

Licenses and Certifications

Overview

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


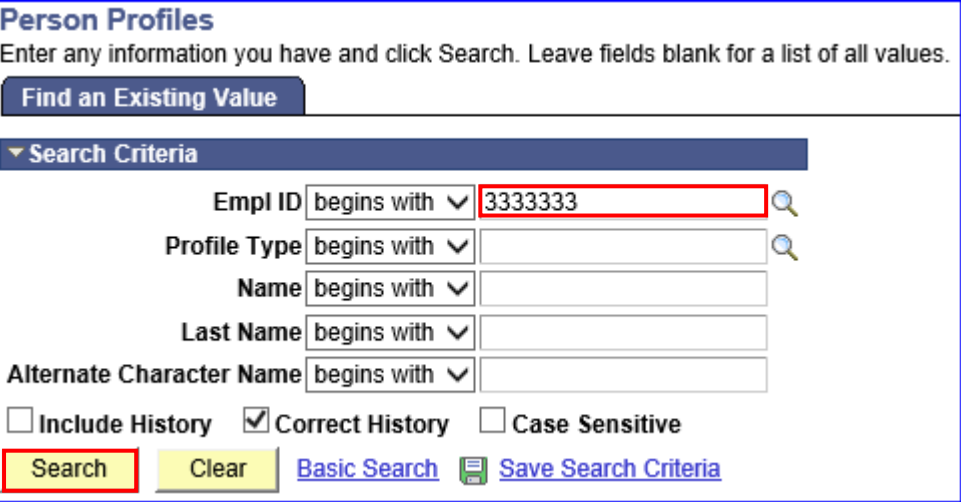
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| Adding an Additional License/Certification of the same Type | 9 |
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Viewing a License/Certification

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

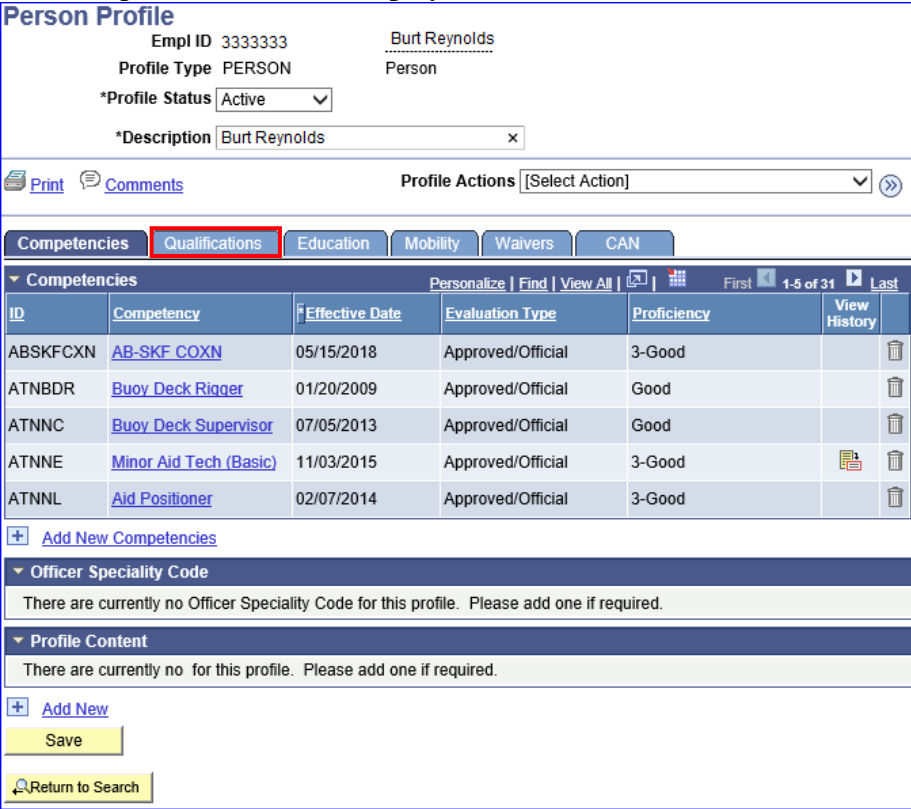
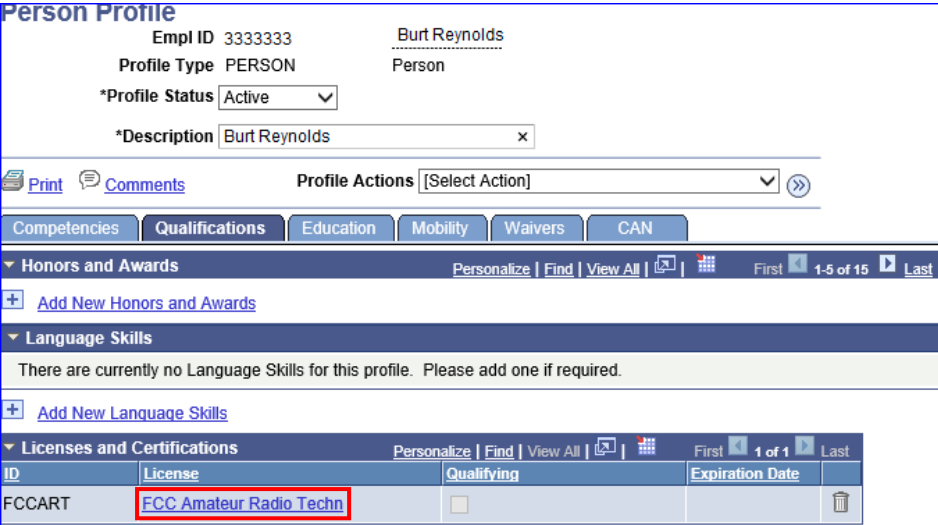
Procedures See below.

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

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Viewing a License/Certification, Continued

