

Person Profiles: Languages

Overview

Introduction This guide provides the procedures for viewing, adding, correcting, and deleting Language Skills in Direct Access (DA).

- References**
- (a) [Coast Guard Pay Manual, COMDTINST M7220.29 \(series\)](#)
 - (b) [Performance, Training, and Education Manual, COMDTINST M1500.10 \(series\)](#)
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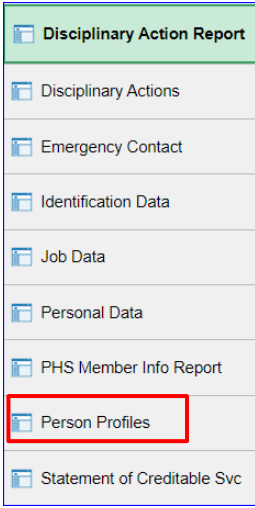
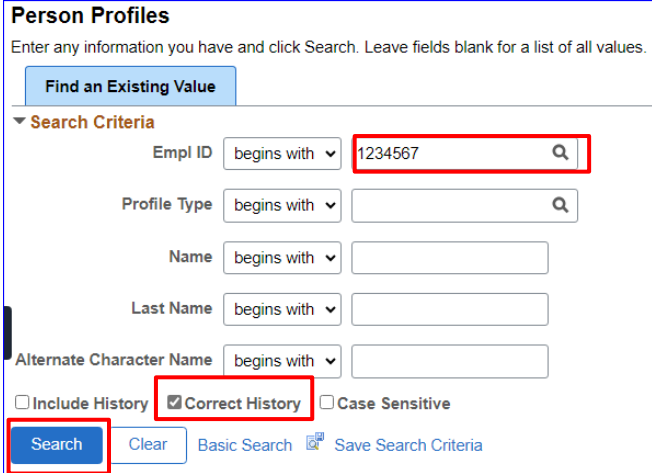
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Viewing a Language Skill

Introduction This section provides the procedures to view a member’s Language Skills in Direct Access (DA).

Procedures See below.

Step	Action
<p>1</p>	<p>Click on the Core HR tile.</p> 
<p>2</p>	<p>Select the Person Profiles option.</p> 
<p>3</p>	<p>Enter the member’s Empl ID. Ensure the Correct History box is checked and click Search.</p> 

Continued on next page

Viewing a Language Skill, Continued

Procedures,
continued

Step	Action																								
4	<p>The member's Person Profile page will display. Select the Qualifications tab.</p> <div data-bbox="316 477 1398 1527" style="border: 1px solid black; padding: 5px;"> <p>Person Profile</p> <p>Empl ID 1234567 Eddie Brock</p> <p>Profile Type PERSON Person</p> <p>*Profile Status <input type="text" value="Active"/> <input type="button" value="v"/></p> <p>*Description <input type="text" value="Eddie Brock"/> <input type="button" value="x"/></p> <hr/> <p><input type="button" value="Print"/> <input type="button" value="Comments"/> Profile Actions <input type="text" value="[Select Action]"/> <input type="button" value="v"/> <input type="button" value="x"/></p> <p> <input type="button" value="Competencies"/> <input style="border: 2px solid red;" type="button" value="Qualifications"/> <input type="button" value="Education"/> <input type="button" value="Mobility"/> <input type="button" value="Waivers"/> <input type="button" value="CAN"/> </p> <p>▼ Competencies</p> <p><input type="button" value="list"/> <input type="button" value="search"/> 1-3 of 3 <input type="button" value="v"/> <input type="button" value="left"/> <input type="button" value="right"/> View All</p> <table border="1" data-bbox="316 902 1398 1108"> <thead> <tr> <th>ID</th> <th>Competency</th> <th>Effective Date</th> <th>Evaluation Type</th> <th>Proficiency</th> <th></th> </tr> </thead> <tbody> <tr> <td>DS</td> <td>Deck Seaman</td> <td>12/12/2014</td> <td>Approved/Official</td> <td>3-Good</td> <td><input type="button" value="trash"/></td> </tr> <tr> <td>EPMEE5</td> <td>EPME E5 ERATS</td> <td>01/06/2017</td> <td>Approved/Official</td> <td>3-Good</td> <td><input type="button" value="trash"/></td> </tr> <tr> <td>YN2</td> <td>YN2 ERATS</td> <td>01/31/2017</td> <td>Approved/Official</td> <td>3-Good</td> <td><input type="button" value="trash"/></td> </tr> </tbody> </table> <p><input type="button" value="+"/> Add New Competencies</p> <p>▼ Officer Specialty Code</p> <p style="border: 1px solid gray; padding: 5px;">There are currently no Officer Specialty Code for this profile. Please add one if required.</p> <p>▼ Profile Content</p> <p style="border: 1px solid gray; padding: 5px;">There are currently no for this profile. Please add one if required.</p> <p><input type="button" value="+"/> Add New</p> <p><input type="button" value="Save"/></p> <p><input type="button" value="Return to Search"/></p> </div>	ID	Competency	Effective Date	Evaluation Type	Proficiency		DS	Deck Seaman	12/12/2014	Approved/Official	3-Good	<input type="button" value="trash"/>	EPMEE5	EPME E5 ERATS	01/06/2017	Approved/Official	3-Good	<input type="button" value="trash"/>	YN2	YN2 ERATS	01/31/2017	Approved/Official	3-Good	<input type="button" value="trash"/>
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Viewing a Language Skill, Continued

Procedures,
continued

Step	Action																								
5	<p>The member's Qualifications will display. The Language Skills is located beneath Honors and Awards. To view the details of the Language Skill, click on the Language.</p> <div data-bbox="316 551 1398 1666" style="border: 1px solid black; padding: 10px;"> <p>Person Profile</p> <p>Empl ID 1234567 Eddie Brock</p> <p>Profile Type PERSON Person</p> <p>*Profile Status Active <input type="button" value="v"/></p> <p>*Description <input type="text" value="Eddie Brock"/> <input type="button" value="x"/></p> <hr/> <p> Print Comments Profile Actions <input type="text" value="[Select Action]"/> <input type="button" value="v"/> <input type="button" value="x"/></p> <hr/> <p> <input type="button" value="Competencies"/> <input checked="" type="button" value="Qualifications"/> <input type="button" value="Education"/> <input type="button" value="Mobility"/> <input type="button" value="Waivers"/> <input type="button" value="CAN"/> </p> <p>Honors and Awards</p> <p><input type="button" value="list icon"/> <input type="button" value="search icon"/> 1-5 of 13 <input type="button" value="v"/> <input type="button" value="next"/> <input type="button" value="prev"/> View All</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>ID</th> <th>Honor and Award</th> <th></th> </tr> </thead> <tbody> <tr> <td>CGAFESM</td> <td>AF Expeditionary Service Mdl</td> <td><input type="button" value="trash icon"/></td> </tr> <tr> <td>CGGWOTS</td> <td>Global War Terror Service Medl</td> <td><input type="button" value="trash icon"/></td> </tr> <tr> <td>CGHC</td> <td>CG Achievement Medal</td> <td><input type="button" value="trash icon"/></td> </tr> <tr> <td>CGMB</td> <td>CG Meritorious Unit Comm Ribbo</td> <td><input type="button" value="trash icon"/></td> </tr> <tr> <td>CGMT</td> <td>CG Meritorious Team Comm Ribbo</td> <td><input type="button" value="trash icon"/></td> </tr> </tbody> </table> <p><input type="button" value="+"/> Add New Honors and Awards</p> <p>Language Skills</p> <p><input type="button" value="list icon"/> <input type="button" value="search icon"/> 1-1 of 1 <input type="button" value="v"/> <input type="button" value="next"/> <input type="button" value="prev"/> View All</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>ID</th> <th>Language</th> <th></th> </tr> </thead> <tbody> <tr> <td>SPA</td> <td>Spanish</td> <td><input type="button" value="trash icon"/></td> </tr> </tbody> </table> <p><input type="button" value="+"/> Add New Language Skills</p> </div>	ID	Honor and Award		CGAFESM	AF Expeditionary Service Mdl	<input type="button" value="trash icon"/>	CGGWOTS	Global War Terror Service Medl	<input type="button" value="trash icon"/>	CGHC	CG Achievement Medal	<input type="button" value="trash icon"/>	CGMB	CG Meritorious Unit Comm Ribbo	<input type="button" value="trash icon"/>	CGMT	CG Meritorious Team Comm Ribbo	<input type="button" value="trash icon"/>	ID	Language		SPA	Spanish	<input type="button" value="trash icon"/>
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Viewing a Language Skill, Continued

Procedures,
continued

Step	Action
6	<p>The details of the selected Language Skill will display. Click Cancel to return to the member's Person Profile page.</p> <div data-bbox="320 512 1398 1543" style="border: 1px solid blue; padding: 10px;"> <p>Update Language Skills</p> <p style="text-align: center;"> Empl ID 1234567 Eddie Brock 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> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>Details 1 of 1 View All</p> <p>*Data Entry Date <input type="text" value="06/27/2019"/> +</p> <p>Language SPA Spanish</p> <p>*Status <input type="text" value="Active"/></p> <p>Proficiency Level <input type="text" value="Interpreter 3"/></p> <p>Listening Test Date <input type="text" value="06/21/2019"/></p> <p>Reading Test Date <input type="text" value="06/21/2019"/></p> <p>*Expiration Date <input type="text" value="06/30/2020"/></p> <p>Reading Score <input type="text" value="3"/> 📄</p> <p style="text-align: right;">253 characters remaining</p> <p>Listening Score <input type="text" value="2+"/> 📄</p> <p style="text-align: right;">252 characters remaining</p> <p style="text-align: center; margin-top: 10px;"> OK Cancel </p> </div> </div>

Adding a New Language Skill

Introduction This section provides the procedures to add a new Language Skill to a member’s Person Profile in Direct Access (DA).


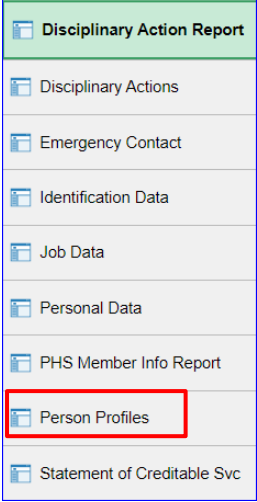
Important Information In order for the member to be eligible for Foreign Language Proficiency Pay (FLPP), Foreign Language/Defense Language Proficiency Test (DLPT) results must be entered following the steps outlined in this section.

For FLPP purposes, certification of members' language proficiency will expire at the end of the 1-year period beginning on the first day of the first month after the certification date. Members must test annually in each language for which they are receiving FLPP in order to continue receiving FLPP. When completing the Expiration Date field, always use the last day of the month in which the test was taken, one year later.

Examples:

- PO1 Jones takes/passes the test for Spanish on 9/5/2023. The Expiration Date must be entered as 9/30/2023.
- PO2 Rodriguez takes/passes the test for Spanish on 5/25/2023. The Expiration Date must be entered as 5/31/2023.

Procedures See below.

