Licenses and Certificates

) verview		
Introduction	This guide provides the procedures for viewing, adding, deleting Licenses and Certifications in Direct Access (D.	correcting, and A).
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	Adding a New License/Certification	5
	Adding Additional License/Certification (same type)	9
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Viewing a License/Certification

Introduction	This section provides the procedures for viewing a member's License/Certification in DA.
Information	The user must have the CG_LICCERT_V role to access this component.

Procedures See below.

Step	Action
1	Click on the Person Profiles tile.
	Person Profile
2	The Person Profiles option will automatically display. Enter the Empl ID and click Search . The Correct History box is auto-checked.
	Person Profiles
	Enter any information you have and click Search. Leave fields blank for a list of all values.
	Find on Evicting Value
	Find an Existing value
	▼ Search Criteria
	Empl ID begins with 🗸 1234567 Q
	Profile Type begins with 🗸 🔍
	Name begins with 🗸
	Last Name begins with 🗸
	Alternate Character Name begins with 🗸
	□ Include History
	Search Clear Basic Search 🖾 Save Search Criteria

Viewing a License/Certification, Continued

Procedures,

continued

Step	Action					
3	The Competencies tab will display. Select the Qualifications tab.					
	Person Profile					
	Empl ID 1234567 James Bond					
	Profile Type PERSON Person					
	*Profile Status Active V					
	*Description James Herbert Bond					
	Print © Comments [Select Action]					
	Competencies Qualifications Education Mobility Waivers CAN					
	▼ Competencies					
4	Scroll to the member's Licenses and Certifications section. Click the License					
-	link to view the additional information.					
	Person Profile					
	Empl ID 1234567 James Bond					
	Profile Type PERSON Person					
	*Description large Hathert Band					
	Profile Actions [Select Action]					
	Competencies Qualifications Education Mobility Waivers CAN					
	Honors and Awards					
	 ✓ Licenses and Certifications 					
	Image: Contract of the second sec					
	ID License Qualifying Expiration Date					
	IFPC Intel Fundamentals Prof Cert					
	▶ Memberships					
	Tests or Examinations Courses & Training					
	▶ Additional Training					
	+ Add New Additional Training					
	Save					
	Return to Search					
	Print © Comments Competencies Qualifications Education Mobility Waivers CAN Honors and Awards Language Skills Licenses and Certifications Image: Comment of the second of					

Viewing a License/Certification, Continued

Procedures,

Step			1	Action				
5	The Vie	w Licenses and	Certifications	page will d	isplay. C	Click Ca	ncel to retur	n
	to the m	ember's Person	Profile screer	l.				
			Per	on Profile				×
	View Licer	nses and Certifications					Help	о ^
		Empl ID 1234567	JAMES BOND					- 11
		Profile Type PERSON	Person					
	This page displ	ays the item details. You are not au	thorized to update this Content	tem.				
	Details				Q	◀ 1 of 1 ∨	View All	
		Issue Date	03/10/2021					
		License	IFPC	Intel Fundamentals Prof (Cert			
		Status	Active					
		Country	USA	United States				
		Type of Restriction	0-None					
		.,,,	Renewal In Progress					
			License Verified					
		Expiration Date	Outlifier					
		License/Certification Number	Qualitying					
		Issued By						- 11
		Cancel						-

Adding a New License/Certification

Introduction	This section provides the procedures for adding a License/Certification in DA.
Information	The user must have the CG_LICCERT_U role to access this component.

Procedures See below.

Step	Action
1	Click on the Person Profiles tile.
	Person Profile
2	The Person Profiles option will automatically display. Enter the Empl ID and
	click Search. The Correct History box is auto-checked.
	Fetson Flomes
	Enter any information you have and click Search. Leave fields blank for a list of all values.
	Find an Existing Value
	 Search Criteria
	Empl ID begins with 🗸 1234567 🔍
	Profile Type begins with 🗸 🔍
	Name begins with 🗸
	Last Name begins with 🗸
	Alternate Character Name begins with 🗸
	□ Include History
	Search Clear Basic Search 🖾 Save Search Criteria