Procedures,
continued

| Step | Action | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| <p>3</p> | <p>The Competencies tab will display. Select the Qualifications tab.</p>  <p>Person Profile Empl ID 3333333 Burt Reynolds Profile Type PERSON Person *Profile Status Active *Description Burt Reynolds</p> <p>Print Comments Profile Actions [Select Action]</p> <p>Competencies Qualifications Education Mobility Waivers CAN</p> <p>▼ Competencies Personalize Find View All First 1-5 of 31 Last</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>ABSKFCXN</td> <td>AB-SKF COXN</td> <td>05/15/2018</td> <td>Approved/Official</td> <td>3-Good</td> <td></td> </tr> <tr> <td>ATNBDR</td> <td>Buoy Deck Rigger</td> <td>01/20/2009</td> <td>Approved/Official</td> <td>Good</td> <td></td> </tr> <tr> <td>ATNNC</td> <td>Buoy Deck Supervisor</td> <td>07/05/2013</td> <td>Approved/Official</td> <td>Good</td> <td></td> </tr> <tr> <td>ATNNE</td> <td>Minor Aid Tech (Basic)</td> <td>11/03/2015</td> <td>Approved/Official</td> <td>3-Good</td> <td></td> </tr> <tr> <td>ATNNL</td> <td>Aid Positioner</td> <td>02/07/2014</td> <td>Approved/Official</td> <td>3-Good</td> <td></td> </tr> </tbody> </table> <p>+ Add New Competencies</p> <p>▼ Officer Speciality Code There are currently no Officer Speciality 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 | View History | ABSKFCXN | AB-SKF COXN | 05/15/2018 | Approved/Official | 3-Good | | ATNBDR | Buoy Deck Rigger | 01/20/2009 | Approved/Official | Good | | ATNNC | Buoy Deck Supervisor | 07/05/2013 | Approved/Official | Good | | ATNNE | Minor Aid Tech (Basic) | 11/03/2015 | Approved/Official | 3-Good | | ATNNL | Aid Positioner | 02/07/2014 | Approved/Official | 3-Good | |
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| <p>4</p> | <p>The member's Licenses and Certifications will display. Click the License/Certification to view the additional information.</p>  <p>Person Profile Empl ID 3333333 Burt Reynolds Profile Type PERSON Person *Profile Status Active *Description Burt Reynolds</p> <p>Print Comments Profile Actions [Select Action]</p> <p>Competencies Qualifications Education Mobility Waivers CAN</p> <p>▼ Honors and Awards Personalize Find View All First 1-5 of 15 Last + Add New Honors and Awards</p> <p>▼ Language Skills There are currently no Language Skills for this profile. Please add one if required. + Add New Language Skills</p> <p>▼ Licenses and Certifications Personalize Find View All First 1 of 1 Last</p> <table border="1"> <thead> <tr> <th>ID</th> <th>License</th> <th>Qualifying</th> <th>Expiration Date</th> </tr> </thead> <tbody> <tr> <td>FCCART</td> <td>FCC Amateur Radio Techn</td> <td><input type="checkbox"/></td> <td></td> </tr> </tbody> </table> | ID | License | Qualifying | Expiration Date | FCCART | FCC Amateur Radio Techn | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ID | License | Qualifying | Expiration Date | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| FCCART | FCC Amateur Radio Techn | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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Viewing a License/Certification, Continued


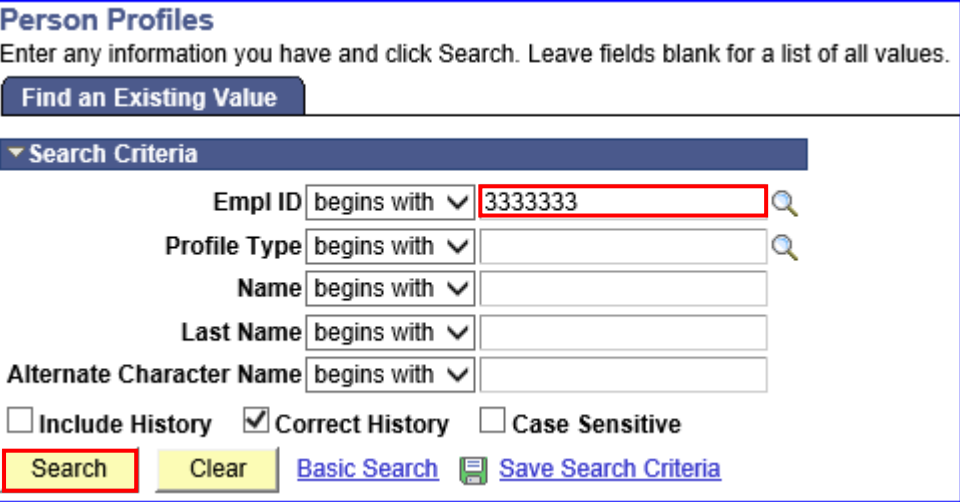
Procedures,
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| Step | Action | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|------------------------------|---|---|------------|--|---------|--------|---|--------|--------|--|---------|-----|---------------|-------|--|--|---------------------|--------|--|--|--|--|--|---|--|-----------------|--|-------------------------------------|------------------------------|-----------------|--|-----------|----------------------------|--|
| 5 | <p>The View Licenses and Certifications page will display. Click Cancel to return to the Person Profile screen.</p> <div data-bbox="352 562 1378 1285" style="border: 1px solid blue; padding: 5px;"> <p>Person Profile View Licenses and Certifications</p> <p>Empl ID 3333333 Burt Reynolds Profile Type PERSON Person</p> <p>This page displays the item details. You are not authorized to update this Content Item.</p> <p>Details Find View All First 1 of 1 Last</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 30%;">Issue Date</td> <td>09/01/2018</td> <td></td> </tr> <tr> <td>License</td> <td>FCCART</td> <td>FCC Amateur Radio Techn</td> </tr> <tr> <td>Status</td> <td>Active</td> <td></td> </tr> <tr> <td>Country</td> <td>USA</td> <td>United States</td> </tr> <tr> <td>State</td> <td></td> <td></td> </tr> <tr> <td>Type of Restriction</td> <td>0-None</td> <td></td> </tr> <tr> <td></td> <td><input type="checkbox"/> Renewal In Progress</td> <td></td> </tr> <tr> <td></td> <td><input type="checkbox"/> License Verified</td> <td></td> </tr> <tr> <td>Expiration Date</td> <td></td> <td><input type="checkbox"/> Qualifying</td> </tr> <tr> <td>License/Certification Number</td> <td colspan="2">COMP00102085762</td> </tr> <tr> <td>Issued By</td> <td colspan="2">Sherrif Bufford T. Justice</td> </tr> </table> <p style="text-align: center; margin-top: 10px;">Cancel</p> </div> | Issue Date | 09/01/2018 | | License | FCCART | FCC Amateur Radio Techn | Status | Active | | Country | USA | United States | State | | | Type of Restriction | 0-None | | | <input type="checkbox"/> Renewal In Progress | | | <input type="checkbox"/> License Verified | | Expiration Date | | <input type="checkbox"/> Qualifying | License/Certification Number | COMP00102085762 | | Issued By | Sherrif Bufford T. Justice | |
| Issue Date | 09/01/2018 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| License | FCCART | FCC Amateur Radio Techn | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Status | Active | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Country | USA | United States | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| State | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Type of Restriction | 0-None | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | <input type="checkbox"/> Renewal In Progress | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | <input type="checkbox"/> License Verified | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Expiration Date | | <input type="checkbox"/> Qualifying | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| License/Certification Number | COMP00102085762 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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Adding a New License/Certification