Step	Action
1	<p>Click on the Core HR tile.</p> 
2	<p>Select the Person Profiles option.</p> 

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Adding a New Language Skill, Continued

Procedures,
continued

Step	Action																								
3	<p>Enter the member's Empl ID. Ensure the Correct History box is checked and click Search.</p> <div data-bbox="328 501 1043 1016" style="border: 1px solid black; padding: 5px;"> <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</p> <p>Search Criteria</p> <p>Empl ID begins with <input type="text" value="1234567"/> <input type="button" value="Q"/></p> <p>Profile Type begins with <input type="text"/> <input type="button" value="Q"/></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 checked="" type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search <input type="button" value="Save Search Criteria"/></p> </div>																								
4	<p>The member's Person Profile page will display. Select the Qualifications tab.</p> <div data-bbox="328 1084 1174 1906" style="border: 1px solid black; padding: 5px;"> <p>Person Profile</p> <p>Empl ID 1234567 Eddie Brock</p> <p>Profile Type PERSON Person</p> <p>*Profile Status Active <input type="button" value="v"/></p> <p>*Description Eddie Brock <input type="button" value="x"/></p> <p>Print Comments Profile Actions <input type="button" value="[Select Action]"/> <input type="button" value="v"/> <input type="button" value="v"/></p> <p>Competencies <input checked="" type="button" value="Qualifications"/> Education Mobility Waivers CAN</p> <p>Competencies</p> <p><input type="button" value="v"/> <input type="button" value="Q"/> <input type="button" value="1-3 of 3"/> <input type="button" value="v"/> <input type="button" value="v"/> View All</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Competency</th> <th>Effective Date</th> <th>Evaluation Type</th> <th>Proficiency</th> <th></th> </tr> </thead> <tbody> <tr> <td>DS</td> <td>Deck Seaman</td> <td>12/12/2014</td> <td>Approved/Official</td> <td>3-Good</td> <td><input type="button" value="v"/></td> </tr> <tr> <td>EPMEE5</td> <td>EPME E5 ERATS</td> <td>01/06/2017</td> <td>Approved/Official</td> <td>3-Good</td> <td><input type="button" value="v"/></td> </tr> <tr> <td>YN2</td> <td>YN2 ERATS</td> <td>01/31/2017</td> <td>Approved/Official</td> <td>3-Good</td> <td><input type="button" value="v"/></td> </tr> </tbody> </table> <p>+ Add New Competencies</p> <p>Officer Specialty Code</p> <p>There are currently no Officer Specialty Code for this profile. Please add one if required.</p> <p>Profile Content</p> <p>There are currently no for this profile. Please add one if required.</p> <p>+ Add New</p> <p><input type="button" value="Save"/></p> <p><input type="button" value="Return to Search"/></p> </div>	ID	Competency	Effective Date	Evaluation Type	Proficiency		DS	Deck Seaman	12/12/2014	Approved/Official	3-Good	<input type="button" value="v"/>	EPMEE5	EPME E5 ERATS	01/06/2017	Approved/Official	3-Good	<input type="button" value="v"/>	YN2	YN2 ERATS	01/31/2017	Approved/Official	3-Good	<input type="button" value="v"/>
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Adding a New Language Skill, Continued










Procedures,
continued

Step	Action																								
5	<p>Click Add New Language Skills.</p> <div data-bbox="327 477 1396 1585" style="border: 1px solid black; padding: 5px;"> <p>Person Profile</p> <p>Empl ID 1234567 <u>Eddie Brock</u></p> <p>Profile Type PERSON Person</p> <p>*Profile Status <input type="text" value="Active"/> <input type="button" value="v"/></p> <p>*Description <input type="text" value="Eddie Brock"/> <input type="button" value="x"/></p> <hr/> <p> Print Comments Profile Actions <input type="text" value="[Select Action]"/> <input type="button" value="v"/> <input type="button" value="x"/></p> <hr/> <p> <input type="button" value="Competencies"/> <input style="background-color: #e0f2f1;" type="button" value="Qualifications"/> <input type="button" value="Education"/> <input type="button" value="Mobility"/> <input type="button" value="Waivers"/> <input type="button" value="CAN"/> </p> <p>Honors and Awards</p> <p> 1-5 of 13 <input type="button" value="v"/> View All</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>ID</th> <th>Honor and Award</th> <th></th> </tr> </thead> <tbody> <tr> <td>CGAFESM</td> <td>AF Expeditionary Service Mdl</td> <td></td> </tr> <tr> <td>CGGWOTS</td> <td>Global War Terror Service Medl</td> <td></td> </tr> <tr> <td>CGHC</td> <td>CG Achievement Medal</td> <td></td> </tr> <tr> <td>CGMB</td> <td>CG Meritorious Unit Comm Ribbo</td> <td></td> </tr> <tr> <td>CGMT</td> <td>CG Meritorious Team Comm Ribbo</td> <td></td> </tr> </tbody> </table> <p> Add New Honors and Awards</p> <p>Language Skills</p> <p> 1-1 of 1 <input type="button" value="v"/> View All</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>ID</th> <th>Language</th> <th></th> </tr> </thead> <tbody> <tr> <td>SPA</td> <td>Spanish</td> <td></td> </tr> </tbody> </table> <p> Add New Language Skills</p> </div>	ID	Honor and Award		CGAFESM	AF Expeditionary Service Mdl		CGGWOTS	Global War Terror Service Medl		CGHC	CG Achievement Medal		CGMB	CG Meritorious Unit Comm Ribbo		CGMT	CG Meritorious Team Comm Ribbo		ID	Language		SPA	Spanish	
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Adding a New Language Skill, Continued

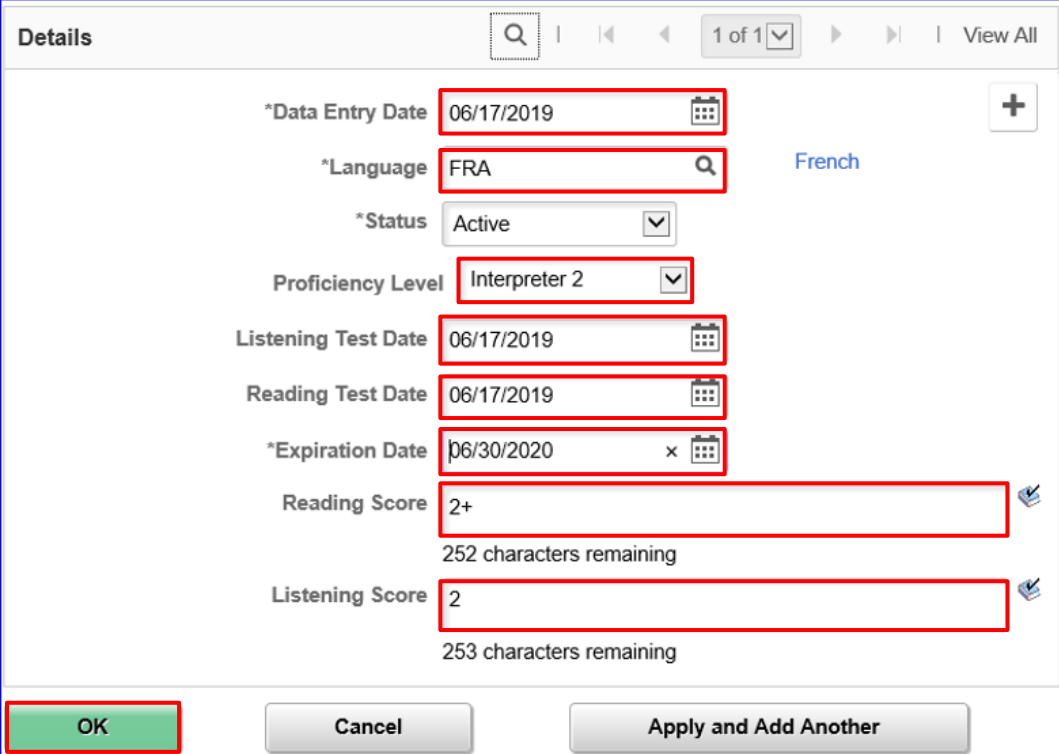
Procedures,
continued

Step	Action
6	<p>The Add New Language Skills page will display.</p> <div style="border: 1px solid black; padding: 10px;"> <p>Person Profile</p> <p>Add New Language Skills</p> <p style="text-align: right;">Empl ID 1234567 Eddie Brock</p> <p style="text-align: right;">Profile Type PERSON Person</p> <p>Add item details. Select OK to apply changes and return. Select Cancel to return without making any changes. Select Apply and Add Another to continue adding additional items.</p> <div style="border: 1px solid gray; padding: 5px;"> <p>Details <input type="text" value="Q"/> < << 1 of 1 >> > View All</p> <p>*Data Entry Date <input type="text" value="07/08/2019"/>  +</p> <p>*Language <input type="text"/> </p> <p>*Status <input type="text" value="Active"/> </p> <p>Proficiency Level <input type="text"/> </p> <p>Listening Test Date <input type="text"/> </p> <p>Reading Test Date <input type="text"/> </p> <p>*Expiration Date <input type="text"/> </p> <p>Reading Score <input type="text"/>  254 characters remaining</p> <p>Listening Score <input type="text"/>  254 characters remaining</p> <p style="text-align: center;"> <input type="button" value="OK"/> <input type="button" value="Cancel"/> <input type="button" value="Apply and Add Another"/> </p> </div> </div>

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Adding a New Language Skill, Continued

Procedures,
continued

Step	Action
7	<p>Complete the following the fields:</p> <ul style="list-style-type: none"> • Data Entry Date – this will default to the current date. Enter the date of the Reading and Listening Tests (if this date does not match the Test dates, DA will not be able to pull the data when starting Foreign Language Proficiency Pay). • Language – Using the lookup, select the appropriate language code. • Status – Leave this at the default, Active. • Proficiency Level – Using the drop-down, select the appropriate proficiency level. • Listening Test Date – Enter the date of the test (this must match the Data Entry Date above). • Reading Test Date – Enter the date of the test (this must match the Listening Test Date and the Data Entry Date). • Expiration Date – The expiration date will be the last day of the month the tests were taken but one year later. For example, if the tests were taken in June 2019, the expiration date will be June 30, 2020. • Reading Score – Enter the Reading test score. • Listening Score – Enter the Listening test score. <p>Once all information has been entered, click OK.</p> 

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Adding a New Language Skill, Continued

Procedures,
continued

Step	Action																														
8	<p>Click Save.</p> <div style="border: 1px solid black; padding: 10px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid black; margin-bottom: 10px;"> Competencies Qualifications Education Mobility Waivers CAN </div> <p>▼ Honors and Awards</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> ☰ 🔍 1-5 of 7 ▶▶ View All </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>ID</th> <th>Honor and Award</th> <th>View History</th> <th></th> </tr> </thead> <tbody> <tr> <td>CGMB</td> <td>CG Meritorious Unit Comm Ribbo</td> <td></td> <td></td> </tr> <tr> <td>CGMM</td> <td>CG Pistol Sharpshooter Ribbon</td> <td></td> <td></td> </tr> <tr> <td>CGMT</td> <td>CG Meritorious Team Comm Ribbo</td> <td></td> <td></td> </tr> <tr> <td>CGNH</td> <td>National Defense Service Medal</td> <td></td> <td></td> </tr> <tr> <td>CGNQ</td> <td>CG Special Ops Service Ribbon</td> <td></td> <td></td> </tr> </tbody> </table> <p>+ Add New Honors and Awards</p> <p>▼ Language Skills</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> ☰ 🔍 1-1 of 1 ▶▶ View All </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>ID</th> <th>Language</th> <th></th> </tr> </thead> <tbody> <tr> <td>FRA</td> <td>French</td> <td></td> </tr> </tbody> </table> <p>+ Add New Language Skills</p> <p>▶ Licenses and Certifications</p> <p>+ Add New Licenses and Certifications</p> <p>▶ Memberships</p> <p>+ Add New Memberships</p> <p>▶ Tests or Examinations</p> <p>+ Add New Tests or Examinations</p> <p>▶ Courses & Training</p> <p>▶ Additional Training</p> <p>+ Add New Additional Training</p> <div style="margin-top: 20px;"> <div style="border: 2px solid red; display: inline-block; padding: 5px 15px; margin-right: 20px;">Save</div> <div style="border: 1px solid #ccc; display: inline-block; padding: 5px 15px;">Return to Search</div> </div> </div>	ID	Honor and Award	View History		CGMB	CG Meritorious Unit Comm Ribbo			CGMM	CG Pistol Sharpshooter Ribbon			CGMT	CG Meritorious Team Comm Ribbo			CGNH	National Defense Service Medal			CGNQ	CG Special Ops Service Ribbon			ID	Language		FRA	French	
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Adding a New Language Skill, Continued