Adding a New License/Certification, Continued

Procedures,

Step		Action		
3	The Competencies tab wi	ll display. Select th	e Qualifications tal	b.
	Person Profile			
	Empl ID	1234567	James Bond	
	Profile Type	PERSON	Person	
	*Profile Status	Active 🗸		
	*Description	James Herbert Bond		
	Print D Comments		Profile Actio	[Select Action]
	Competencies Qualif	ications Education	Mobility Waive	ers CAN
1	▼ Competencies			
4	Click the Add New Lice	nses and Certificat	tions link.	
	Empl ID 1234567	James Bond		
	Profile Type PERSON	Person		
	*Description James Herbert Bo	nd		
	Print (D) Comments	Profile Actions	[Select Action]	✓ ⊗
	Competencies Qualifications Edu	cation Mobility Waivers	CAN	
	 Honors and Awards Language Skills Licenses and Certifications 			
	I Q		I∢ ∢ 1-1 o	f 1 🗸 🕨 🕅 View All
	ID License		Qualifying	Expiration Date
	IFPC Intel Fundamentals Prof Cert			Û
	Add New Licenses and Certifications			
	, as now Electroco and Control (001)			

Continued on next page

Adding a New License/Certification, Continued

Procedures,

continued

Step	Action						
5	The Add New Licenses & Certifications page will display. Enter the required						
	fields:						
	• Issue Date – Defaults to the current date. Enter the date the License or						
	Certification was issued.						
	• License – Enter the type of License or use the lookup to select one.						
	• Status – 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.						
	• License Verified – If applicable, check this box						
	• Expiration Date – If applicable, enter the date the License/certification						
	expires.						
	• Oualifying – 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						
	(Department of Agriculture USCG TRACEN Cape May American Red						
	Cross etc.)						
	C1055, CC.).						
	When complete, click OK or Apply and Add Another (if applicable).						
	Person Profile ×						
	Add New Licenses and Certifications						
	Profile Type PERSON Person						
	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.						
	Q I						
	"Issue Date 07/11/2022						
	*License MPE Q Certified Maritime Port Exec						
	*Status Active V						
	Country USA Q United States						
	State ME A Maine						
	Type of Restriction						
	Expiration Date						
	U Qualifying						
	Issued By						
	254 characters remaining						
	OK Cancel Apply and Add Another						

Adding a New License/Certification, Continued

Procedures,

			ACU	on				
Click Sav	ve.							
Person Pro	file Empl ID 1234567 Profile Type PERSON Profile Status Active	Ja Per	mes Bond son					
A Print Co	mments				[Colort Astion]			
			Pro	file Actions			•	
Competence Honors and Language Licenses a	ies Qualifications d Awards e Skills and Certifications	Education	Mobility	Waivers	CAN			
₽ Q						1-2 of 2 🗸	$ \mathbf{k} = 1$	View All
ID	License			Qualifyin	ng	Expiration	Date	
IFPC	Intel Fundamentals Pro	of Cert						Î
MPE	Certified Maritime Port	t Exec						Î
 Add New Courses 8 Additional 	Tests or Examinations Training Training							
 Add New Courses 8 Additional Add New Save Return to Set 	Tests or Examinations Training Additional Training							
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Add New Courses 8 Additional Add New Save Return to Se Once save Person	Tests or Examinations Training Additional Training arch ed, this messag Profile	e will dis	splay.					
Add New Courses 8 Additional Add New Save Return to Se Once save Person	Tests or Examinations Training Additional Training ed, this messag Profile Empl ID	e will dis 1234567	splay.	Jame	es Bond			
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Add New Courses 8 Additional Add New Save Return to Se Once save Person	Tests or Examinations Training Additional Training arch ed, this messag Profile Empl ID Profile Type *Profile Status	e will dis 1234567 PERSON Active	splay.	Jame Perso	es Bond			
Add New Courses 8 Additional Add New Save Return to Se Once save Person	Tests or Examinations Training Training Additional Training ed, this messag Profile Empl ID Profile Type *Profile Status *Description	e will dis 1234567 PERSON Active James He	splay.	Jame Perso	es Bond			
Add New Courses 8 Additional Add New Save Return to Se Once save Person Ørint (=	Tests or Examinations Training Additional Training arch ed, this messag Profile Empl ID Profile Type *Profile Status *Description Comments	e will dis 1234567 PERSON Active James He	splay.	Jame Perso	es Bond n Pro	file Actions	[Selec	t Action
 Add New Courses 8 Additional Add New Save Return to Se Once save Person Øreson Øreson Øreson	Tests or Examinations Training Training Additional Training ed, this messag Profile Empl ID Profile Type *Profile Status *Description Comments e successfully save	e will dis 1234567 PERSON Active James He ed those p	splay.	Jame Perso	es Bond n Pro	file Actions uire approval.	[Selec	t Action

Adding Additional License/Certification (same type)

Introduction	This section provides the procedures for adding an Additional License/Certification of the same type in DA.
Information	 The user must have the CG_LICCERT_U role to access this component. The system does not allow the entry of duplicate items in a member's profile. If a license or certification is entered with an Issue Date that already exists in a member's profile, an error message will display. A different Issue Date must be entered to resolve the error.