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

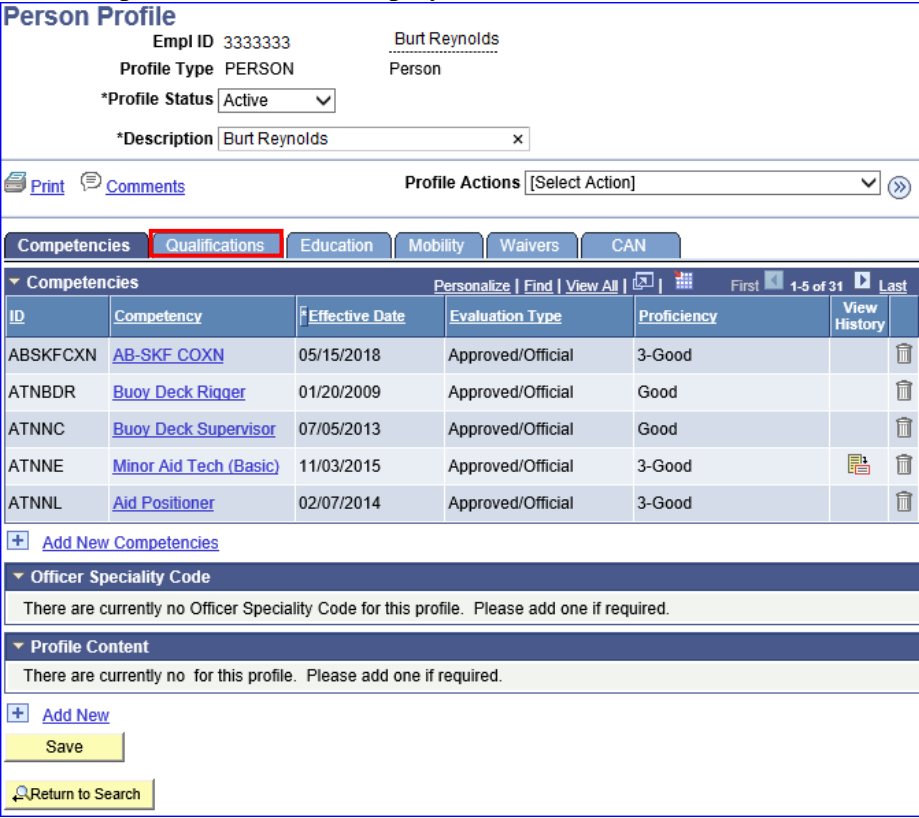
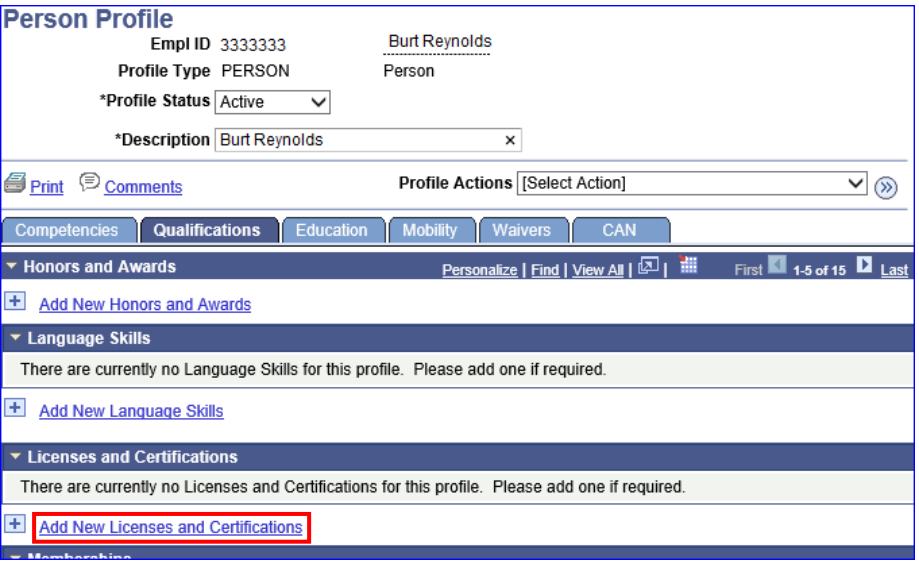
Procedures See below.

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

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Adding a New License/Certification, Continued

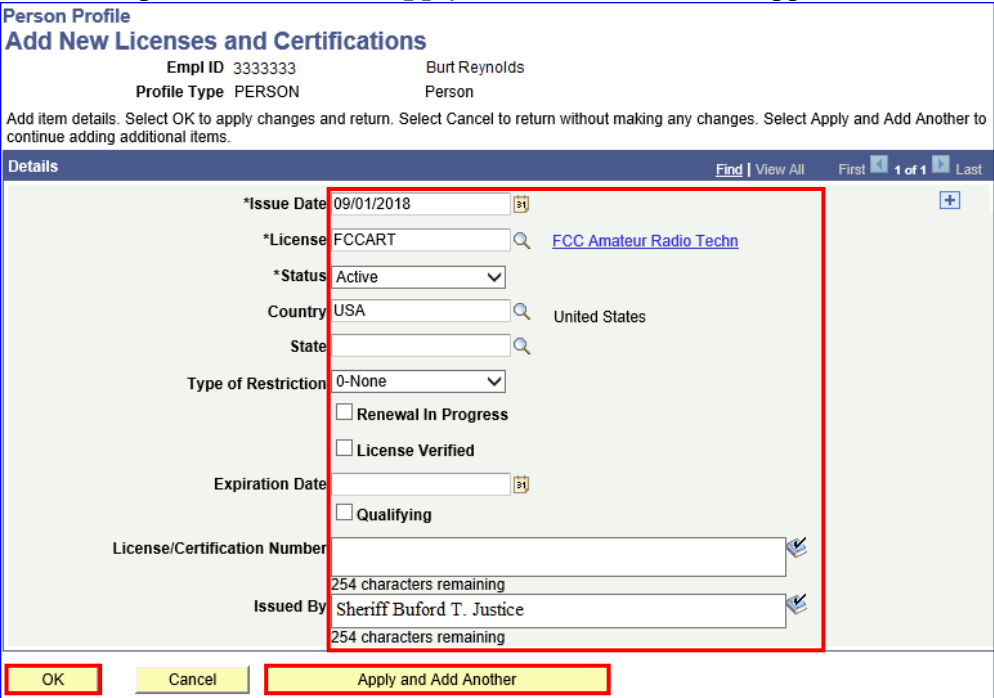
Procedures,
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| Step | Action | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|-----------------|---|----------------|-------------------|----------------|-----------------|-------------|--------------|----------|-----------------------------|------------|-------------------|--------|--|--------|----------------------------------|------------|-------------------|------|--|-------|--------------------------------------|------------|-------------------|------|--|-------|--|------------|-------------------|--------|--|-------|--------------------------------|------------|-------------------|--------|--|
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| ABSKFCXN | AB-SKF COXN | 05/15/2018 | Approved/Official | 3-Good | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| <p>4</p> | <p>Click the Add New Licenses and Certifications link.</p>  <p>Person Profile Empl ID 3333333 Burt Reynolds Profile Type PERSON Person *Profile Status Active *Description Burt Reynolds</p> <p>Print Comments Profile Actions [Select Action]</p> <p>Competencies Qualifications Education Mobility Waivers CAN</p> <p>▼ Honors and Awards Personalize Find View All First 1-5 of 15 Last</p> <p>+ Add New Honors and Awards</p> <p>▼ Language Skills There are currently no Language Skills for this profile. Please add one if required.</p> <p>+ Add New Language Skills</p> <p>▼ Licenses and Certifications There are currently no Licenses and Certifications for this profile. Please add one if required.</p> <p>+ Add New Licenses and Certifications</p> <p>▼ Membership</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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Adding a New License/Certification, Continued