Procedures,
continued

Step	Action						
9	<p>Upon saving, a confirmation message will display.</p> <div data-bbox="331 479 1396 1137"> <p>Person Profile</p> <p>Empl ID 1234567 Eddie Brock</p> <p>Profile Type PERSON Person</p> <p>*Profile Status <input type="text" value="Active"/></p> <p>*Description <input type="text" value="Eddie Brock"/></p> <hr/> <p> Print Comments Profile Actions <input type="text" value="[Select Action]"/></p> <div style="border: 2px solid red; padding: 2px; margin: 5px 0;"> <p> You have successfully saved those profile changes that do not require approval.</p> </div> <p> <input type="button" value="Competencies"/> <input style="background-color: #e0f2f1;" type="button" value="Qualifications"/> <input type="button" value="Education"/> <input type="button" value="Mobility"/> <input type="button" value="Waivers"/> <input type="button" value="CAN"/> </p> <p>Honors and Awards</p> <p> <input type="button" value="List"/> <input type="button" value="Search"/> <input type="text" value="1-5 of 7"/> <input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="View All"/> </p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>ID</th> <th>Honor and Award</th> <th>View History</th> </tr> </thead> <tbody> <tr> <td>CGMR</td> <td>CG Meritorious Unit Comm Ribbo</td> <td> <input type="button" value="View"/> <input type="button" value="Delete"/> </td> </tr> </tbody> </table> </div>	ID	Honor and Award	View History	CGMR	CG Meritorious Unit Comm Ribbo	<input type="button" value="View"/> <input type="button" value="Delete"/>
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CGMR	CG Meritorious Unit Comm Ribbo	<input type="button" value="View"/> <input type="button" value="Delete"/>					

Adding New Language Test Results for the Same Language Type


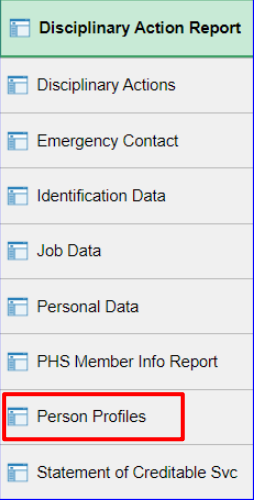
Introduction This section provides the procedures to add language test results for an existing Language Skill of the same type in Direct Access (DA).

Important Information As of 04/01/2019, the 2 character Language Skill codes are no longer valid. A new Language Skill using the 3 character Language Skill code will need to be created instead of adding a new row to the existing Italian Language Skill.

ID	Language	
IT	Italian	
ITA	Italian	

The selected item IT is not active as of the effective date 01 April 2019. (18300,804)

Procedures See below.

Step	Action
1	<p>Click on the Core HR tile.</p> 
2	<p>Select the Person Profiles option.</p> 

Continued on next page

Adding New Language Test Results for the Same Language Type, Continued

Procedures,
continued

Step	Action																								
3	<p>Enter the member's Empl ID. Ensure the Correct History box is checked and click Search.</p> <div data-bbox="316 555 1075 1104" style="border: 1px solid black; padding: 5px;"> <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</p> <p>▼ Search Criteria</p> <p>Empl ID begins with <input type="text" value="1234567"/> <input type="button" value="Q"/></p> <p>Profile Type begins with <input type="text"/> <input type="button" value="Q"/></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 checked="" type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search <input type="button" value="Save Search Criteria"/></p> </div>																								
4	<p>The member's Person Profile page will display. Select the Qualifications tab.</p> <div data-bbox="316 1167 1176 1944" style="border: 1px solid black; padding: 5px;"> <p>Person Profile</p> <p>Empl ID 9876543 <u>Peter Parker</u></p> <p>Profile Type PERSON Person</p> <p>*Profile Status Active ▼</p> <p>*Description Peter Parker x</p> <p>Print Comments Profile Actions [Select Action] ▼</p> <p>Competencies Qualifications Education Mobility Waivers CAN</p> <p>▼ Competencies</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Competency</th> <th>Effective Date</th> <th>Evaluation Type</th> <th>Proficiency</th> <th>View History</th> </tr> </thead> <tbody> <tr> <td>DCPQS</td> <td>DCPQS (Basic)</td> <td>07/31/2012</td> <td>Approved/Official</td> <td>Good</td> <td><input type="button" value="View History"/></td> </tr> <tr> <td>EPMEE5</td> <td>EPME E5 ERATS</td> <td>07/27/2018</td> <td>Approved/Official</td> <td>3-Good</td> <td><input type="button" value="View History"/></td> </tr> <tr> <td>SK2</td> <td>SK2 ERATS</td> <td>07/27/2018</td> <td>Approved/Official</td> <td>3-Good</td> <td><input type="button" value="View History"/></td> </tr> </tbody> </table> <p>+ Add New Competencies</p> <p>▼ Officer Specialty Code</p> <p>There are currently no Officer Specialty Code for this profile. Please add one if required.</p> <p>▼ Profile Content</p> <p>There are currently no for this profile. Please add one if required.</p> <p>+ Add New</p> <p><input type="button" value="Save"/></p> <p><input type="button" value="Return to Search"/></p> </div>	ID	Competency	Effective Date	Evaluation Type	Proficiency	View History	DCPQS	DCPQS (Basic)	07/31/2012	Approved/Official	Good	<input type="button" value="View History"/>	EPMEE5	EPME E5 ERATS	07/27/2018	Approved/Official	3-Good	<input type="button" value="View History"/>	SK2	SK2 ERATS	07/27/2018	Approved/Official	3-Good	<input type="button" value="View History"/>
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Continued on next page

Adding New Language Test Results for the Same Language Type, Continued

Procedures,
continued

Step	Action																																				
5	<p>Select the Language the test results are to be added to.</p> <div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; margin-bottom: 5px;"> Competencies Qualifications Education Mobility Waivers CAN </div> <div style="margin-bottom: 5px;"> <p>▼ Honors and Awards</p> <div style="display: flex; justify-content: space-between; align-items: center; border-bottom: 1px solid #ccc; margin-bottom: 5px;"> 🔍 1-5 of 7 View All </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">ID</th> <th style="width: 55%;">Honor and Award</th> <th style="width: 15%;">View History</th> <th style="width: 15%;"></th> </tr> </thead> <tbody> <tr> <td>CGGWOTS</td> <td>Global War Terror Service Medl</td> <td></td> <td>🗑️</td> </tr> <tr> <td>CGMB</td> <td>CG Meritorious Unit Comm Ribbo</td> <td></td> <td>🗑️</td> </tr> <tr> <td>CGMT</td> <td>CG Meritorious Team Comm Ribbo</td> <td></td> <td>🗑️</td> </tr> <tr> <td>CGNA</td> <td>CG Comdt Ltr of Comm Ribbon</td> <td>📄</td> <td>🗑️</td> </tr> <tr> <td>CGNH</td> <td>National Defense Service Medal</td> <td></td> <td>🗑️</td> </tr> </tbody> </table> <p>+ Add New Honors and Awards</p> </div> <div style="margin-bottom: 5px;"> <p>▼ Language Skills</p> <div style="display: flex; justify-content: space-between; align-items: center; border-bottom: 1px solid #ccc; margin-bottom: 5px;"> 🔍 1-2 of 2 View All </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">ID</th> <th style="width: 55%;">Language</th> <th style="width: 15%;"></th> <th style="width: 15%;"></th> </tr> </thead> <tbody> <tr> <td>JA</td> <td>Japanese</td> <td></td> <td>🗑️</td> </tr> <tr> <td>SPA</td> <td style="border: 2px solid red;">Spanish</td> <td></td> <td>🗑️</td> </tr> </tbody> </table> <p>+ Add New Language Skills</p> </div> </div>	ID	Honor and Award	View History		CGGWOTS	Global War Terror Service Medl		🗑️	CGMB	CG Meritorious Unit Comm Ribbo		🗑️	CGMT	CG Meritorious Team Comm Ribbo		🗑️	CGNA	CG Comdt Ltr of Comm Ribbon	📄	🗑️	CGNH	National Defense Service Medal		🗑️	ID	Language			JA	Japanese		🗑️	SPA	Spanish		🗑️
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Adding New Language Test Results for the Same Language Type, Continued

Procedures,
continued

Step	Action
6	<p>Click the (+) button to add a new row.</p> <div data-bbox="316 528 1393 1541" style="border: 1px solid black; padding: 5px;"> <p>Update Language Skills</p> <p style="text-align: center;">Empl ID 9876543 Peter Parker 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> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>Details 1 of 1 View All</p> <p>*Data Entry Date <input type="text" value="04/12/2019"/> +</p> <p>Language SPA Spanish</p> <p>*Status <input type="text" value="Active"/> </p> <p>Proficiency Level <input type="text" value="Interpreter 3"/> </p> <p>Listening Test Date <input type="text" value="04/12/2019"/> </p> <p>Reading Test Date <input type="text" value="04/12/2019"/> </p> <p>*Expiration Date <input type="text" value="04/30/2020"/> </p> <p>Reading Score <input type="text" value="3"/> </p> <p style="margin-left: 20px;">253 characters remaining</p> <p>Listening Score <input type="text" value="3"/> </p> <p style="margin-left: 20px;">253 characters remaining</p> </div> <p style="text-align: center;"> <input type="button" value="OK"/> <input type="button" value="Cancel"/> </p> </div>

Continued on next page

Adding New Language Test Results for the Same Language Type, Continued

Procedures,
continued

Step	Action
7	<p>The new row will populate with the current date and the number of rows indicated will increase by one. Click View All to view the previous row(s).</p> <div data-bbox="316 562 1394 1576" style="border: 1px solid black; padding: 5px;"> <p>Update Language Skills</p> <p style="text-align: right;">Empl ID 9876543 Peter Parker</p> <p style="text-align: right;">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> <hr/> <p>Details 1 of 2 <input type="button" value="View All"/></p> <p>*Data Entry Date <input type="text" value="07/10/2019"/> <input type="button" value="x"/> <input type="button" value="Calendar"/></p> <p style="text-align: right;">+ -</p> <p>Language SPA Spanish</p> <p>*Status <input type="text" value="Active"/> <input type="button" value="v"/></p> <p>Proficiency Level <input type="text" value="Interpreter 3"/> <input type="button" value="v"/></p> <p>Listening Test Date <input type="text" value="04/12/2019"/> <input type="button" value="Calendar"/></p> <p>Reading Test Date <input type="text" value="04/12/2019"/> <input type="button" value="Calendar"/></p> <p>*Expiration Date <input type="text" value="04/30/2020"/> <input type="button" value="Calendar"/></p> <p>Reading Score <input type="text" value="3"/> <input type="button" value="Checkmark"/></p> <p style="font-size: small;">253 characters remaining</p> <p>Listening Score <input type="text" value="3"/> <input type="button" value="Checkmark"/></p> <p style="font-size: small;">253 characters remaining</p> <p style="text-align: center;"> <input type="button" value="OK"/> <input type="button" value="Cancel"/> </p> </div>

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Adding New Language Test Results for the Same Language Type, Continued

