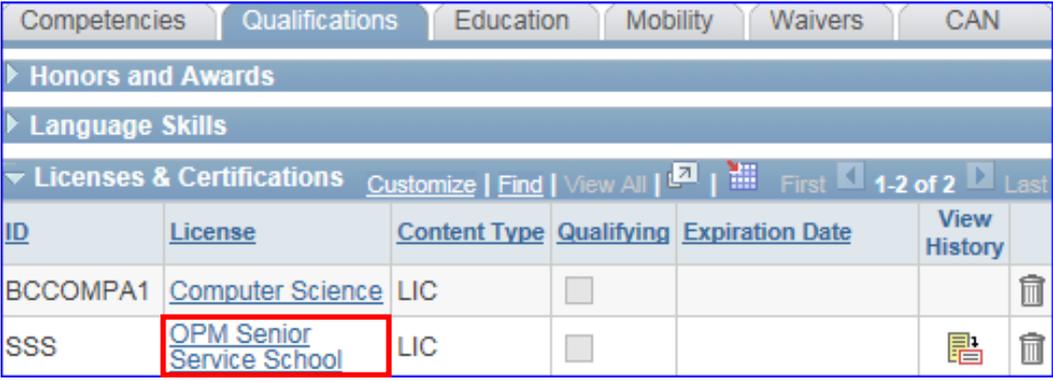
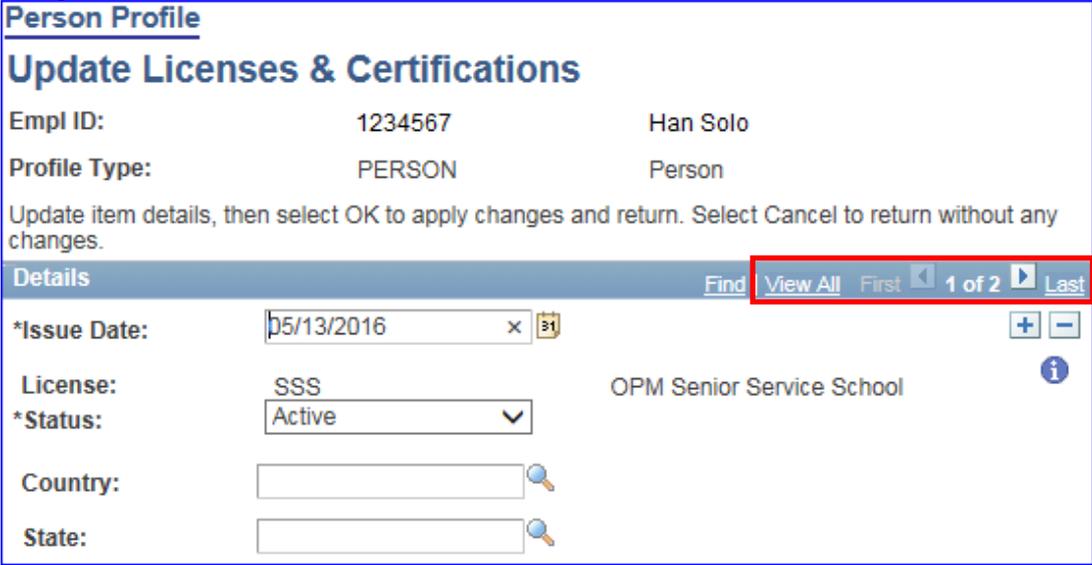
Procedures,
continued

Step	Action												
2	<p>Enter the Empl ID and hit Search.</p>  <p>Person Profiles</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value Add a New Value</p> <p>Maximum number of rows to return (up to 300): 300</p> <p>Empl ID: begins with <input type="text" value="1234567"/></p> <p>Profile Type: begins with <input type="text"/></p> <p>Name: begins with <input type="text"/></p> <p>Last Name: begins with <input type="text"/></p> <p>Alternate Character Name: begins with <input type="text"/></p> <p><input type="checkbox"/> Include History <input checked="" type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search Save Search Criteria</p>												
3	<p>The Person Profile page will display. Select the Qualifications tab.</p>  <p>Person Profile</p> <p>Empl ID: 1234567 Han Solo</p> <p>Profile Type: PERSON Person</p> <p>*Profile Status: Active</p> <p>*Description: Han Solo</p> <p>Profile Actions: <Select Action></p> <p>Competencies Qualifications Education Mobility Waivers CAN</p> <p>Competencies Customize Find View All First 1 of 1 Last</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Competency</th> <th>Content Type</th> <th>*Effective Date</th> <th>Evaluation Type</th> <th>Proficiency</th> </tr> </thead> <tbody> <tr> <td>ICT1</td> <td>ICS T1 Incident Cmdr</td> <td>COMPETENCY</td> <td>08/20/2012</td> <td>Approved/Official</td> <td>Good</td> </tr> </tbody> </table>	ID	Competency	Content Type	*Effective Date	Evaluation Type	Proficiency	ICT1	ICS T1 Incident Cmdr	COMPETENCY	08/20/2012	Approved/Official	Good
ID	Competency	Content Type	*Effective Date	Evaluation Type	Proficiency								
ICT1	ICS T1 Incident Cmdr	COMPETENCY	08/20/2012	Approved/Official	Good								