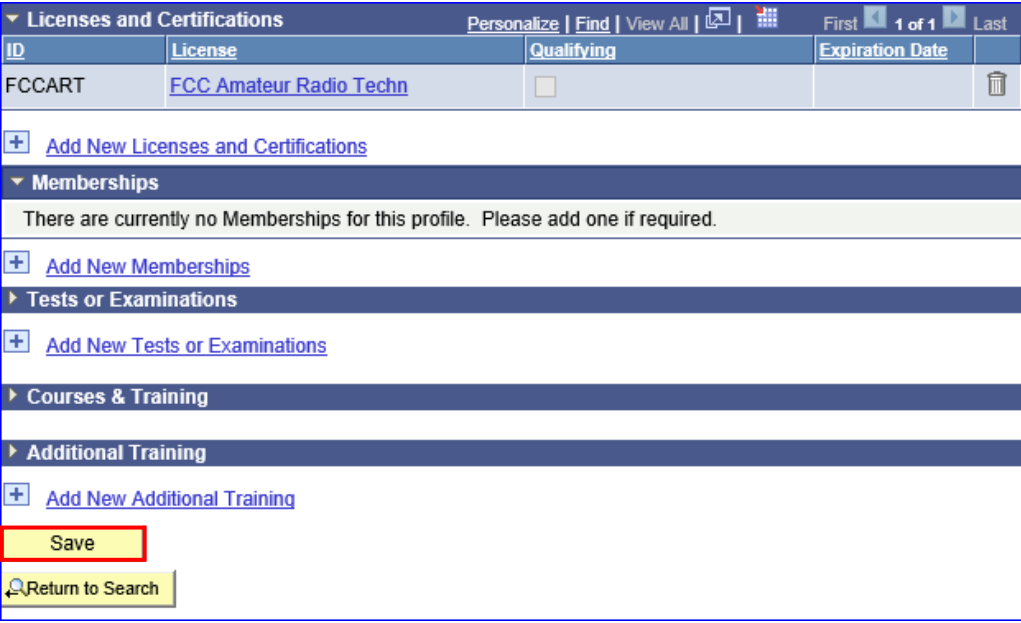
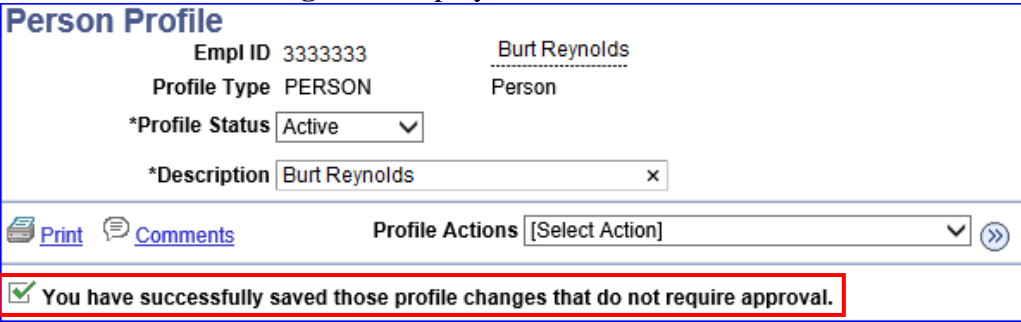
Procedures,
continued

| Step | Action |
|------|--|
| 5 | <p>The Add New Licenses & Certifications page will display. Enter the required fields:</p> <ul style="list-style-type: none"> • Issue Date – Defaults to the current date. Enter the date the License or Certification was issued. • License – Enter the 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. • Qualifying – If applicable, check this box. • License/Certification Number – Enter the License or Certification number. • Issued By – Enter the organization that issued the License or Certification (Department of Agriculture, USCG TRACEN, Cape May, American Red Cross, etc.). <p>When complete, click OK or Apply and Add Another (if applicable).</p>  |

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Adding a New License/Certification, Continued

Procedures,
continued


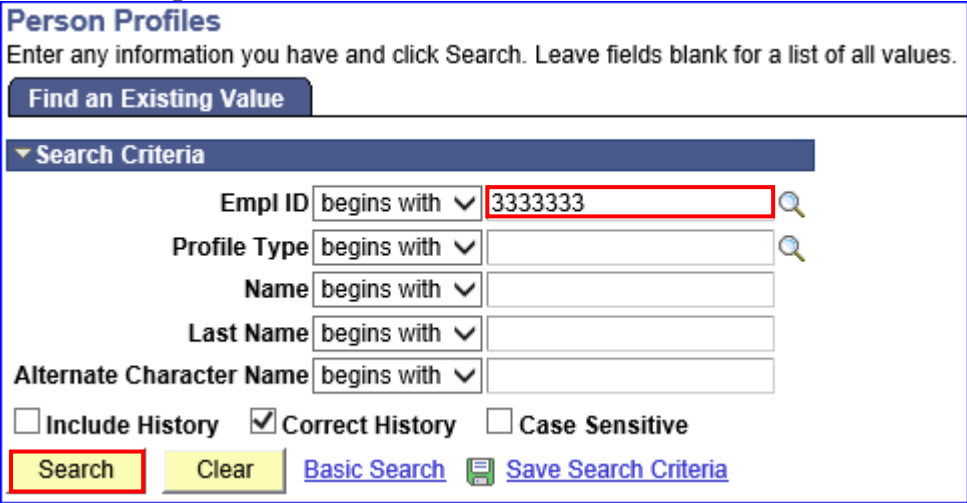
| Step | Action |
|-----------------|---|
| <p>6</p> | <p>Click Save.</p>  |
| <p>7</p> | <p>Once saved, this message will display.</p>  |

Adding an Additional License/Certification of the Same Type

Introduction This section provides the procedures for Adding an Additional License/Certification of the Same Type in DA. The user must have the CG_LICCERT_U role to access this component.

Information 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 appear. A different Issue Date must be entered to resolve the error.