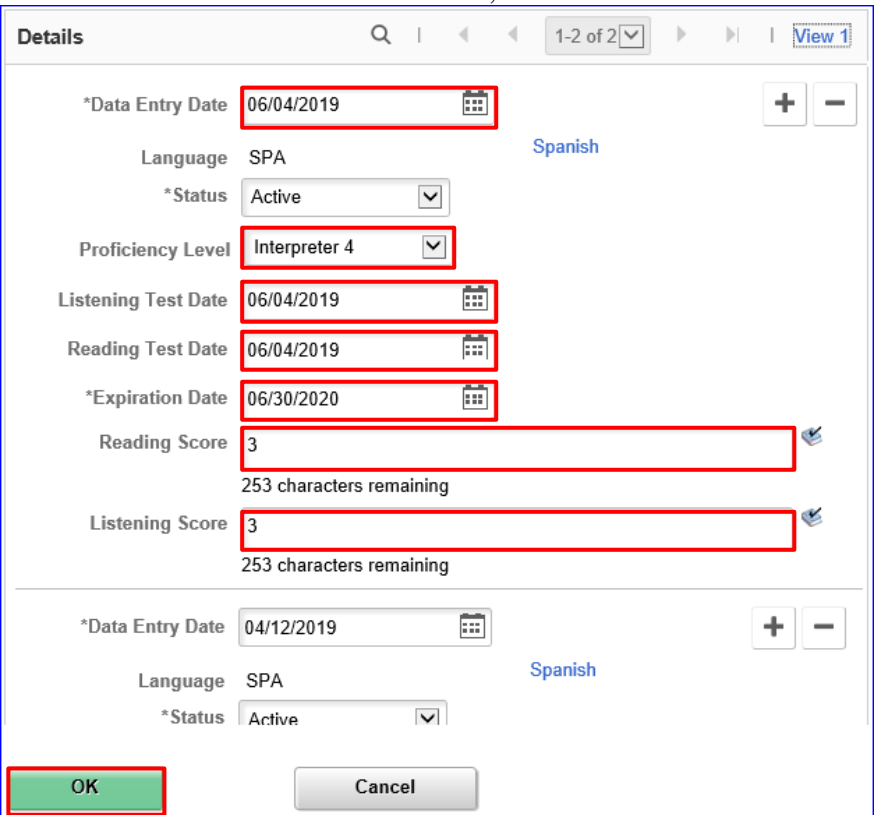
Procedures,
continued

Step	Action
8	<p>All rows will be displayed.</p> <div data-bbox="316 526 1289 1839" style="border: 1px solid black; padding: 5px;"> <p>Details 1-2 of 2 View 1</p> <p>*Data Entry Date: 07/10/2019 + -</p> <p>Language: SPA Spanish</p> <p>*Status: Active ▼</p> <p>Proficiency Level: Interpreter 3 ▼</p> <p>Listening Test Date: 04/12/2019 📅</p> <p>Reading Test Date: 04/12/2019 📅</p> <p>*Expiration Date: 04/30/2020 📅</p> <p>Reading Score: 3 📄 253 characters remaining</p> <p>Listening Score: 3 📄 253 characters remaining</p> <hr/> <p>*Data Entry Date: 04/12/2019 + -</p> <p>Language: SPA Spanish</p> <p>*Status: Active ▼</p> <p>Proficiency Level: Interpreter 3 ▼</p> <p>Listening Test Date: 04/12/2019 📅</p> <p>Reading Test Date: 04/12/2019 📅</p> <p>*Expiration Date: 04/30/2020 📅</p> <p>Reading Score: 3 📄 253 characters remaining</p> <p>Listening Score: 3 📄 253 characters remaining</p> <p style="text-align: center;"> OK Cancel </p> </div>

Continued on next page

Adding New Language Test Results for the Same Language Type, Continued

Procedures,
continued

Step	Action
9	<p>Overwrite the data in the new row:</p> <ul style="list-style-type: none"> • Data Entry Date – Enter the date of the Reading and Listening Tests (if this date does not match the Test dates, DA will not be able to pull the data when starting Foreign Language Proficiency Pay). • Status – Leave this at the default, Active. • Proficiency Level – Using the drop-down, select the appropriate proficiency level. • Listening Test Date – Enter the date of the test (this must match the Data Entry Date above). • Reading Test Date – Enter the date of the test (this must match the Listening Test Date and the Data Entry Date). • Expiration Date – The expiration date will be the last day of the month the tests were taken but one year later. For example, if the tests were taken in June 2019, the expiration date will be June 30, 2020. • Reading Score – Enter the Reading test score. • Listening Score – Enter the Listening test score. <p>Once all information has been entered, click OK.</p> 

Continued on next page

Adding New Language Test Results for the Same Language Type, Continued

Procedures,
continued

Step	Action																																				
<p>10</p>	<p>Click Save.</p> <div style="border: 1px solid #ccc; padding: 10px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; margin-bottom: 10px;"> Competencies Qualifications Education Mobility Waivers CAN </div> <div style="margin-bottom: 10px;"> <p>▼ Honors and Awards</p> <div style="display: flex; justify-content: space-between; align-items: center; border-bottom: 1px solid #ccc; margin-bottom: 5px;"> 🔍 1-5 of 7 View All </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">ID</th> <th style="width: 55%;">Honor and Award</th> <th style="width: 15%;">View History</th> <th style="width: 15%;"></th> </tr> </thead> <tbody> <tr> <td>CGGWOTS</td> <td>Global War Terror Service Medl</td> <td></td> <td style="text-align: center;">🗑️</td> </tr> <tr> <td>CGMB</td> <td>CG Meritorious Unit Comm Ribbo</td> <td></td> <td style="text-align: center;">🗑️</td> </tr> <tr> <td>CGMT</td> <td>CG Meritorious Team Comm Ribbo</td> <td></td> <td style="text-align: center;">🗑️</td> </tr> <tr> <td>CGNA</td> <td>CG Comdt Ltr of Comm Ribbon</td> <td style="text-align: center;">📄</td> <td style="text-align: center;">🗑️</td> </tr> <tr> <td>CGNH</td> <td>National Defense Service Medal</td> <td></td> <td style="text-align: center;">🗑️</td> </tr> </tbody> </table> <p>+ Add New Honors and Awards</p> </div> <div style="margin-bottom: 10px;"> <p>▼ Language Skills</p> <div style="display: flex; justify-content: space-between; align-items: center; border-bottom: 1px solid #ccc; margin-bottom: 5px;"> 🔍 1-2 of 2 View All </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">ID</th> <th style="width: 55%;">Language</th> <th style="width: 15%;">View History</th> <th style="width: 15%;"></th> </tr> </thead> <tbody> <tr> <td>JA</td> <td>Japanese</td> <td></td> <td style="text-align: center;">🗑️</td> </tr> <tr> <td>SPA</td> <td>Spanish</td> <td style="text-align: center;">📄</td> <td style="text-align: center;">🗑️</td> </tr> </tbody> </table> <p>+ Add New Language Skills</p> </div> <div style="margin-bottom: 10px;"> <p>▶ Licenses and Certifications</p> <p>+ Add New Licenses and Certifications</p> </div> <div style="margin-bottom: 10px;"> <p>▶ Memberships</p> <p>+ Add New Memberships</p> </div> <div style="margin-bottom: 10px;"> <p>▶ Tests or Examinations</p> <p>+ Add New Tests or Examinations</p> </div> <div style="margin-bottom: 10px;"> <p>▶ Courses & Training</p> </div> <div style="margin-bottom: 10px;"> <p>▶ Additional Training</p> <p>+ Add New Additional Training</p> </div> <div style="margin-top: 10px;"> <p style="border: 2px solid red; display: inline-block; padding: 5px 15px; background-color: #f5f5f5;">Save</p> </div> <div style="margin-top: 10px;"> <p style="border: 1px solid #ccc; display: inline-block; padding: 5px 15px; background-color: #f5f5f5;">Return to Search</p> </div> </div>	ID	Honor and Award	View History		CGGWOTS	Global War Terror Service Medl		🗑️	CGMB	CG Meritorious Unit Comm Ribbo		🗑️	CGMT	CG Meritorious Team Comm Ribbo		🗑️	CGNA	CG Comdt Ltr of Comm Ribbon	📄	🗑️	CGNH	National Defense Service Medal		🗑️	ID	Language	View History		JA	Japanese		🗑️	SPA	Spanish	📄	🗑️
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Adding New Language Test Results for the Same Language Type, Continued

Procedures,
continued


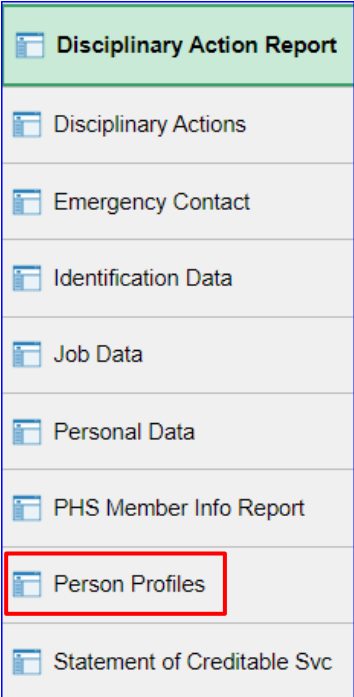
Step	Action																																				
11	<p data-bbox="316 499 965 530">Upon saving, a confirmation message will display.</p> <div data-bbox="316 530 1393 1733" style="border: 1px solid blue; padding: 5px;"> <p data-bbox="323 539 507 566">Person Profile</p> <p data-bbox="507 584 1034 748"> Empl ID 9876543 Peter Parker Profile Type PERSON Person *Profile Status Active <input type="button" value="v"/> *Description Peter Parker <input type="button" value="x"/> </p> <hr/> <p data-bbox="323 786 1342 824"> Print Comments Profile Actions [Select Action] <input type="button" value="v"/> <input type="button" value="»"/> </p> <div data-bbox="323 860 1094 904" style="border: 2px solid red; padding: 2px;"> <p><input checked="" type="checkbox"/> You have successfully saved those profile changes that do not require approval.</p> </div> <p data-bbox="347 927 1217 972"> Competencies Qualifications Education Mobility Waivers CAN </p> <p data-bbox="323 987 549 1014">▼ Honors and Awards</p> <p data-bbox="339 1025 1374 1061"> <input type="button" value="⌵"/> <input type="button" value="Q"/> 1-5 of 7 <input type="button" value="v"/> <input type="button" value="»"/> View All </p> <table border="1" data-bbox="323 1072 1385 1417"> <thead> <tr> <th>ID</th> <th>Honor and Award</th> <th>View History</th> <th></th> </tr> </thead> <tbody> <tr> <td>CGGWOTS</td> <td>Global War Terror Service Medl</td> <td></td> <td><input type="button" value="🗑"/></td> </tr> <tr> <td>CGMB</td> <td>CG Meritorious Unit Comm Ribbo</td> <td></td> <td><input type="button" value="🗑"/></td> </tr> <tr> <td>CGMT</td> <td>CG Meritorious Team Comm Ribbo</td> <td></td> <td><input type="button" value="🗑"/></td> </tr> <tr> <td>CGNA</td> <td>CG Comdt Ltr of Comm Ribbon</td> <td><input type="button" value="📄"/></td> <td><input type="button" value="🗑"/></td> </tr> <tr> <td>CGNH</td> <td>National Defense Service Medal</td> <td></td> <td><input type="button" value="🗑"/></td> </tr> </tbody> </table> <p data-bbox="323 1435 628 1462">+ Add New Honors and Awards</p> <p data-bbox="323 1473 512 1500">▼ Language Skills</p> <p data-bbox="339 1512 1374 1547"> <input type="button" value="⌵"/> <input type="button" value="Q"/> 1-2 of 2 <input type="button" value="v"/> <input type="button" value="»"/> View All </p> <table border="1" data-bbox="323 1559 1385 1727"> <thead> <tr> <th>ID</th> <th>Language</th> <th>View History</th> <th></th> </tr> </thead> <tbody> <tr> <td>JA</td> <td>Japanese</td> <td></td> <td><input type="button" value="🗑"/></td> </tr> <tr> <td>SPA</td> <td>Spanish</td> <td><input type="button" value="📄"/></td> <td><input type="button" value="🗑"/></td> </tr> </tbody> </table> </div>	ID	Honor and Award	View History		CGGWOTS	Global War Terror Service Medl		<input type="button" value="🗑"/>	CGMB	CG Meritorious Unit Comm Ribbo		<input type="button" value="🗑"/>	CGMT	CG Meritorious Team Comm Ribbo		<input type="button" value="🗑"/>	CGNA	CG Comdt Ltr of Comm Ribbon	<input type="button" value="📄"/>	<input type="button" value="🗑"/>	CGNH	National Defense Service Medal		<input type="button" value="🗑"/>	ID	Language	View History		JA	Japanese		<input type="button" value="🗑"/>	SPA	Spanish	<input type="button" value="📄"/>	<input type="button" value="🗑"/>
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Correcting a Language Skill

Introduction This section provides the procedures to correct a previously entered Language Skill in Direct Access (DA).

Important Information If an incorrect Language Skill was entered, it cannot be corrected. It **MUST** be deleted and re-entered using the correct language code. Follow the procedures provided in the [Deleing a Single Language Skill](#) and [Adding a New Language Skill](#) sections of this guide.