Procedures See below.

Step	Action
1	Click on the Person Profiles tile.
	Person Profile
2	The Person Profiles option will automatically display. Enter the Empl ID and click Search . The Correct History box is auto-checked
	Person Profiles Enter any information you have and click Search. Leave fields blank for a list of all values.
	Find an Existing Value
	▼ Search Criteria
	Empl ID begins with 🗸 1234567 Q
	Profile Type begins with 🗸 🔍
	Name begins with V
	Last Name begins with V
	Alternate Character Name begins with 🗸
	□ Include History
	Search Clear Basic Search 🖉 Save Search Criteria

Adding Additional License/Certification (same type), Continued

Procedures,

continued

Step	Action								
3	The Com	petencies tab wil	l display	v. Sele	ct the	Qualificat	ions tab.		
	Person	Profile							
		Empl ID	1234567		-	lames Bond			
		Profile Type	PERSON		F	Person			
		*Profile Status	Active	~					
		*Description	James He	erbert B	nd				
	🖨 Print 🤅	Comments				Pro	file Actions	[Selec	ct Action]
	Compe	etencies Qualifie	cations	Educ	ation	Mobility	Waivers	С	AN
	 Compet 	encies							
]							
4	0 1 41	T • 1' 1 C	.1	4 1	11 1	4			
	*P Print [©] Con Competenci → Honors and → Language ▼ Licenses a □ □	Profile Type PERSON rofile Status Active ✓ Description James Herber mments es Qualifications I Awards Skills nd Certifications	Education	P Mobility	ofile Action Waivers	IS [Select Action]	1-2 of 2 🗸		▼ ⊗ View All
	ID	License			Quali	fying	Expiratio	on Date	
	IFPC	Intel Fundamentals Prof	Cert						Î
	MPE	Certified Maritime Port E:	xec						Î
	 Add New Members Add New Tests or E; Add New Courses & Additional Add New. Save Return to Set 	Licenses and Certifications hips Memberships caminations Tests or Examinations Training Training Additional Training arch							