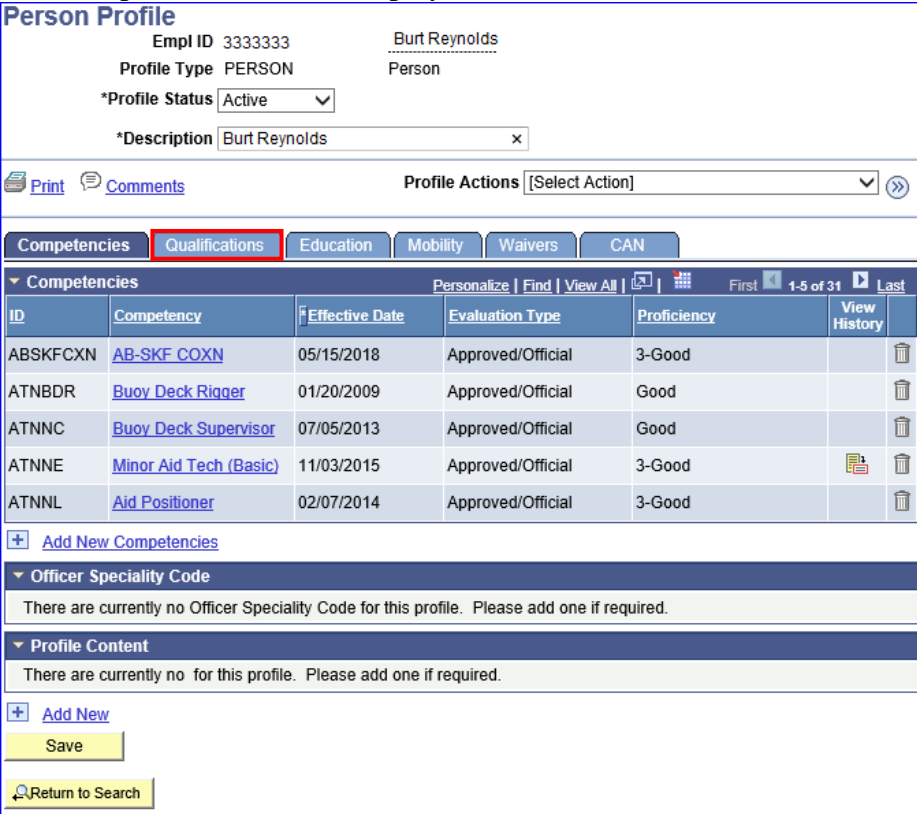
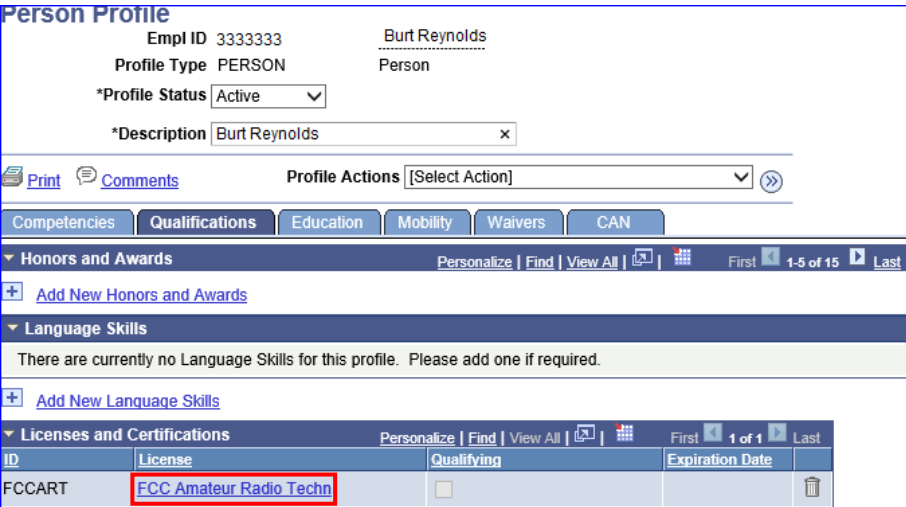
Procedures See below.

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


Procedures,
continued

| Step | Action | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|-----------------|---|----------------|-------------------|----------------|-----------------|-------------|--------------------------------|----------|-----------------------------|------------|-------------------|--------|--|--------|----------------------------------|------------|-------------------|------|--|-------|--------------------------------------|------------|-------------------|------|--|-------|--|------------|-------------------|--------|--|-------|--------------------------------|------------|-------------------|--------|--|
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Adding an Additional License/Certification of the Same Type, Continued

Procedures,
continued

| Step | Action |
|------|---|
| 5 | <p>The Update Licenses and Certifications page will display. Click the Plus button.</p>  <p>Person Profile Update Licenses and Certifications Empl ID 3333333 Burt Reynolds Profile Type PERSON Person</p> <p>Update item details, then select OK to apply changes and return. Select Cancel to return without any changes.</p> <p>Details Find View All First 1 of 1 Last</p> <p>*Issue Date 09/01/2018 +</p> <p>License FCCART FCC Amateur Radio Techn</p> <p>*Status Active</p> <p>Country USA United States</p> <p>State</p> <p>Type of Restriction 0-None</p> <p><input type="checkbox"/> Renewal In Progress</p> <p><input type="checkbox"/> License Verified</p> <p>Expiration Date</p> <p><input type="checkbox"/> Qualifying</p> <p>License/Certification Number <input type="text"/> 254 characters remaining</p> <p>Issued By <input type="text"/> 254 characters remaining</p> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p> |