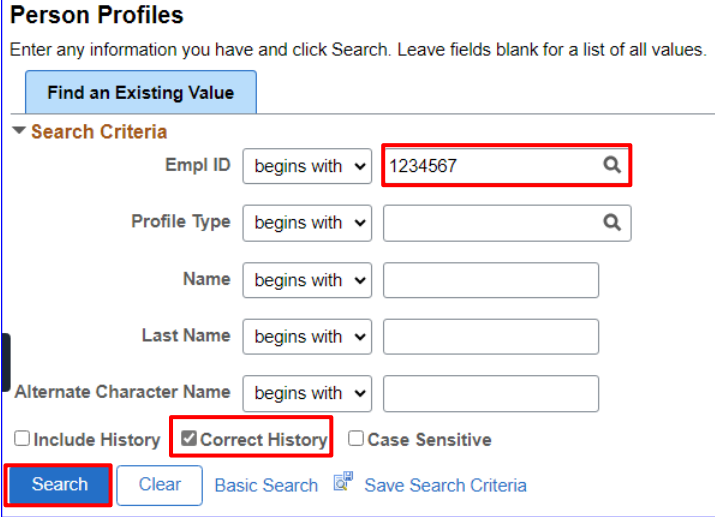
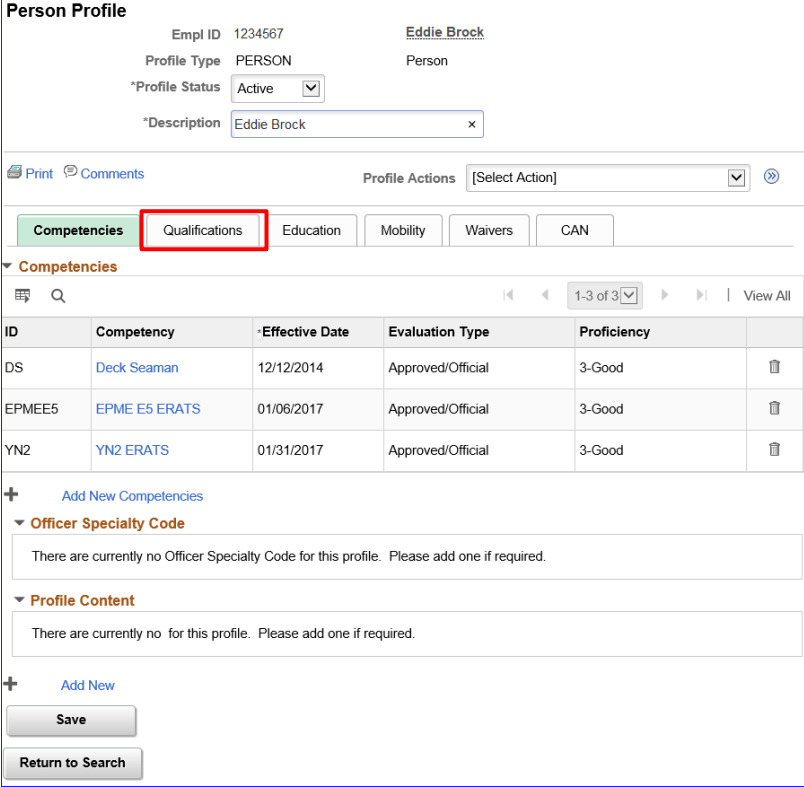
Procedures See below.

Step	Action
<p>1</p>	<p>Click on the Core HR tile.</p> 
<p>2</p>	<p>Select the Person Profiles option.</p> 

Continued on next page

Correcting a Language Skill, Continued

Procedures,
continued

Step	Action																				
3	<p>Enter the member's Empl ID. Ensure the Correct History box is checked and click Search.</p>  <p>Person Profiles Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <p>Search Criteria</p> <p>Empl ID begins with 1234567</p> <p>Profile Type begins with</p> <p>Name begins with</p> <p>Last Name begins with</p> <p>Alternate Character Name begins with</p> <p><input type="checkbox"/> Include History <input checked="" type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p> <p>Search Clear Basic Search Save Search Criteria</p>																				
4	<p>The member's Person Profile page will display. Select the Qualifications tab.</p>  <p>Person Profile Empl ID 1234567 Eddie Brock Profile Type PERSON Person *Profile Status Active *Description Eddie Brock</p> <p>Print Comments Profile Actions [Select Action]</p> <p>Competencies Qualifications Education Mobility Waivers CAN</p> <p>Competencies</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Competency</th> <th>Effective Date</th> <th>Evaluation Type</th> <th>Proficiency</th> </tr> </thead> <tbody> <tr> <td>DS</td> <td>Deck Seaman</td> <td>12/12/2014</td> <td>Approved/Official</td> <td>3-Good</td> </tr> <tr> <td>EPMEE5</td> <td>EPME E5 ERATS</td> <td>01/06/2017</td> <td>Approved/Official</td> <td>3-Good</td> </tr> <tr> <td>YN2</td> <td>YN2 ERATS</td> <td>01/31/2017</td> <td>Approved/Official</td> <td>3-Good</td> </tr> </tbody> </table> <p>+ Add New Competencies</p> <p>Officer Specialty Code There are currently no Officer Specialty Code for this profile. Please add one if required.</p> <p>Profile Content There are currently no for this profile. Please add one if required.</p> <p>+ Add New Save Return to Search</p>	ID	Competency	Effective Date	Evaluation Type	Proficiency	DS	Deck Seaman	12/12/2014	Approved/Official	3-Good	EPMEE5	EPME E5 ERATS	01/06/2017	Approved/Official	3-Good	YN2	YN2 ERATS	01/31/2017	Approved/Official	3-Good
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EPMEE5	EPME E5 ERATS	01/06/2017	Approved/Official	3-Good																	
YN2	YN2 ERATS	01/31/2017	Approved/Official	3-Good																	

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Correcting a Language Skill, Continued

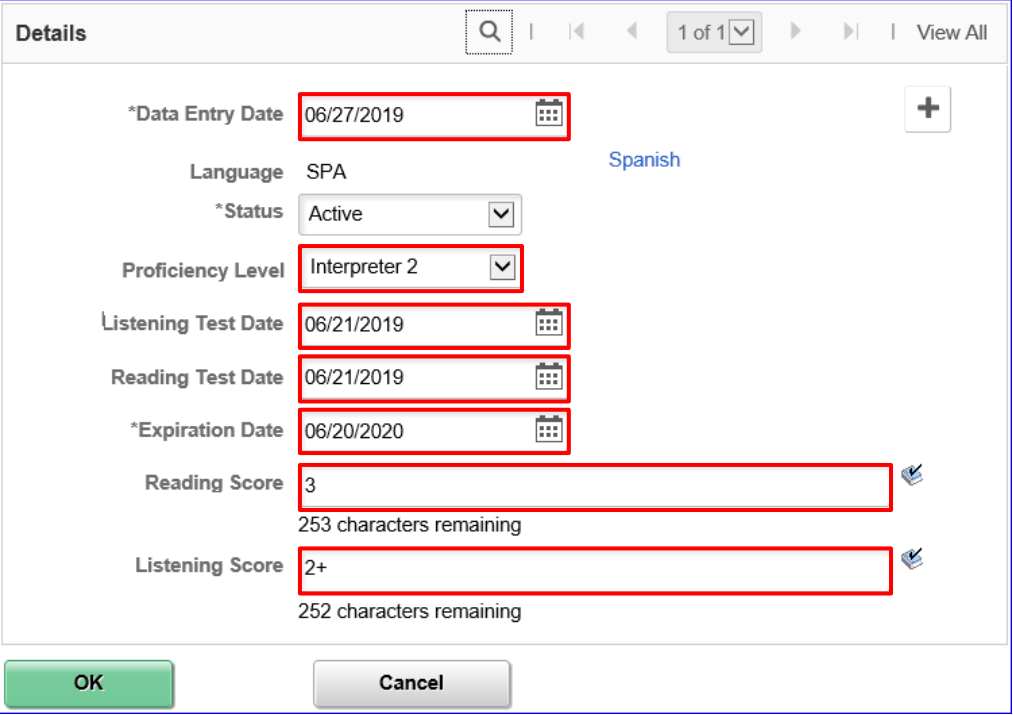
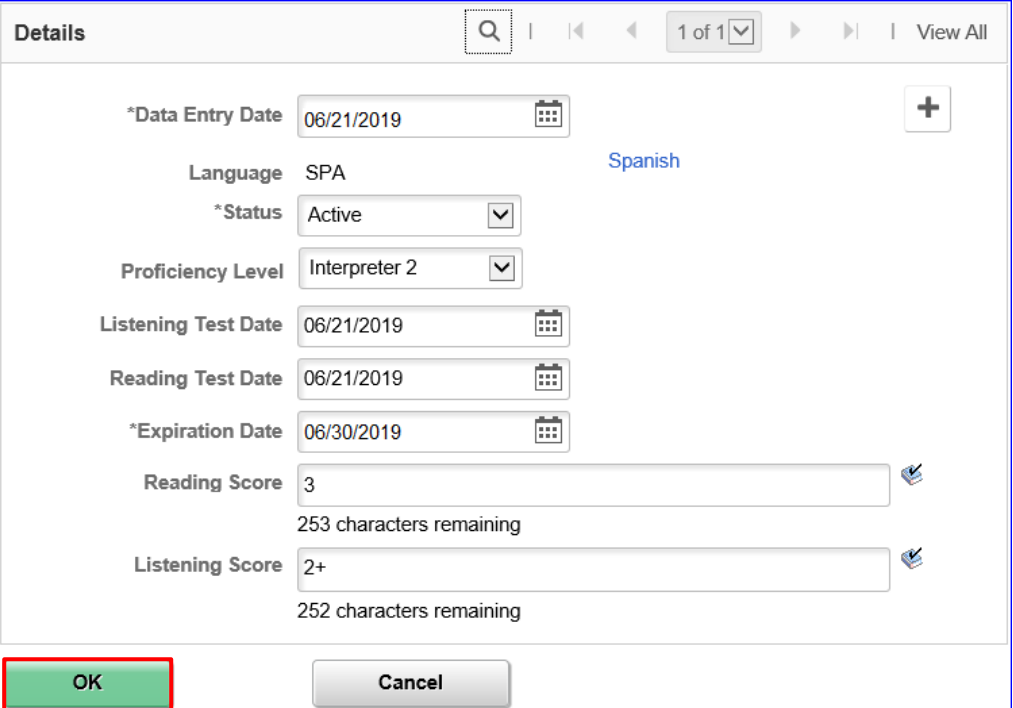
Procedures,
continued