Adding Additional License/Certification (same type), Continued

Procedures,

continued

Person Profile Add New Licenses and Certifications Empl ID 1234567 JAMES BOND Profile Type PERSON Person 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. Image: Control of Control
Add New Licenses and Certifications Empl ID 1234567 JAMES BOND Profile Type PERSON Person 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 addings Details Details License IFPC Intel Fundamentals Prof Cert "Status Active ~
Empl ID 1234567 JAMES BOND Profile Type PERSON Person 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 Add item details. Details
Profile Type PERSON Person 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. Details Q I I I I I I I I View Al "Issue Date 05/25/2020 IIII License IFPC Intel Fundamentals Prof Cert "Status Active V
additional items. Details Q I Id 4 1of 1 > > > I View AI "Issue Date 05/25/2020 License IFPC Intel Fundamentals Prof Cert "Status Active
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Country USA Q United States
State ME Q Maine
Type of Restriction 0-None 🗸
Renewal In Progress
License Verified
C Qualifying
License/Certification Number
254 characters remaining
Issued By
254 characters remaining
OK Cancel Apply and Add Another
ome field data will carry over from the previous row. The Issue Dat the current date. Update the required fields (in this example, Renew
ome field data will carry over from the previous row. The Issue Date the current date. Update the required fields (in this example, Renew rogress), then click OK .
ome field data will carry over from the previous row. The Issue Da te the current date. Update the required fields (in this example, Renew rogress), then click OK .
ome field data will carry over from the previous row. The Issue Da te the current date. Update the required fields (in this example, Renew rogress), then click OK . Person Profile Update Licenses and Certifications
ome field data will carry over from the previous row. The Issue Dat the current date. Update the required fields (in this example, Renew rogress), then click OK . Person Profile
ome field data will carry over from the previous row. The Issue Dat of the current date. Update the required fields (in this example, Renew rogress), then click OK . Person Profile Update Licenses and Certifications Empli D 1234567 JAMES BOND Profile Type PERSON Person Jodate item details, then select OK to apply changes and return. Select Cancel to return without any changes.
ome field data will carry over from the previous row. The Issue Dat the current date. Update the required fields (in this example, Renew rogress), then click OK . Person Profile Profile 1234567 JAMES BOND Profile Type PERSON Person Jadate item details reselect OK to apply changes and return. Select Cancel to return without any changes. Petails
ome field data will carry over from the previous row. The Issue Dat the current date. Update the required fields (in this example, Renew rogress), then click OK . Person Profile Profile 1234567 JAMES BOND Profile Type PERSON Person Jodate item details, then select OK to apply changes and return. Select Cancel to return without any changes. Details
in the current date. Update the required fields (in this example, Renew rogress), then click OK . Person Profile Pdate Licenses and Certifications Empl ID 1234567 JAMES BOND Profile Type PERSON Person Jodate litem details, then select CA charges and return. Select Cancel to return without any changes. Details
intel Fundamentals Prof Cert
intel Fundamentals Prof Cert
Details Contry USA
Details field data will carry over from the previous row. The Issue Data the current date. Update the required fields (in this example, Renew rogress), then click OK. Person Profile Podia type PERSON Profile Type PERSON Details Profile Type PERSON Person Intel Fundamentals Prof Cert Statue Quired States
inter field data will carry over from the previous row. The Issue Dat of the current date. Update the required fields (in this example, Renew rogress), then click OK . Person Profile Porofile 1234567 Profile Type PERSON Details Profile Type PERSON Details Profile Type PERSON Status Active Country USA State Country USA Country Country USA Country Country
inter details, then select OK to apply changes and return. Select Cancel to return without any changes. Details Inter Profile Inter Profil
Details Type of Restriction Type of Restrictio
inter field data will carry over from the previous row. The Issue Data to the current date. Update the required fields (in this example, Renew rogress), then click OK. Person Profile Profile 1234567 JAMES BOND Profile Type PERSON Person Jodate item details, then select OK to apply changes and return. Select Cancel to return without any changes. Details Profile 10711/2022 License IFPC License IFPC Type of Restriction Factive Country USA Country USA Country USA Country USA Country USA Country USA Country USA Country Country Count
inter field data will carry over from the previous row. The Issue Data to the current date. Update the required fields (in this example, Renew rogress), then click OK. Person Profile Profile 1234567 JAMES BOND Profile Type PERSON Person Jodate item details, then select OK to apply changes and return. Select Cancel to return without any changes. Details Profile 10711/2022 License IFPC License IFPC Status Active v Country USA Q United States State Type of Restriction Expiration Date Caualifying
Intel Fundamentals Prof Cert Status Active Status Active Country USA Country
Intel Fundamentals Prof Cert Status Active Status Active Country USA Country
ome field data will carry over from the previous row. The Issue Date to the current date. Update the required fields (in this example, Renew rogress), then click OK. Person Profile pdate Licenses and Certifications Empl D 1234567 JAMES BOND Profile Type PERSON Person Jodate item details, then select OK to apply changes and return. Select Cancel to return without any changes. Details *Issue Date 07/11/2022 *Issue Date 07/11/2022 *Issue Date 07/11/2022 *Issue Date 07/11/2022 *Issue Date 07/11/2022 *Issue Date 07/11/2022 *Issue Date 07/11/2022 *Issue Date 07/11/2022 *Issue Date 07/11/2022 *Issue State 0 1 icense/Certification Number 1 icense/Certifi