Continued on next page

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

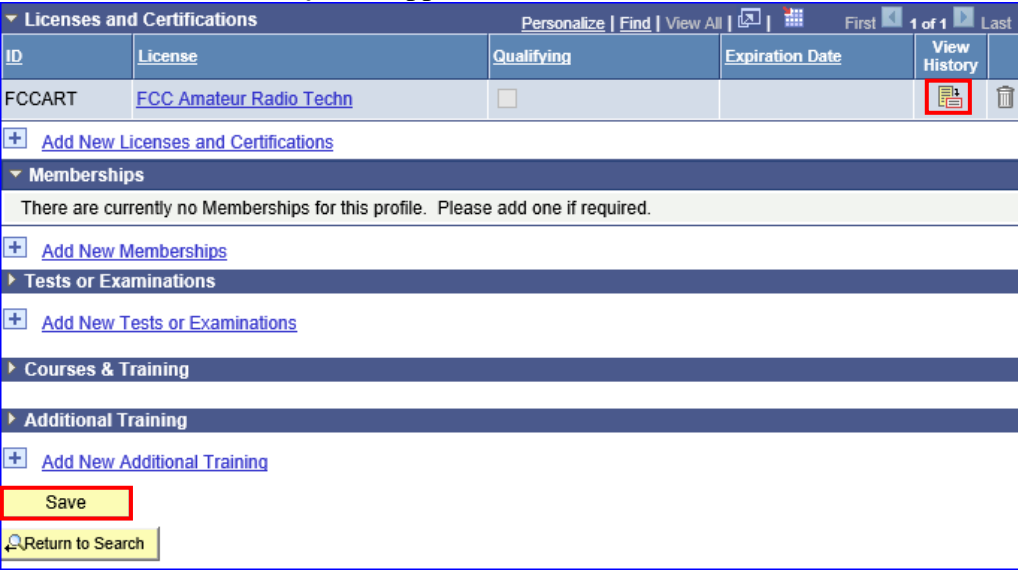
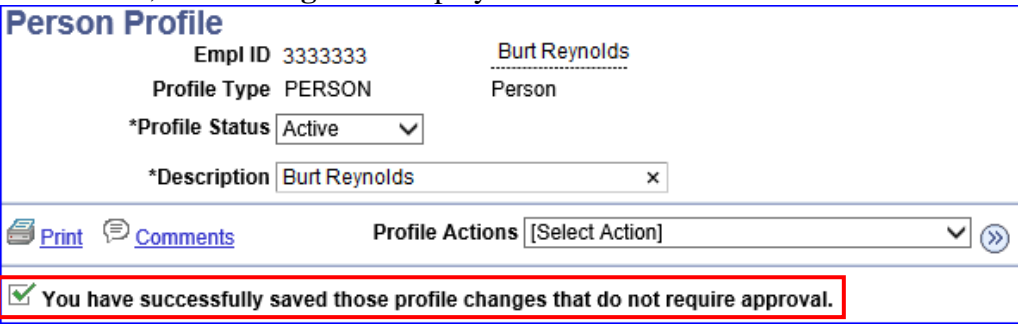
Procedures,
continued

| Step | Action |
|------|---|
| 6 | <p>Some fields will carry over from the previous row. The Issue Date defaults to the current date. Update the required fields (in this example, Renewal in Progress), then click OK.</p> <div data-bbox="352 645 1378 1400" style="border: 1px solid black; padding: 5px;"> <p>Person Profile Update Licenses and Certifications</p> <p>Empl ID 3333333 Burt Reynolds 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 #4a7ebb; padding: 5px;"> <p>Details Find View All First 1 of 2 Last</p> <p>*Issue Date <input type="text" value="09/11/2018"/> + -</p> <p>License FCCART FCC Amateur Radio Techn</p> <p>*Status <input type="text" value="Active"/> v</p> <p>Country <input type="text" value="USA"/> United States</p> <p>State <input type="text"/></p> <p>Type of Restriction <input type="text" value="0-None"/> v</p> <p><input checked="" type="checkbox"/> Renewal In Progress</p> <p><input type="checkbox"/> License Verified</p> <p>Expiration Date <input type="text"/></p> <p><input type="checkbox"/> Qualifying</p> <p>License/Certification Number <input type="text"/> 254 characters remaining</p> <p>Issued By <input type="text"/> 254 characters remaining</p> <p style="text-align: center;"><input type="button" value="OK"/> <input type="button" value="Cancel"/></p> </div> </div> |

Continued on next page

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


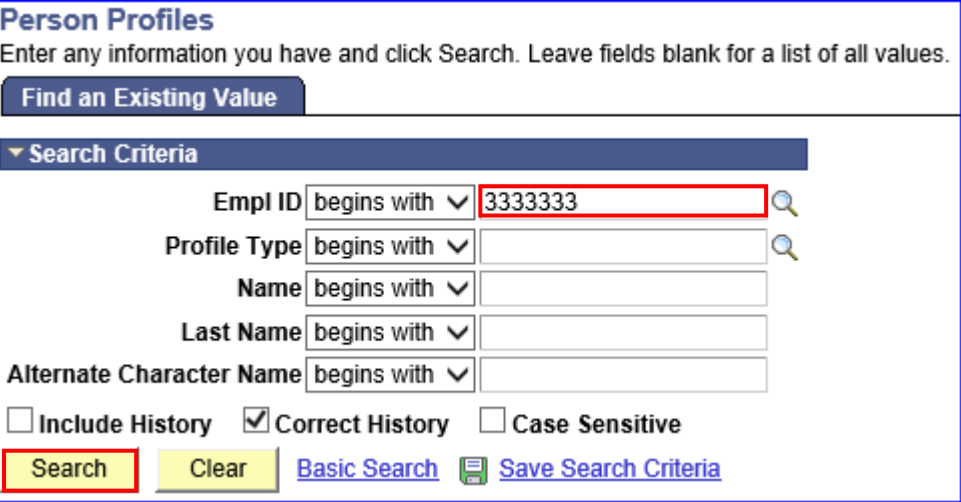
Procedures,
continued

| Step | Action | | | | | | | | | | |
|--------|---|--------------------------|-----------------|--------------|-----------------|--------------|--------|---|--------------------------|--|--|
| 7 | <p>Notice the View History icon appears. Click Save.</p>  <p>▼ Licenses and Certifications Personalize Find View All First 1 of 1 Last</p> <table border="1"> <thead> <tr> <th>ID</th> <th>License</th> <th>Qualifying</th> <th>Expiration Date</th> <th>View History</th> </tr> </thead> <tbody> <tr> <td>FCCART</td> <td>FCC Amateur Radio Techn</td> <td><input type="checkbox"/></td> <td></td> <td></td> </tr> </tbody> </table> <p>+ Add New Licenses and Certifications</p> <p>▼ Memberships</p> <p>There are currently no Memberships for this profile. Please add one if required.</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>Save</p> <p>Return to Search</p> | ID | License | Qualifying | Expiration Date | View History | FCCART | FCC Amateur Radio Techn | <input type="checkbox"/> | | |
| ID | License | Qualifying | Expiration Date | View History | | | | | | | |
| FCCART | FCC Amateur Radio Techn | <input type="checkbox"/> | | | | | | | | | |
| 8 | <p>Once saved, this message will display.</p>  <p>Person Profile</p> <p>Empl ID 3333333 <u>Burt Reynolds</u></p> <p>Profile Type PERSON Person</p> <p>*Profile Status <input type="text" value="Active"/></p> <p>*Description <input type="text" value="Burt Reynolds"/></p> <p>Print Comments Profile Actions [Select Action]</p> <div style="border: 1px solid red; padding: 5px;"> <p><input checked="" type="checkbox"/> You have successfully saved those profile changes that do not require approval.</p> </div> | | | | | | | | | | |

Correcting a License/Certification

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

Procedures See below.