Step	Action																											
5	<p>Click on the Language to be corrected.</p> <div data-bbox="316 477 1394 1668" style="border: 1px solid black; padding: 5px;"> <p>Person Profile</p> <p>Empl ID 1234567 <u>Eddie Brock</u></p> <p>Profile Type PERSON Person</p> <p>*Profile Status <input type="text" value="Active"/></p> <p>*Description <input type="text" value="Eddie Brock"/></p> <hr/> <p>Print Comments Profile Actions <input type="text" value="[Select Action]"/></p> <hr/> <p> <input type="button" value="Competencies"/> <input checked="" type="button" value="Qualifications"/> <input type="button" value="Education"/> <input type="button" value="Mobility"/> <input type="button" value="Waivers"/> <input type="button" value="CAN"/> </p> <p>▼ Honors and Awards</p> <p> <input type="button" value="List Icon"/> <input type="text" value="Q"/> 1-5 of 13 <input type="text" value="1-5 of 13"/> View All </p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>ID</th> <th>Honor and Award</th> <th></th> </tr> </thead> <tbody> <tr> <td>CGAFESM</td> <td>AF Expeditionary Service Mdl</td> <td><input type="button" value="Trash"/></td> </tr> <tr> <td>CGGWOTS</td> <td>Global War Terror Service Medl</td> <td><input type="button" value="Trash"/></td> </tr> <tr> <td>CGHC</td> <td>CG Achievement Medal</td> <td><input type="button" value="Trash"/></td> </tr> <tr> <td>CGMB</td> <td>CG Meritorious Unit Comm Ribbo</td> <td><input type="button" value="Trash"/></td> </tr> <tr> <td>CGMT</td> <td>CG Meritorious Team Comm Ribbo</td> <td><input type="button" value="Trash"/></td> </tr> </tbody> </table> <p>+ Add New Honors and Awards</p> <p>▼ Language Skills</p> <p> <input type="button" value="List Icon"/> <input type="text" value="Q"/> 1-2 of 2 <input type="text" value="1-2 of 2"/> View All </p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>ID</th> <th>Language</th> <th></th> </tr> </thead> <tbody> <tr> <td>DEU</td> <td>German</td> <td><input type="button" value="Trash"/></td> </tr> <tr> <td>SPA</td> <td>Spanish</td> <td><input type="button" value="Trash"/></td> </tr> </tbody> </table> <p>+ Add New Language Skills</p> </div>	ID	Honor and Award		CGAFESM	AF Expeditionary Service Mdl	<input type="button" value="Trash"/>	CGGWOTS	Global War Terror Service Medl	<input type="button" value="Trash"/>	CGHC	CG Achievement Medal	<input type="button" value="Trash"/>	CGMB	CG Meritorious Unit Comm Ribbo	<input type="button" value="Trash"/>	CGMT	CG Meritorious Team Comm Ribbo	<input type="button" value="Trash"/>	ID	Language		DEU	German	<input type="button" value="Trash"/>	SPA	Spanish	<input type="button" value="Trash"/>
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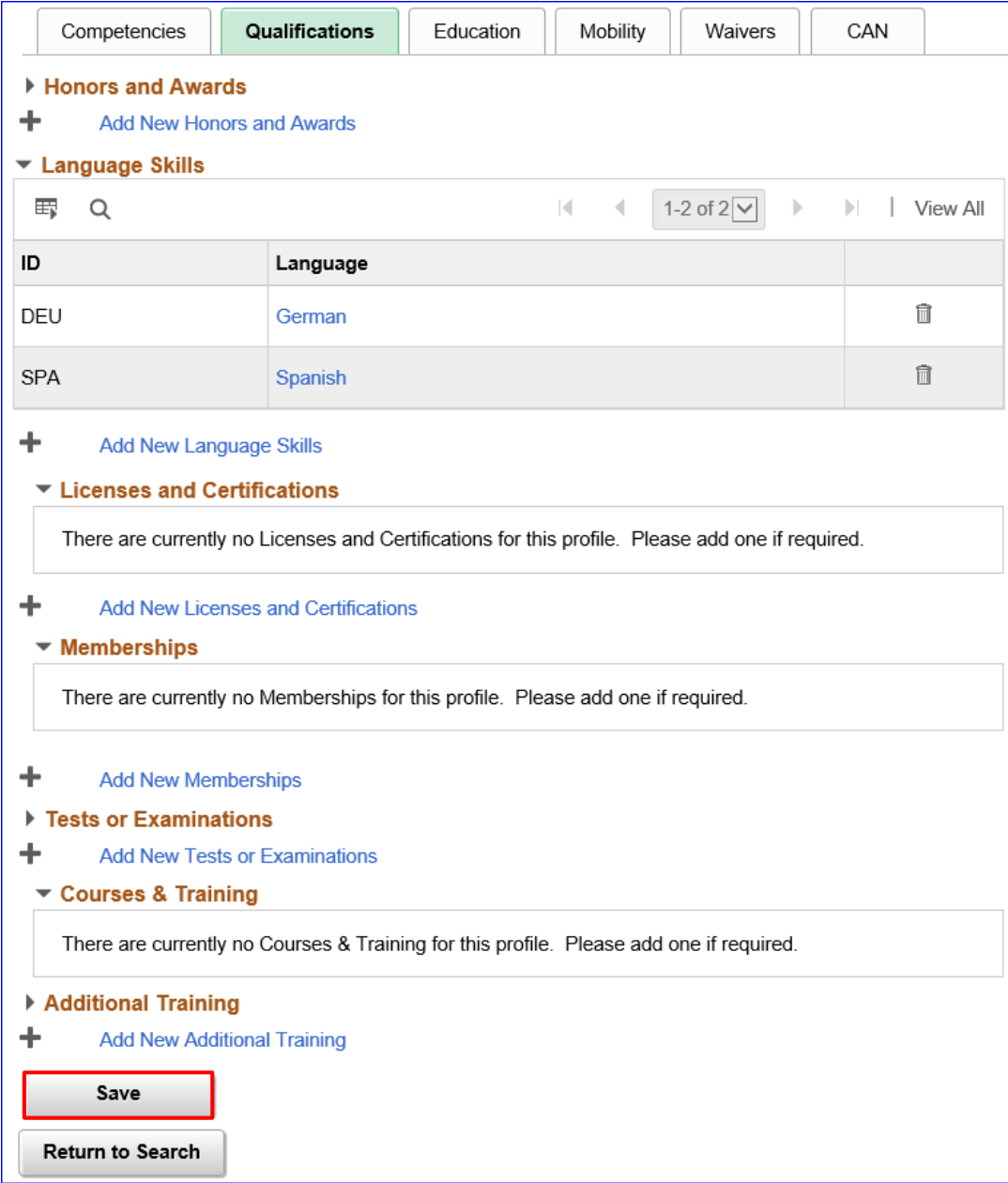
Correcting a Language Skill, Continued

Procedures,
continued

Step	Action
6	<p>Each of the highlighted fields may be edited as necessary.</p> 
7	<p>Once all fields have been corrected as necessary, click OK.</p> 

Correcting a Language Skill, Continued

Procedures,
continued

Step	Action									
8	<p>Click Save.</p>  <p>The screenshot shows the 'Qualifications' tab selected. Under 'Language Skills', there is a table with the following data:</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Language</th> <th></th> </tr> </thead> <tbody> <tr> <td>DEU</td> <td>German</td> <td></td> </tr> <tr> <td>SPA</td> <td>Spanish</td> <td></td> </tr> </tbody> </table> <p>At the bottom of the interface, a 'Save' button is highlighted with a red box, and a 'Return to Search' button is visible below it.</p>	ID	Language		DEU	German		SPA	Spanish	
ID	Language									
DEU	German									
SPA	Spanish									

Correcting a Language Skill, Continued

Procedures,
continued

Step	Action									
9	<p>Upon saving, a confirmation will display.</p> <div data-bbox="316 477 1394 1413" style="border: 1px solid black; padding: 10px;"> <p>Person Profile</p> <p>Empl ID 1234567 <u>Eddie Brock</u></p> <p>Profile Type PERSON Person</p> <p>*Profile Status Active <input type="button" value="v"/></p> <p>*Description <input type="text" value="Eddie Brock"/> <input type="button" value="x"/></p> <hr/> <p> Print Comments Profile Actions <input type="text" value="[Select Action]"/> <input type="button" value="v"/> <input type="button" value="»"/></p> <hr/> <p><input checked="" type="checkbox"/> You have successfully saved those profile changes that do not require approval.</p> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; padding-bottom: 5px;"> Competencies Qualifications Education Mobility Waivers CAN </div> <p>▶ Honors and Awards</p> <p>+ Add New Honors and Awards</p> <p>▼ Language Skills</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <input type="text" value=""/> <input type="button" value="Q"/> 1-2 of 2 <input type="button" value="v"/> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>ID</th> <th>Language</th> <th></th> </tr> </thead> <tbody> <tr> <td>DEU</td> <td>German</td> <td style="text-align: center;"></td> </tr> <tr> <td>SPA</td> <td>Spanish</td> <td style="text-align: center;"></td> </tr> </tbody> </table> <p>+ Add New Language Skills</p> </div>	ID	Language		DEU	German		SPA	Spanish	
ID	Language									
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SPA	Spanish									


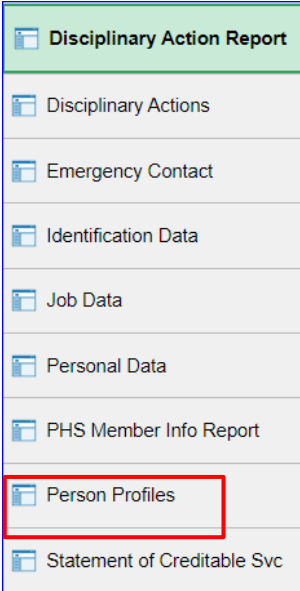
Deleting a Single Language Skill

Introduction This section provides the procedures to delete a single Language Skill from Direct Access (DA).

Important Information Use extreme caution when performing delete transactions, especially if the member has multiple instances of the same language. If a row is erroneously deleted, it will have to be recreated. It is recommended that a [screenshot](#) be taken of the row(s) prior to deleting in the event it needs to be recreated.

NOTE: If this is a language that has just been added, the minus button used to delete some rows will not appear until the user leaves and returns to the page. Just click **Return to Search** and then re-enter the member's profile.

Procedures See below.

Step	Action
1	<p>Click on the Core HR tile.</p> 
2	<p>Select the Person Profiles option.</p> 

Continued on next page

Deleting a Single Language Skill, Continued

Procedures,
continued

Step	Action																								
<p>3</p>	<p>Enter the member's Empl ID. Ensure the Correct History box is checked and click Search.</p> <div data-bbox="327 515 1046 1032" style="border: 1px solid black; padding: 5px;"> <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</p> <p>Search Criteria</p> <p>Empl ID begins with <input type="text" value="1234567"/> <input type="button" value="Q"/></p> <p>Profile Type begins with <input type="text"/> <input type="button" value="Q"/></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 checked="" type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search <input type="button" value="Save Search Criteria"/></p> </div>																								
<p>4</p>	<p>The member's Person Profile page will display. Select the Qualifications tab.</p> <div data-bbox="327 1099 1147 1899" style="border: 1px solid black; padding: 5px;"> <p>Person Profile</p> <p>Empl ID 1234567 Eddie Brock</p> <p>Profile Type PERSON Person</p> <p>*Profile Status Active <input type="button" value="v"/></p> <p>*Description <input type="text" value="Eddie Brock"/> <input type="button" value="x"/></p> <p>Print Comments Profile Actions <input type="button" value="Select Action"/> <input type="button" value="v"/></p> <p>Competencies <input checked="" type="button" value="Qualifications"/> Education Mobility Waivers CAN</p> <p>Competencies</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Competency</th> <th>Effective Date</th> <th>Evaluation Type</th> <th>Proficiency</th> <th></th> </tr> </thead> <tbody> <tr> <td>DS</td> <td>Deck Seaman</td> <td>12/12/2014</td> <td>Approved/Official</td> <td>3-Good</td> <td><input type="button" value="x"/></td> </tr> <tr> <td>EPMEE5</td> <td>EPME E5 ERATS</td> <td>01/06/2017</td> <td>Approved/Official</td> <td>3-Good</td> <td><input type="button" value="x"/></td> </tr> <tr> <td>YN2</td> <td>YN2 ERATS</td> <td>01/31/2017</td> <td>Approved/Official</td> <td>3-Good</td> <td><input type="button" value="x"/></td> </tr> </tbody> </table> <p>+ Add New Competencies</p> <p>Officer Specialty Code</p> <p>There are currently no Officer Specialty Code for this profile. Please add one if required.</p> <p>Profile Content</p> <p>There are currently no for this profile. Please add one if required.</p> <p>+ Add New</p> <p><input type="button" value="Save"/></p> <p><input type="button" value="Return to Search"/></p> </div>	ID	Competency	Effective Date	Evaluation Type	Proficiency		DS	Deck Seaman	12/12/2014	Approved/Official	3-Good	<input type="button" value="x"/>	EPMEE5	EPME E5 ERATS	01/06/2017	Approved/Official	3-Good	<input type="button" value="x"/>	YN2	YN2 ERATS	01/31/2017	Approved/Official	3-Good	<input type="button" value="x"/>
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Continued on next page