Adding Additional License/Certification (same type), Continued

Procedures,

				A	ction					
Notice the	e View Hi	story	icon ap	pears.	Click Sa	ive.				
Person Pro	file Empl ID 12?	34567	Ja	mes Bond						
	Profile Type PE	RSON	Per	rson						
*P	rofile Status Ac	tive 💊	•							
:	*Description Jan	nes Herbei	ert Bond							
Print 🖲 Con	nments			F	Profile Actions	[Select Actio	n]			• 📎
Competenci	ies Qualificati	ions	Education	Mobility	Waivers	CAN				
 Honors and Language 	l Awards Skills									
✓ Licenses a	nd Certifications	\$								
■ Q						M		1-2 of 2 💌		Vie
ID	License				Qualifying		Exp	iration Date	View History	
IFPC	Intel Fundamer	ntals Prof C	Cert						I	1
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 Add New Tests or Ex Add New Courses & Additional 	hips Memberships xaminations Tests or Examinatio Training Training	ons								
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Add New Add New Tests or E: Add New Courses & Additional Add New Save Return to Se	hips Memberships xaminations Tests or Examinations Training Additional Training arch ed. this me	2552 2 €	e will di	isplay.						
Add New Tests or E: Add New Courses & Add New Courses & Additional Add New Save Return to Se Once save Person	hips Memberships xaminations Tests or Examinatio Training Additional Training Additional Training arch ed, this me Profile	ons Ssage	e will di	isplay.						
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+ Add New • Tests or E: + Add New • Courses & • Additional + Add New Save Return to Se Once save Person	hips Memberships xaminations Tests or Examinations Training Additional Training Additional Training arch ed, this me Profile Em Profile	essage pl ID Type	e will di 1234567 PERSON	isplay.	<u>Jam</u> Pers	nes Bond				
+ Add New • Tests or E: + Add New • Courses & • Additional + Add New Save Return to Se Once save Person	hips Memberships xaminations Tests or Examinations Training Additional Training Additional Training ed, this me Profile Em Profile St	essage pl ID Type tatus	e will di 1234567 PERSON Active	isplay.	Jam Pers	nes Bond on				
+ Add New • Tests or E: + Add New • Courses & • Additional + Add New Save Return to Se Once save Person	hips Memberships xaminations Tests or Examinations Training Additional Training arch ed, this me Profile Em Profile St *Descrip	essage pl ID Type tatus	e will di 1234567 PERSON Active James H	isplay.	Jam Pers	nes Bond on				
+ Add New + Tests or E: + Add New • Courses & • Additional + Add New Save Return to Se Once save Person	hips Memberships xaminations Tests or Examinations Tests or Examinations Training Additional Training Additional Training ed, this me Profile Em Profile *Profile St *Descrip Comments	essage pl ID Type tatus	e will di 1234567 PERSON Active James H	isplay.	Jam Pers	nes Bond on	Profi	le Action	s [Se	lect Ac
 Add New Tests or E: Add New Courses & Additional Add New Additional Add New Save Return to Se Once save Once save Person Øreson Øreson Øreson	hips Memberships xaminations Tests or Examinations Training Additional Training arch ed, this me Profile Em Profile St *Descrip Comments e successful	essage pl ID Type tatus (ption (e will di 1234567 PERSON Active James H	isplay.	Jam Pers ond	nes Bond on	Profi	le Action	s [Se	lect Ac

Correcting a License/Certification

Introduction	This section provides the procedures for correcting a License/Certification in DA.
Information	The user must have the CG_LICCERT_U role to access this component.

Procedures See below.

Step	Action						
1	Click on the Person Profiles tile.						
	Person Profile						
2	The Person Profiles option will automatically display. Enter the Empl ID and aliak Search . The Correct History has is auto sheeled						
	Person Profiles						
	Enter any information you have and click Search Leave fields blank for a list of all values						
	Enter any mormation you have and click Search. Leave news blank for a list of all values.						
	Find an Existing Value						
	▼ Search Criteria						
	Empl ID begins with 🗸 1234567 🔍						
	Profile Type begins with 🗸						
	Name begins with 🗸						
	Last Name begins with ✔						
	Alternate Character Name begins with 🗸						
	□ Include History						
	Search Clear Basic Search 🖾 Save Search Criteria						

Correcting a License/Certification, Continued

Procedures,

continued

Step		А	ction		
3	The Competencies tab wil	l display. Se	lect the Qualific	ations tab.	
	Person Profile				
	Empl ID	1234567	James Bon	d	
	Profile Type	PERSON	Person		
	*Profile Status	Active 🗸			
	*Description	James Herbert	Bond		
	Print (© Comments			Profile Actions	[Select Action]
	Competencies Qualifi	cations Edu	ucation Mobility	Waivers	CAN
	▼ Competencies				
4	Select the License link that received the license multip Person Profile Empl ID 1234567 Profile Type PERSON "Profile Status Active V	at is to be upo ple times, be James Bond Person	dated or correcte sure to select the	d. If the men	nber has ord.
	*Description James Herbert	Bond			
	Print Comments		Profile Actions [Select Action	n]	▶ (>>>>
	Competencies Qualifications E	Education Mobility	Waivers CAN]	
	 Honors and Awards Language Skills Licenses and Certifications 				
	EF Q			▲ 1-2 of 2 ∨	View All
	ID License		Qualifying	Expiration Date	View History
	IFPC Intel Fundamentals Prof Co	ert			le î
	MPE Certified Maritime Port Exe	ec			Î
	Add New Licenses and Certifications				