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Deleting One License/Certification when Multiple Instances Exist, Continued

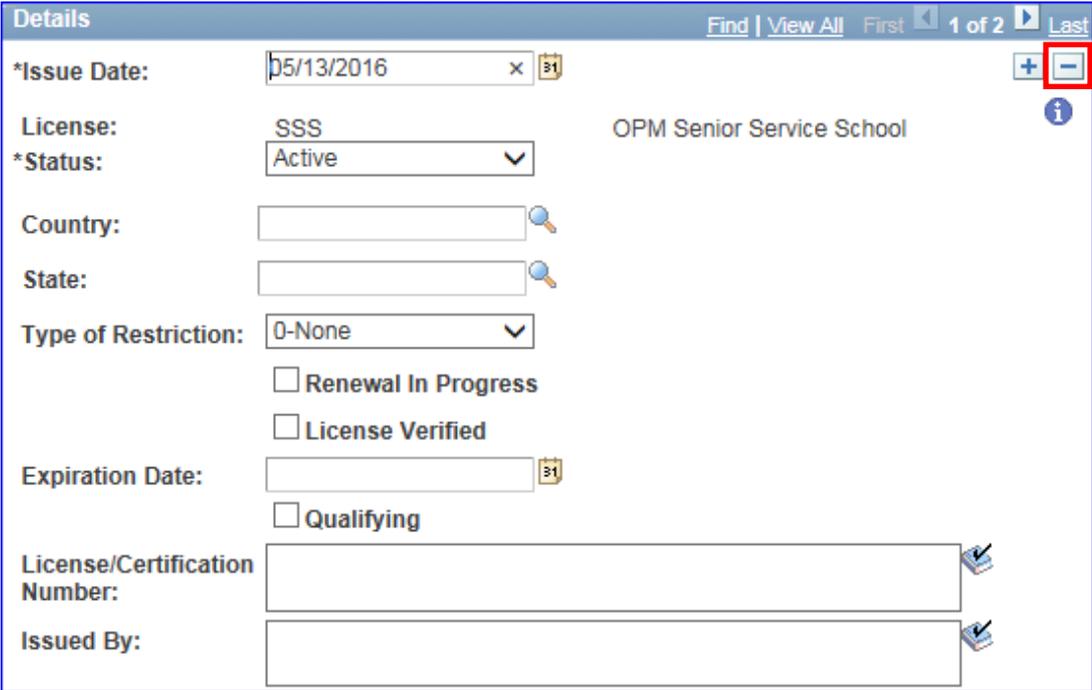
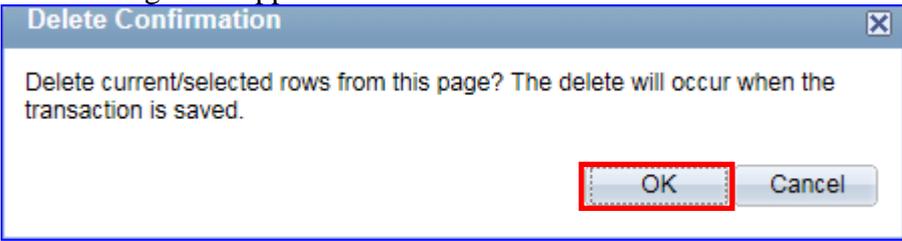
Procedures,
continued

Step	Action
4	<p>Select the License or Certification that needs to be deleted.</p>  <p>The screenshot shows a navigation menu with tabs for Competencies, Qualifications, Education, Mobility, Waivers, and CAN. Below these are sections for Honors and Awards, Language Skills, and Licenses & Certifications. The Licenses & Certifications section includes a table with columns: ID, License, Content Type, Qualifying, Expiration Date, and View History. Two records are shown: BCCOMPA1 for Computer Science and SSS for OPM Senior Service School. The SSS record is highlighted with a red box.</p>
5	<p>The Update Licenses and Certifications page will display. Scroll through the records using the Arrows or click View All to find the correct record to delete.</p>  <p>The screenshot shows the 'Update Licenses & Certifications' page for a person profile. It displays fields for Empl ID (1234567), Profile Type (PERSON), and Name (Han Solo). Below this is a 'Details' section with a table of license information. The 'View All' button in the details section is highlighted with a red box.</p>