Deleting a Single Language Skill, Continued

Procedures,
continued

Step	Action																											
<p>5</p>	<p>Click the Trashcan icon to delete the Language Skill. In this example, the German Language Skill is being deleted.</p> <div data-bbox="327 504 1358 1715" style="border: 1px solid blue; padding: 5px;"> <p>Person Profile</p> <p>Empl ID 1234567 Eddie Brock</p> <p>Profile Type PERSON Person</p> <p>*Profile Status Active <input type="button" value="v"/></p> <p>*Description Eddie Brock <input type="button" value="x"/></p> <hr/> <p> Print Comments Profile Actions <input type="button" value="[Select Action]"/> <input type="button" value="»"/></p> <p><input checked="" type="checkbox"/> You have successfully saved those profile changes that do not require approval.</p> <p> <input type="button" value="Competencies"/> <input style="background-color: #d9ead3; border: 1px solid #d9ead3;" type="button" value="Qualifications"/> <input type="button" value="Education"/> <input type="button" value="Mobility"/> <input type="button" value="Waivers"/> <input type="button" value="CAN"/> </p> <p>▼ Honors and Awards</p> <p> 1-5 of 13 <input type="button" value="v"/> View All</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>ID</th> <th>Honor and Award</th> <th></th> </tr> </thead> <tbody> <tr> <td>CGAFESM</td> <td>AF Expeditionary Service Mdl</td> <td style="text-align: center;"></td> </tr> <tr> <td>CGGWOTS</td> <td>Global War Terror Service Medl</td> <td style="text-align: center;"></td> </tr> <tr> <td>CGHC</td> <td>CG Achievement Medal</td> <td style="text-align: center;"></td> </tr> <tr> <td>CGMB</td> <td>CG Meritorious Unit Comm Ribbo</td> <td style="text-align: center;"></td> </tr> <tr> <td>CGMT</td> <td>CG Meritorious Team Comm Ribbo</td> <td style="text-align: center;"></td> </tr> </tbody> </table> <p> Add New Honors and Awards</p> <p>▼ Language Skills</p> <p> 1-2 of 2 <input type="button" value="v"/> View All</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>ID</th> <th>Language</th> <th></th> </tr> </thead> <tbody> <tr> <td>DEU</td> <td>German</td> <td style="text-align: center;"></td> </tr> <tr> <td>SPA</td> <td>Spanish</td> <td style="text-align: center;"></td> </tr> </tbody> </table> <p> Add New Language Skills</p> </div>	ID	Honor and Award		CGAFESM	AF Expeditionary Service Mdl		CGGWOTS	Global War Terror Service Medl		CGHC	CG Achievement Medal		CGMB	CG Meritorious Unit Comm Ribbo		CGMT	CG Meritorious Team Comm Ribbo		ID	Language		DEU	German		SPA	Spanish	
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SPA	Spanish																											
<p>6</p>	<p>A prompt will display. Click OK.</p> <div data-bbox="327 1787 1358 1944" style="border: 1px solid blue; padding: 5px;"> <p>Delete current/selected rows from this page? The delete will occur when the transaction is saved.</p> <p style="text-align: center;"> <input style="border: 2px solid red;" type="button" value="OK"/> <input type="button" value="Cancel"/> </p> </div>																											

Deleting a Single Language Skill, Continued

Procedures,
continued

Step	Action						
7	<p>Click Save.</p> <div style="border: 1px solid #ccc; padding: 10px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; margin-bottom: 10px;"> Competencies Qualifications Education Mobility Waivers CAN </div> <p>▶ Honors and Awards + Add New Honors and Awards</p> <p>▼ Language Skills</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> 🔍 1-1 of 1 View All </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">ID</th> <th style="width: 60%;">Language</th> <th style="width: 20%;"></th> </tr> </thead> <tbody> <tr> <td>SPA</td> <td>Spanish</td> <td style="text-align: center;"></td> </tr> </tbody> </table> </div> <p>+ Add New Language Skills</p> <p>▼ Licenses and Certifications</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>There are currently no Licenses and Certifications for this profile. Please add one if required.</p> </div> <p>+ Add New Licenses and Certifications</p> <p>▼ Memberships</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>There are currently no Memberships for this profile. Please add one if required.</p> </div> <p>+ Add New Memberships</p> <p>▶ Tests or Examinations + Add New Tests or Examinations</p> <p>▼ Courses & Training</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>There are currently no Courses & Training for this profile. Please add one if required.</p> </div> <p>▶ Additional Training + Add New Additional Training</p> <div style="margin-top: 10px;"> <div style="border: 2px solid red; display: inline-block; padding: 5px 15px; margin-right: 10px;">Save</div> <div style="border: 1px solid #ccc; display: inline-block; padding: 5px 15px;">Return to Search</div> </div> </div>	ID	Language		SPA	Spanish	
ID	Language						
SPA	Spanish						

Deleting a Single Language Skill, Continued

Procedures,
continued

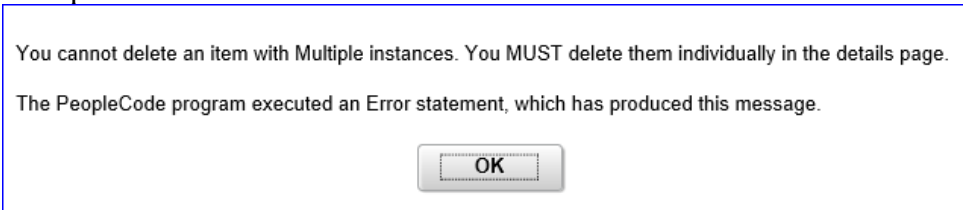
Step	Action						
8	<p>Upon saving, a confirmation message will display and the deleted language will no longer be displayed in Language Skills.</p> <div data-bbox="327 510 1396 1317" style="border: 1px solid blue; padding: 10px;"> <p>Person Profile</p> <p>Empl ID 1234567 Eddie Brock</p> <p>Profile Type PERSON Person</p> <p>*Profile Status Active <input type="button" value="v"/></p> <p>*Description Eddie Brock <input type="button" value="x"/></p> <hr/> <p> Print Comments Profile Actions [Select Action] <input type="button" value="v"/> </p> <div style="border: 2px solid red; padding: 2px; margin: 5px 0;"> <p><input checked="" type="checkbox"/> You have successfully saved those profile changes that do not require approval.</p> </div> <p style="text-align: center;"> Competencies Qualifications Education Mobility Waivers CAN </p> <p>▶ Honors and Awards</p> <p>+ Add New Honors and Awards</p> <p>▼ Language Skills</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> <p> <input type="text" value="Q"/> 1-1 of 1 <input type="button" value="v"/></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">ID</th> <th style="width: 60%;">Language</th> <th style="width: 25%;"></th> </tr> </thead> <tbody> <tr style="border: 2px solid red;"> <td>SPA</td> <td>Spanish</td> <td style="text-align: center;"></td> </tr> </tbody> </table> <p>+ Add New Language Skills</p> </div> </div>	ID	Language		SPA	Spanish	
ID	Language						
SPA	Spanish						

Deleting One Language Skill Instance when Multiple Instances Exist


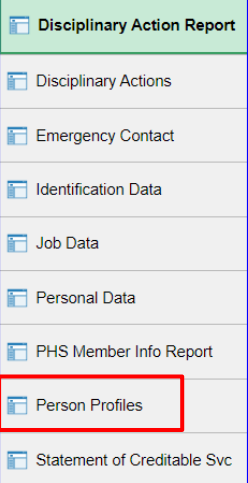
Introduction This section provides the procedures to delete one instance of a Language Skill when multiple instances exist in Direct Access (DA).

Important Information Use extreme caution when performing delete transactions, especially if the member has multiple instances of the same language. If a row is erroneously deleted, it will have to be recreated. It is recommended that a [screenshot](#) be taken of the row(s) prior to deleting in the event it needs to be recreated.

NOTE: To prevent unintentional deletions, the Trashcan functionality for multiple instances of one type of language has been disabled. The following message will display if the Trashcan icon is selected for a language with multiple instances.



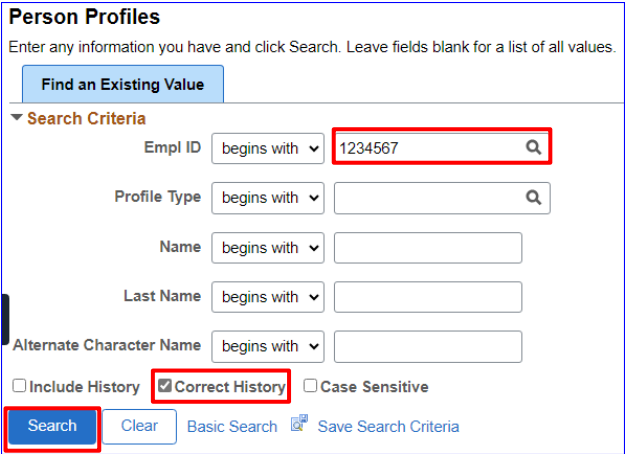
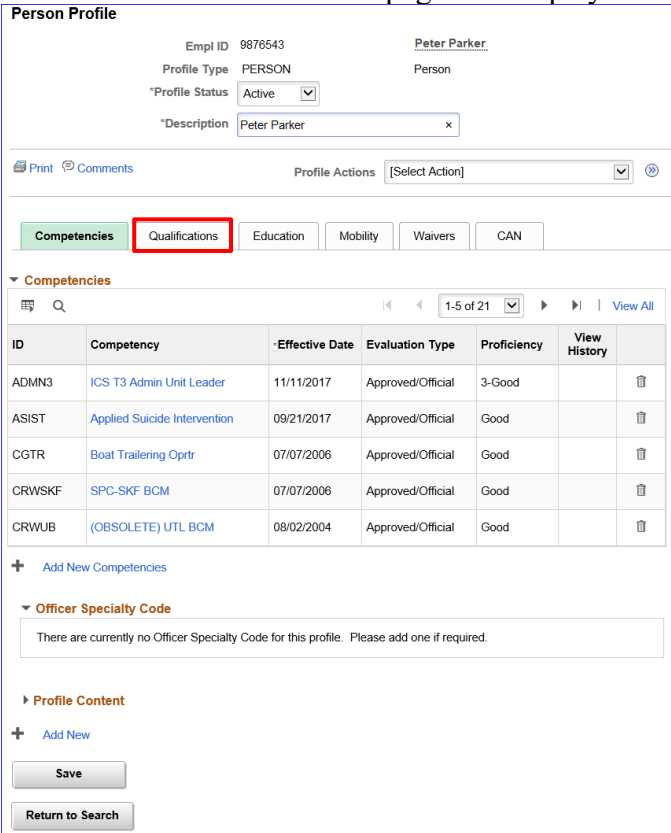
Procedures See below.