Correcting a License/Certification, Continued

Procedures,

continued

Step	Action	
5	The Update Licenses and Certifications page will display.	
	Person Profile ×	
	Update Licenses and Certifications Help Empl ID 1234567 JAMES BOND Profile Type PERSON Person Undate item details there select OK to apply changes and return. Select Cancel to return without any changes Select Cancel to return without any changes	•
	Details	
	*Issue Date 07/11/2022 Certified Mantime Port Exec	
	*Status Active •	
6	Correct the appropriate fields (in this example, the Issue Date) and click OK .	_
	Person Profile ×	
	Update Licenses and Certifications Help	*
	Profile Type PERSON Person Update item details, then select OK to apply changes and return. Select Cancel to return without any changes.	
	Details Q H 4 1 of 1 ~ > > View All	
	*Issue Date 07/13/2022	
	License MPE Certified Mantime Port Exec	
	Country USA Q	
	United States	
	Type of Restriction 0-None	
	Renewal In Progress License Verified	
	Expiration Date	
	License/Certification Number	
	254 characters remaining Issued By	
	254 characters remaining	
	OK Cancel	

Correcting a License/Certification, Continued

Procedures,

Click Save: Person Profile Empl ID 1234567 Profile Type PERSON "Profile Status Active "Description James Herbert Bond Image: Profile Actions Belect Action Image: Profile Actions Education Image: Profile Actions Belect Action Image: Profile Actions Education Image: Profile Actions Belect Action Image: Profile Actions Education Image: Profile Actions Medity Image: Profile Actions Image: Profile Actions Image: Profile Action Image: Profile Actions Image: Profile Status Active Image: Profile Actions Image: Profile Actions Person Profile Status Active Image: Profile Actions Image: Profile				Actio	11					
Person Profile Empl ID 1234567 James Bond, Profile Actions Profile Type PERSON Person Profile Actions Competencies Cotatifications Education Mobility Wavers CAN Competencies Cotatifications Education Educ	Click S	ave.								
Description James Herbert Bond Image: Profile Actions Profile Actions [Select Action] Image: Select Action] Image: Competencies Qualifications Education Mobility Waivers CAN Image: Competencies Qualifying Expiration Date History History Image: Competencies Qualifying Expiration Date History IPPC Intel Fundamentals Prof Cert Image: Competencies Image: Competencies Image: Competencies Contracted Mantime Port Exec Image: Competencies Image: Competencies Import Intel Fundamentals Prof Cert Image: Competencies Image: Competencies Image: Competencies Import Intel Fundamentals Prof Cert Image: Competencies Image: Competencies Image: Competencies Image: Competencies Competencies Competencies Image: Competencies	Person P	Profile Empl ID 1234567 Profile Type PERSON *Profile Status	_Jam Persc ✓	es Bond						
Print @ Comments Profile Actions Qualifications Education Mobility Valvers CAN Competencies Qualifications Education Mobility Valvers CAN Competencies Qualifications Education Mobility Valvers CAN Profile Actions Profile Actions		*Description James Herb	ert Bond							
Competencies Qualifications Education Mobility Waivers CAN Honors and Awards Language Skills Licenses and Certifications Qualifying Expiration Date History FPC Intel Fundamentals Prof Cert MPE Certified Mantime Port Exec + Add New Licenses and Certifications * Memberships + Add New Memberships + Add New Memberships + Add New Additional Training * You have successfully as the theore New Additional Training * You have successfully saved those prof	Int <	Comments		Profile	Actions	[Select Action	n]			▼ ⊗
Honors and Awards Language Skills Licenses and Certifications Implementals Qualifying Expiration Date View History IPC Intel Fundamentals Prof Cert Implementals Prof Certified Mantime Port Exec Implementals MPE Certified Mantime Port Exec Implementals Implementals Implementals + Add New Licenses and Certifications + Add New Licenses and Certifications + Add New Licenses and Certifications + Add New Memberships > Tests or Examinations + Add New Memberships + > Courses & Training - + Add New Additional Training Save Return to Search Once saved, this message will display. Person Profile Empl ID 1234567 Profile Type PERSON Person "Profile Status Active v "Description James Herbert Bond Image Print Image Comments Profile Actions Iselect Actions Image Print Image Comments Image Print Image Profile Comments Image Profile Actions Image Profile Actions Image Print Image Profile Print Image Profile Comments Image Profile Actions I	Compete	encies Qualifications	Education	Mobility	Waivers	CAN				
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D License Qualifying Expiration Date Wilew History IFPC Intel Fundamentals Prof Cert Image: Control of Cert Image: Cont Image: Control of Cert	■ Q]				M	1-2	of 2 🗸		View
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*Description James Herbert Bond Print © Comments [Select Actions] You have successfully saved those profile changes that do not require approval.	+ Add N • Tests o + Add N • Course • Additio + Add N Sav Return to Once sa Perso	erships lew Memberships r Examinations lew Tests or Examinations s & Training nal Training lew Additional Training ve a Search aved, this messag n Profile Empl ID Profile Type	e will dis 1234567 PERSON	play.	Jam	es Bond				
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Deleting a License/Certification