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

Continued on next page

Correcting a License/Certification, Continued

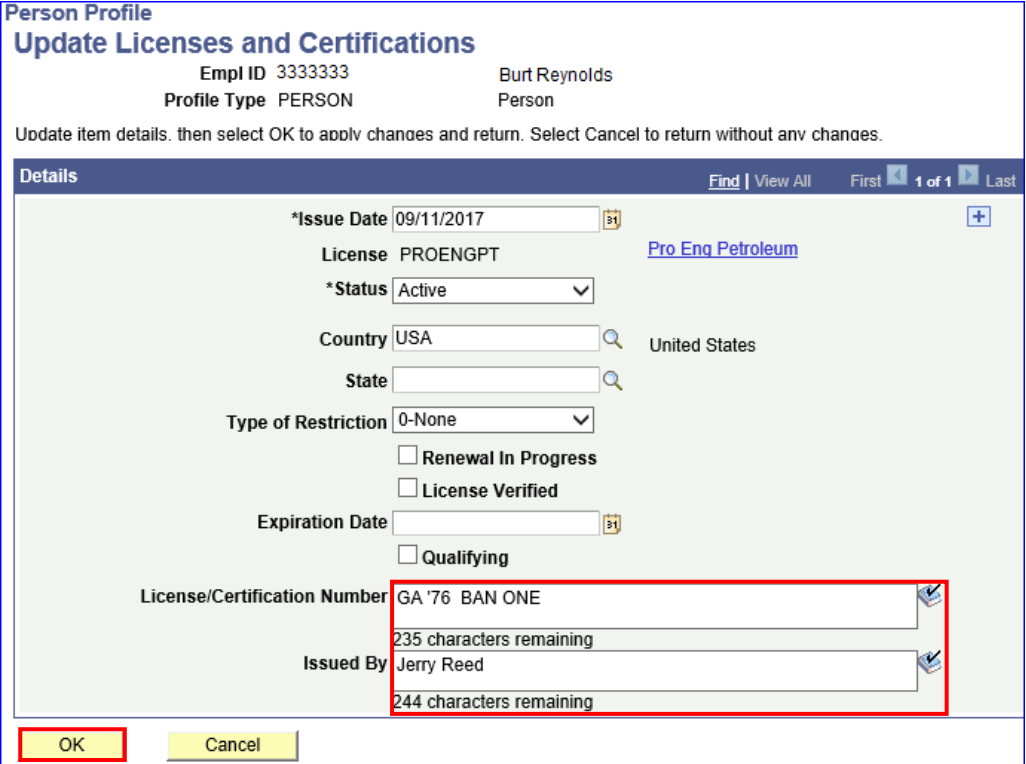
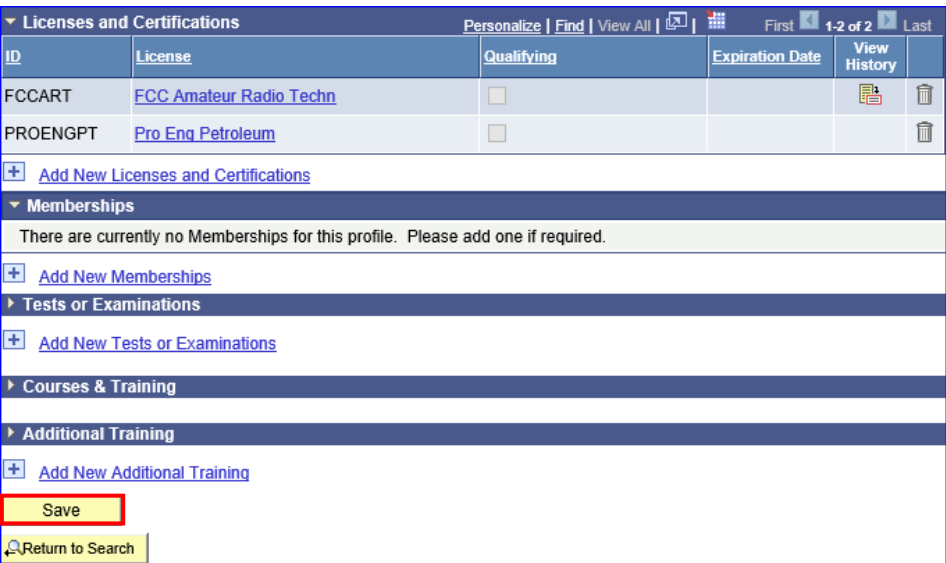
Procedures,
continued

| Step | Action | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|-----------------|--|--------------------------|-------------------|----------------|-----------------|--------------|--------------|---|-----------------------------|------------|-------------------|----------|-----------------------------------|--------------------------|----------------------------------|------------|-------------------|------|--|-------|--------------------------------------|------------|-------------------|------|--|-------|--|------------|-------------------|--------|--|-------|--------------------------------|------------|-------------------|--------|--|
| <p>3</p> | <p>The Competencies tab will display. Select the Qualifications tab.</p> <div data-bbox="352 524 1369 1417" style="border: 1px solid black; padding: 5px;"> <p>Person Profile</p> <p>Empl ID 3333333 Burt Reynolds</p> <p>Profile Type PERSON Person</p> <p>*Profile Status <input type="text" value="Active"/></p> <p>*Description <input type="text" value="Burt Reynolds"/></p> <p>Print Comments Profile Actions <input type="text" value="[Select Action]"/></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 Personalize Find View All First 1-5 of 31 Last</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>ABSKFCXN</td> <td>AB-SKF COXN</td> <td>05/15/2018</td> <td>Approved/Official</td> <td>3-Good</td> <td></td> </tr> <tr> <td>ATNBDR</td> <td>Buoy Deck Rigger</td> <td>01/20/2009</td> <td>Approved/Official</td> <td>Good</td> <td></td> </tr> <tr> <td>ATNNC</td> <td>Buoy Deck Supervisor</td> <td>07/05/2013</td> <td>Approved/Official</td> <td>Good</td> <td></td> </tr> <tr> <td>ATNNE</td> <td>Minor Aid Tech (Basic)</td> <td>11/03/2015</td> <td>Approved/Official</td> <td>3-Good</td> <td></td> </tr> <tr> <td>ATNNL</td> <td>Aid Positioner</td> <td>02/07/2014</td> <td>Approved/Official</td> <td>3-Good</td> <td></td> </tr> </tbody> </table> <p>+ Add New Competencies</p> <p>▼ Officer Speciality Code</p> <p>There are currently no Officer Speciality 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>Return to Search</p> </div> | ID | Competency | Effective Date | Evaluation Type | Proficiency | View History | ABSKFCXN | AB-SKF COXN | 05/15/2018 | Approved/Official | 3-Good | | ATNBDR | Buoy Deck Rigger | 01/20/2009 | Approved/Official | Good | | ATNNC | Buoy Deck Supervisor | 07/05/2013 | Approved/Official | Good | | ATNNE | Minor Aid Tech (Basic) | 11/03/2015 | Approved/Official | 3-Good | | ATNNL | Aid Positioner | 02/07/2014 | Approved/Official | 3-Good | |
| ID | Competency | Effective Date | Evaluation Type | Proficiency | View History | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ABSKFCXN | AB-SKF COXN | 05/15/2018 | Approved/Official | 3-Good | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ATNBDR | Buoy Deck Rigger | 01/20/2009 | Approved/Official | Good | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ATNNC | Buoy Deck Supervisor | 07/05/2013 | Approved/Official | Good | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ATNNE | Minor Aid Tech (Basic) | 11/03/2015 | Approved/Official | 3-Good | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ATNNL | Aid Positioner | 02/07/2014 | Approved/Official | 3-Good | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>4</p> | <p>Select the License/Certification link to be updated or corrected. If the member has received the license multiple times, be sure to select the correct record.</p> <div data-bbox="352 1529 1378 1872" style="border: 1px solid black; padding: 5px;"> <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>▶ Honors and Awards</p> <p>+ Add New Honors and Awards</p> <p>▶ Language Skills</p> <p>▼ Licenses and Certifications Personalize Find View All First 1-2 of 2 Last</p> <table border="1"> <thead> <tr> <th>ID</th> <th>License</th> <th>Qualifying</th> <th>Expiration Date</th> <th>View History</th> </tr> </thead> <tbody> <tr> <td>FCCART</td> <td>FCC Amateur Radio Techn</td> <td><input type="checkbox"/></td> <td></td> <td></td> </tr> <tr> <td>PROENGPT</td> <td style="border: 2px solid red;">Pro Eng Petroleum</td> <td><input type="checkbox"/></td> <td></td> <td></td> </tr> </tbody> </table> <p>+ Add New Licenses and Certifications</p> </div> | ID | License | Qualifying | Expiration Date | View History | FCCART | FCC Amateur Radio Techn | <input type="checkbox"/> | | | PROENGPT | Pro Eng Petroleum | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | |
| ID | License | Qualifying | Expiration Date | View History | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| FCCART | FCC Amateur Radio Techn | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PROENGPT | Pro Eng Petroleum | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Continued on next page