Step	Action
1	<p>Click on the Core HR tile.</p> 
2	<p>Select the Person Profiles option.</p> 

Continued on next page

Deleting One Language Skill Instance when Multiple Instances Exist, Continued

Procedures,
continued

Step	Action																																				
3	<p>Enter the member's Empl ID. Ensure the Correct History box is checked and click Search.</p>  <p>Person Profiles Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <p>Search Criteria</p> <p>Empl ID begins with <input type="text" value="1234567"/> <input type="button" value="Q"/></p> <p>Profile Type begins with <input type="text"/> <input type="button" value="Q"/></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 checked="" type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search <input type="button" value="Save Search Criteria"/></p>																																				
4	<p>The member's Person Profile page will display. Select the Qualifications tab.</p>  <p>Person Profile</p> <p>Empl ID 9878543 Peter Parker Profile Type PERSON Person *Profile Status Active *Description Peter Parker</p> <p>Print Comments Profile Actions [Select Action]</p> <p>Competencies Qualifications Education Mobility Waivers CAN</p> <p>Competencies</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Competency</th> <th>Effective Date</th> <th>Evaluation Type</th> <th>Proficiency</th> <th>View History</th> </tr> </thead> <tbody> <tr> <td>ADMN3</td> <td>ICS T3 Admin Unit Leader</td> <td>11/11/2017</td> <td>Approved/Official</td> <td>3-Good</td> <td><input type="button" value="View History"/></td> </tr> <tr> <td>ASIST</td> <td>Applied Suicide Intervention</td> <td>09/21/2017</td> <td>Approved/Official</td> <td>Good</td> <td><input type="button" value="View History"/></td> </tr> <tr> <td>CGTR</td> <td>Boat Trailing Oprtr</td> <td>07/07/2006</td> <td>Approved/Official</td> <td>Good</td> <td><input type="button" value="View History"/></td> </tr> <tr> <td>CRWSKF</td> <td>SPC-SKF BCM</td> <td>07/07/2006</td> <td>Approved/Official</td> <td>Good</td> <td><input type="button" value="View History"/></td> </tr> <tr> <td>CRWUB</td> <td>(OBSOLETE) UTL BCM</td> <td>08/02/2004</td> <td>Approved/Official</td> <td>Good</td> <td><input type="button" value="View History"/></td> </tr> </tbody> </table> <p>+ Add New Competencies</p> <p>Officer Specialty Code</p> <p>There are currently no Officer Specialty Code for this profile. Please add one if required.</p> <p>Profile Content</p> <p>+ Add New</p> <p><input type="button" value="Save"/></p> <p><input type="button" value="Return to Search"/></p>	ID	Competency	Effective Date	Evaluation Type	Proficiency	View History	ADMN3	ICS T3 Admin Unit Leader	11/11/2017	Approved/Official	3-Good	<input type="button" value="View History"/>	ASIST	Applied Suicide Intervention	09/21/2017	Approved/Official	Good	<input type="button" value="View History"/>	CGTR	Boat Trailing Oprtr	07/07/2006	Approved/Official	Good	<input type="button" value="View History"/>	CRWSKF	SPC-SKF BCM	07/07/2006	Approved/Official	Good	<input type="button" value="View History"/>	CRWUB	(OBSOLETE) UTL BCM	08/02/2004	Approved/Official	Good	<input type="button" value="View History"/>
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Deleting One Language Skill Instance when Multiple Instances Exist, Continued

Procedures,
continued

Step	Action												
5	<p>Select the Language to be deleted. If the details icon is displayed under View History, this indicates there is more than one instance of the Language Skill.</p> <div data-bbox="327 562 1366 1928" style="border: 1px solid black; padding: 10px;"> <p>Person Profile</p> <p>Empl ID 9876543 Peter Parker</p> <p>Profile Type PERSON Person</p> <p>*Profile Status Active <input type="button" value="v"/></p> <p>*Description Peter Parker <input type="button" value="x"/></p> <hr/> <p> Print Comments Profile Actions <input type="button" value="[Select Action]"/> <input type="button" value="x"/></p> <hr/> <p>Competencies Qualifications Education Mobility Waivers CAN</p> <p>▶ Honors and Awards + Add New Honors and Awards</p> <p>▼ Language Skills</p> <p> 1-2 of 2 <input type="button" value="v"/> View All</p> <table border="1" data-bbox="331 1151 1361 1328"> <thead> <tr> <th>ID</th> <th>Language</th> <th>View History</th> <th></th> </tr> </thead> <tbody> <tr> <td>DEU</td> <td>German</td> <td></td> <td></td> </tr> <tr> <td>SPA</td> <td>Spanish</td> <td></td> <td></td> </tr> </tbody> </table> <p>+ Add New Language Skills</p> <p>▶ Licenses and Certifications + Add New Licenses and Certifications</p> <p>▶ Memberships + Add New Memberships</p> <p>▶ Tests or Examinations + Add New Tests or Examinations</p> <p>▶ Courses & Training</p> <p>▶ Additional Training + Add New Additional Training</p> <p><input type="button" value="Save"/></p> <p><input type="button" value="Return to Search"/></p> </div>	ID	Language	View History		DEU	German			SPA	Spanish		
ID	Language	View History											
DEU	German												
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Deleting One Language Skill Instance when Multiple Instances Exist, Continued

Procedures,
continued

Step	Action
7	<p data-bbox="325 499 1007 530">Locate the row to be deleted and click the (-) button.</p> <div data-bbox="325 530 1393 1839" style="border: 1px solid black; padding: 5px;"> <p data-bbox="341 551 421 577">Details</p> <p data-bbox="820 551 1374 577"> <input type="text" value=""/> << < 1-2 of 2 > >> View 1 </p> <hr/> <div data-bbox="475 613 1361 663"> <p>*Data Entry Date <input type="text" value="06/27/2019"/> <input type="text" value="06/27/2019"/> <input type="calendar"/></p> </div> <div data-bbox="539 674 1070 701"> <p>Language DEU German</p> </div> <div data-bbox="564 719 895 752"> <p>*Status <input type="text" value="Active"/> <input type="dropdown"/></p> </div> <div data-bbox="469 777 895 810"> <p>Proficiency Level <input type="text" value="Interpreter 4"/> <input type="dropdown"/></p> </div> <div data-bbox="443 835 946 869"> <p>Listening Test Date <input type="text" value="06/27/2019"/> <input type="calendar"/></p> </div> <div data-bbox="453 893 946 927"> <p>Reading Test Date <input type="text" value="06/27/2019"/> <input type="calendar"/></p> </div> <div data-bbox="475 952 946 985"> <p>*Expiration Date <input type="text" value="06/30/2020"/> <input type="calendar"/></p> </div> <div data-bbox="491 1010 1326 1043"> <p>Reading Score <input type="text" value="3"/> <input type="dropdown"/></p> </div> <div data-bbox="655 1055 895 1081"> <p>253 characters remaining</p> </div> <div data-bbox="480 1106 1326 1140"> <p>Listening Score <input type="text" value="3"/> <input type="dropdown"/></p> </div> <div data-bbox="655 1151 895 1178"> <p>252 characters remaining</p> </div> <hr/> <div data-bbox="475 1202 1361 1236"> <p>*Data Entry Date <input type="text" value="03/26/2019"/> <input type="text" value="03/26/2019"/> <input type="calendar"/> + -</p> </div> <div data-bbox="539 1261 1070 1288"> <p>Language DEU German</p> </div> <div data-bbox="564 1305 895 1339"> <p>*Status <input type="text" value="Active"/> <input type="dropdown"/></p> </div> <div data-bbox="469 1364 895 1397"> <p>Proficiency Level <input type="text" value="Interpreter 3"/> <input type="dropdown"/></p> </div> <div data-bbox="443 1422 946 1456"> <p>Listening Test Date <input type="text" value="03/26/2019"/> <input type="calendar"/></p> </div> <div data-bbox="453 1480 946 1514"> <p>Reading Test Date <input type="text" value="03/26/2019"/> <input type="calendar"/></p> </div> <div data-bbox="475 1538 946 1572"> <p>*Expiration Date <input type="text" value="03/31/2020"/> <input type="calendar"/></p> </div> <div data-bbox="491 1597 1326 1630"> <p>Reading Score <input type="text" value="3"/> <input type="dropdown"/></p> </div> <div data-bbox="655 1641 895 1668"> <p>252 characters remaining</p> </div> <div data-bbox="480 1693 1326 1727"> <p>Listening Score <input type="text" value="2+"/> <input type="dropdown"/></p> </div> <div data-bbox="655 1738 895 1765"> <p>253 characters remaining</p> </div> <div data-bbox="331 1794 874 1839" style="margin-top: 10px;"> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p> </div> </div>

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Deleting One Language Skill Instance when Multiple Instances Exist, Continued

Procedures,
continued

Step	Action
8	<p>Click OK.</p> <div style="border: 1px solid blue; padding: 10px;"> <p>Delete current/selected rows from this page? The delete will occur when the transaction is saved.</p> <div style="text-align: center; margin-top: 10px;"> OK Cancel </div> </div>
9	<p>Click OK.</p> <div style="border: 1px solid blue; padding: 10px;"> <h3 style="margin-top: 0;">Update Language Skills</h3> <p style="margin-top: 5px;">Empl ID 9876543 Peter Parker Profile Type PERSON Person</p> <p style="margin-top: 5px;">Update item details, then select OK to apply changes and return. Select Cancel to return without any changes.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p>Details 1-1 of 1</p> <p>*Data Entry Date 06/27/2019 +</p> <p>Language DEU German</p> <p>*Status Active</p> <p>Proficiency Level Interpreter 4</p> <p>Listening Test Date 06/27/2019</p> <p>Reading Test Date 06/27/2019</p> <p>*Expiration Date 06/30/2020</p> <p>Reading Score 3 ✎ 253 characters remaining</p> <p>Listening Score 3 ✎ 252 characters remaining</p> </div> <div style="margin-top: 10px; text-align: center;"> OK Cancel </div> </div>

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Deleting One Language Skill Instance when Multiple Instances Exist, Continued

Procedures,
continued

Step	Action												
10	<p>Click Save.</p> <div data-bbox="327 526 1396 1787"> <p>Person Profile</p> <p>Empl ID 9876543 <u>Peter Parker</u></p> <p>Profile Type PERSON Person</p> <p>*Profile Status <input type="text" value="Active"/> <input type="button" value="v"/></p> <p>*Description <input type="text" value="Peter Parker"/> <input type="button" value="x"/></p> <hr/> <p> Print Comments Profile Actions <input type="text" value="[Select Action]"/> <input type="button" value="v"/> <input type="button" value="»"/></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> 1-2 of 2 <input type="button" value="v"/> <input type="button" value="»"/> View All</p> <table border="1" data-bbox="338 1081 1385 1249"> <thead> <tr> <th>ID</th> <th>Language</th> <th>View History</th> <th></th> </tr> </thead> <tbody> <tr> <td>DEU</td> <td>German</td> <td></td> <td></td> </tr> <tr> <td>SPA</td> <td>Spanish</td> <td></td> <td></td> </tr> </tbody> </table> <p>+ Add New Language Skills</p> <p>▶ Licenses and Certifications</p> <p>+ Add New Licenses and Certifications</p> <p>▶ Memberships</p> <p>+ Add New Memberships</p> <p>▶ Tests or Examinations</p> <p>+ Add New Tests or Examinations</p> <p>▶ Courses & Training</p> <p>▶ Additional Training</p> <p>+ Add New Additional Training</p> <p><input type="button" value="Save"/></p> <p><input type="button" value="Return to Search"/></p> </div>	ID	Language	View History		DEU	German			SPA	Spanish		
ID	Language	View History											
DEU	German												
SPA	Spanish												

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Deleting One Language Skill Instance when Multiple Instances Exist, Continued

Procedures,
continued

Step	Action												
11	<p>Upon saving, a confirmation message will display.</p> <div data-bbox="328 528 1398 1841" style="border: 1px solid black; padding: 10px;"> <p>Person Profile</p> <p>Empl ID 9876543 Peter Parker</p> <p>Profile Type PERSON Person</p> <p>*Profile Status Active <input type="button" value="v"/></p> <p>*Description Peter Parker <input type="button" value="x"/></p> <hr/> <p> Print Comments Profile Actions [Select Action] <input type="button" value="v"/> <input type="button" value="»"/></p> <div style="border: 2px solid red; padding: 2px; margin: 5px 0;"> <p><input checked="" type="checkbox"/> You have successfully saved those profile changes that do not require approval.</p> </div> <p style="text-align: center;"> Competencies Qualifications Education Mobility Waivers CAN </p> <p>▶ Honors and Awards + Add New Honors and Awards</p> <p>▼ Language Skills</p> <p style="text-align: right;"> <input type="button" value="≡"/> <input type="button" value="Q"/> 1-2 of 2 <input type="button" value="v"/> ▶ ▶ View All </p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>ID</th> <th>Language</th> <th>View History</th> <th></th> </tr> </thead> <tbody> <tr> <td>DEU</td> <td>German</td> <td></td> <td style="text-align: center;"></td> </tr> <tr> <td>SPA</td> <td>Spanish</td> <td></td> <td style="text-align: center;"></td> </tr> </tbody> </table> <p> + Add New Language Skills ▶ Licenses and Certifications + Add New Licenses and Certifications ▶ Memberships + Add New Memberships ▶ Tests or Examinations + Add New Tests or Examinations ▶ Courses & Training ▶ Additional Training + Add New Additional Training </p> <p style="text-align: center;"> <input type="button" value="Save"/> <input type="button" value="Return to Search"/> </p> </div>	ID	Language	View History		DEU	German			SPA	Spanish		
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