Introduction	This section provides the procedures for deleting a single License/Certification in DA.
Information	 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 row or rows, especially if there are multiple instances of the same License/Certification. If a row is erroneously deleted, it will have to be recreated. NOTE: If this is a License/Certification that was just entered, the minus button used to delete some rows 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	Click on the Person Profiles tile.							
2	The Person Profiles option will automatically display. Enter the Empl ID and click Search. The Correct History box is auto-checked. Person Profiles Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value Search Criteria Last Name begins with v Last Name begins with v Case Sensitive Search Clear Basic Search S Save Search Criteria							

Deleting a License/Certification, Continued

Procedures,

continued

Step	Action							
3	The Com	petencies tab wil	l display.	Select the	Qualificat	t ions tab.		
	Person	Profile						
		Empl ID	1234567		James Bond			
		Profile Type	PERSON		Person			
		*Profile Status	Active	~				
		*Description	James Hert	pert Bond				
	🗐 Print 🤇	Comments			Pr	ofile Actions	[Selec	t Action]
	Comp	etencies Qualific	cations	Education	Mobility	Waivers	C	AN
	Compe	tencies						
4	Click the	trashcan icon o	n the annr	opriate roy	<i>v</i>			
	Person Pro	Empl ID 1234567 Profile Type PERSON Profile Status Active • *Description James Herbert mments ies Qualifications E d Awards \$ Skills and Certifications	James I Person Bond ducation Ma	Profile Action	s [Select Action]	1-2 of 2 ∨) (Sew All
	ID	License		Qualifying		Expiration Date	View History	
	IFPC	Intel Fundamentals Prof Ce	ert				₽ 1	Û
	MPE	Certified Maritime Port Exe	с					Î
	 Add New Members Add New Tests or E Add New Courses 8 Additional Add New Save Return to Se 	Licenses and Certifications ships Memberships xaminations Tests or Examinations Training Additional Training arch						

Deleting a License/Certification, Continued

Procedures,

Step	Action	
5	This message will display. Click OK .	
	Delete current/selected rows from this page? The delete will occur when the transaction is saved.	
	OK Cancel	
6	Click Save. Person Profile	
	Empl ID 1234567 James Bond Profile Type PERSON Person *Profile Status Active	
	Print (D) Comments Profile Actions [Select Action] V	
	Competencies Qualifications Education Mobility Waivers CAN > Honors and Awards > Language Skills > Licenses and Certifications	
	Image: Constraint of the second seco	All
	ID License Qualifying Expiration Date History	
	 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 Save Return to Search 	
7	Once saved, this message will display.	
	Person Profile Empl ID 1234567 James Bond	
	Profile Type PERSON Person	
	*Profile Status Active V	
	*Description James Herbert Bond	
	Print Comments Profile Actions [Select	t Action]
	You have successfully saved those profile changes that do not require approval.	
	Competencies Qualifications Education Mobility Waivers C4	

Introduction	This section provides the procedures for deleting one License/ Certification when multiple instances exist in DA.
Information	 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 row or rows, especially if there are multiple instances of the same License/Certification. If a row is erroneously deleted, it will have to be recreated.
	• NOTE: To prevent unintentional deletions of Licenses and Certifications, the trashcan functionality for multiple Licenses and Certifications of one type has been disabled. The following messages will display if you attempt to delete multiple Licenses and Certifications at one time (Click OK.):
	Delete current/selected rows from this page? The delete will occur when the transaction is saved.
	You cannot delete an item with Multiple instances. You MUST delete them individually in the details page. The PeopleCode program executed an Error statement, which has produced this message.

Procedures See below.

Step	Action						
1	Click on the Person Profiles tile.						
	Person Profile						

Procedures,

continued

Step	Action							
2	The Person Profiles option will automatically display. Enter the Empl ID and							
	click Search . The Correct History box is auto-checked.							
	Ferson Fromes							
	Enter any information you have and click Search. Leave fields blank for a list of all values.							
	Find an Existing Value							
	▼ Search Criteria							
	Empl ID begins with 🗸 1234567 🔍							
	Profile Type begins with 🗸 🔍							
	Name begins with 🗸							
	Last Name begins with 🗸							
	Alternate Character Name begins with 🗸							
	□ Include History							
	Search Clear Basic Search 🖾 Save Search Criteria							
2	The Company of the first line in the Color of the Correction of the							
3	Person Profile							
	Empl ID 1234567 James Bond							
	Profile Type PERSON Person							
	*Profile Status Active ~							
	*Description James Herbert Bond							
	Print Comments [Select Action]							
	Competencies Qualifications Education Mobility Waivers CAN							
	▼ Competencies							