Continued on next page

Deleting One License/Certification when Multiple Instances Exist, Continued

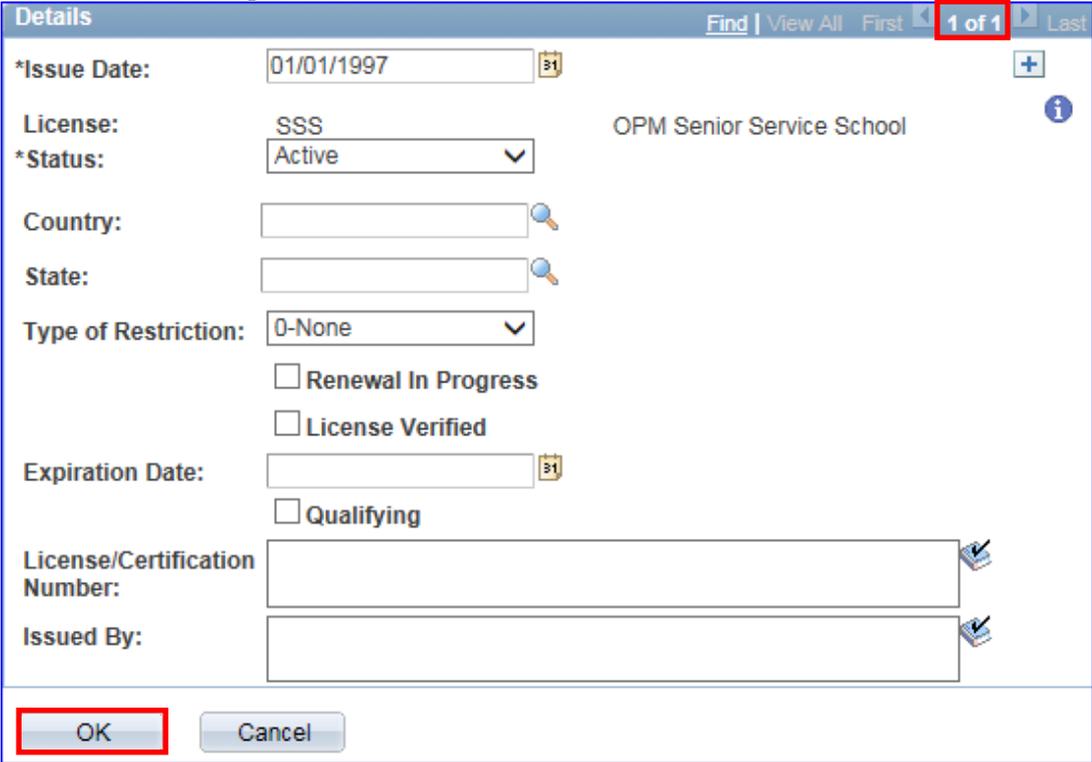
Procedures,
continued

Step	Action
6	<p>Once the correct record has been located, click the Minus button to delete it.</p>  <p>The screenshot shows a 'Details' window with the following fields:</p> <ul style="list-style-type: none">*Issue Date: 05/13/2016License: SSS*Status: ActiveCountry: [Empty]State: [Empty]Type of Restriction: 0-NoneExpiration Date: [Empty]License/Certification Number: [Empty]Issued By: [Empty] <p>Buttons: Renewal In Progress, License Verified, Qualifying.</p> <p>Navigation: Find View All First 1 of 2 Last</p> <p>Buttons: +, - (highlighted), i</p>
7	<p>This message will appear. Click OK.</p>  <p>The screenshot shows a 'Delete Confirmation' dialog box with the following text:</p> <p>Delete current/selected rows from this page? The delete will occur when the transaction is saved.</p> <p>Buttons: OK (highlighted), Cancel</p>

Continued on next page

Deleting One License/Certification when Multiple Instances Exist, Continued

Procedures,
continued

Step	Action
8	<p>Notice the record updated to 1 of 1. Click OK.</p> 
9	Click Save at the bottom of the Person Profile page.
10	<p>Once saved, this message will display.</p> 