Procedures,

Step	Action								
4	Select the License link that needs to be deleted.								
	Competencies Qualifications Education Mobility Warvers CAN								
	 Honors and Awards Language Skills 								
	 Licenses and 	 ✓ Licenses and Certifications 							
					M	1-2 of 2 ∨		View All	
	ID	License		Qualifying		Expiration Date	View History		
	IFPC	Intel Fundamentals Pro	of Cert					Î	
	MPE	Certified Maritime Port	Exec					Î	
	Add New Lic	censes and Certifications							
5	The Updat	te Licenses au	nd Certificatio	ns page will d	lispla	v. Scroll f	rough	the	
C	rows using	the A rrows	or click View	All to find th	nopra,	rect row to	n delete	liite	
	10ws using	g uic Allows	OI CIICK VIEW	All to III to III ti			Jucicie	×	
	lla dete l is en e		rei:	son Frome				Help ^	
	Update Licens	Empl ID 1234567	JAMES BOND					heip	
		Profile Type PERSON	Person						
	Update item details,	, then select OK to apply char	nges and return. Select Cancel t	o return without any changes.					
	Details				QII	1 of 2 🗸		View All	
		*Issue Date	07/11/2022				+		
		License	IFPC	Intel Fundamentals Prof Cer	t				
		*Status	Active 🗸						
		Country	USA Q	United States					
		State	۹	United States					
		Type of Restriction	0-None 🗸						
		ijpe of testilolion	Renewal In Progress						
			License Verified						
		Expiration Date							
			Qualifying		_				
	Lie	ense/Certification Number							
			254 characters remaining		D,				
		Issued By							
	ОК	Cancel	254 characters remaining						
6	Once the c	orract row h	han loosta	d aligh the M	inna	hutton			
U	Once the t		as been localed	I, CHCK UIC IVI	mus	oution.		~	
	Undata Liaanaa	a and Cartifications	Feison	FIOIIIe			He		
	Update License	Empl ID 1234567	JAMES BOND				The second se	φ.	
	Р	rofile Type PERSON	Person						
	Update item details, t	then select OK to apply change	s and return. Select Cancel to reti	urn without any changes.					
	Details			Q	1 14 4	1 01 2 🗸 🕨 📗	View All		
		*Issue Date 07	/11/2022				+ -		
		License IF	PC	el Fundamentals Prof Cert					
		*Status A	ctive 🗸						

Continued on next page

Procedures,

continued

Step		1	Action				
7	This message will appear. Click OK .						
	Delete current/selected rows from this page? The delete will occur when the transaction is saved.						
8	Notice the row updated	to 1 of 1 (in t	his example). C	lick OK .			
		Per	son Profile	×			
	Update Licenses and Certifications Empl ID 1234567	JAMES BOND		Help			
	Profile Type PERSON Update item details, then select OK to apply char	Person nges and return. Select Cancel t	o return without any changes.				
	Details		Q	I I4 4 1 of 1 ✓ ► ► I View All			
	*Issue Date	03/10/2021		+ -			
	License	IFPC	Intel Fundamentals Prof Cert				
	*Status	Active 🗸					
	Country	USA Q	United States				
	State	۹					
	Type of Restriction	0-None					
		Renewal In Progress					
	Expiration Date	License vermed					
		Qualifying					
	License/Certification Number			ß			
		254 characters remaining					
	Issued By	254 alternations annoisian	,	۲ <u>۳</u>			
		254 characters remaining					
	OK Cancel						

Procedures,

Step	Action							
9	Notice the View History icon was removed (in this example). Click Save .							
					M	1-2 of 2 ▶ ↓ View A		
	ID	License		Qualifying		Expiration Date	View History	
	IFPC	Intel Fundamentals Prof	Cert					Î
	MPE	Certified Maritime Port E	xec					Î
10	+ Add Net • Courses • Additiona + Add Net Save Return to S	w Tests or Examinations & Training al Training w Additional Training search wed this message	e will display	7				
10	Person	Profile	e will display	•				
		Empl ID	1234567	Jame	es Bond			
		Profile Type	PERSON	Perso	n			
		*Profile Status	Active ~					
		*Description	James Herbert	Bond				
	Print Comments [Select							ct Action
	Com	ve successfully sav	fications	ducation	Mobility	Waivers		ΔN