Correcting a License/Certification, Continued





Procedures,
continued

| Step | Action | | | | | | | | | | | | | | | |
|----------|---|--------------------------|-----------------|--------------|-----------------|--------------|--------|---|--------------------------|--|--|----------|-----------------------------------|--------------------------|--|--|
| <p>5</p> | <p>The Update Licenses and Certifications page will display. Correct the appropriate fields, then click OK.</p>  <p>Person Profile Update Licenses and Certifications Empl ID 3333333 Burt Reynolds Profile Type PERSON Person Update item details. then select OK to apply changes and return. Select Cancel to return without any changes.</p> <p>Details Find View All First 1 of 1 Last</p> <p>*Issue Date 09/11/2017 License PROENGPT Pro Eng Petroleum *Status Active Country USA United States State Type of Restriction 0-None <input type="checkbox"/> Renewal In Progress <input type="checkbox"/> License Verified Expiration Date <input type="checkbox"/> Qualifying</p> <p>License/Certification Number GA 76 BAN ONE 235 characters remaining Issued By Jerry Reed 244 characters remaining</p> <p>OK Cancel</p> | | | | | | | | | | | | | | | |
| <p>6</p> | <p>Click Save.</p>  <p>Licenses and Certifications Personalize Find View All First 1-2 of 2 Last</p> <table border="1"> <thead> <tr> <th>ID</th> <th>License</th> <th>Qualifying</th> <th>Expiration Date</th> <th>View History</th> </tr> </thead> <tbody> <tr> <td>FCCART</td> <td>FCC Amateur Radio Techn</td> <td><input type="checkbox"/></td> <td></td> <td> </td> </tr> <tr> <td>PROENGPT</td> <td>Pro Eng Petroleum</td> <td><input type="checkbox"/></td> <td></td> <td> </td> </tr> </tbody> </table> <p>+ Add New Licenses and Certifications</p> <p>Memberships There are currently no Memberships for this profile. Please add one if required. + 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>Save Return to Search</p> | ID | License | Qualifying | Expiration Date | View History | FCCART | FCC Amateur Radio Techn | <input type="checkbox"/> | | | PROENGPT | Pro Eng Petroleum | <input type="checkbox"/> | | |
| ID | License | Qualifying | Expiration Date | View History | | | | | | | | | | | | |
| FCCART | FCC Amateur Radio Techn | <input type="checkbox"/> | | | | | | | | | | | | | | |
| PROENGPT | Pro Eng Petroleum | <input type="checkbox"/> | | | | | | | | | | | | | | |

Continued on next page

Correcting a License/Certification, Continued

Procedures,
continued

| Step | Action |
|------|---|
| 7 | <p>Once saved, this message will display.</p> <div data-bbox="347 524 1378 842" style="border: 1px solid blue; padding: 5px;"> <p>Person Profile</p> <p>Empl ID 3333333 Burt Reynolds</p> <p>Profile Type PERSON Person</p> <p>*Profile Status Active ▾</p> <p>*Description Burt Reynolds x</p> <hr/> <p> Print  Comments Profile Actions [Select Action] ▾ </p> <div style="border: 2px solid red; padding: 2px; margin-top: 5px;"> <p> You have successfully saved those profile changes that do not require approval.</p> </div> </div> |


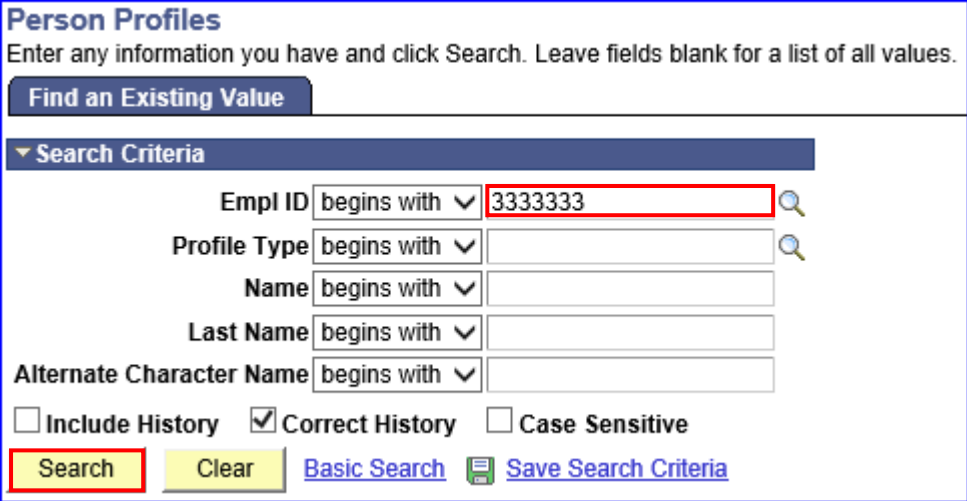
Deleting a Single License/Certification

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

Information 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 | Select Person Profiles from the Person Profile pagelet.  |
| 2 | Enter the Empl ID and click Search .  |

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Deleting a Single License/Certification, Continued

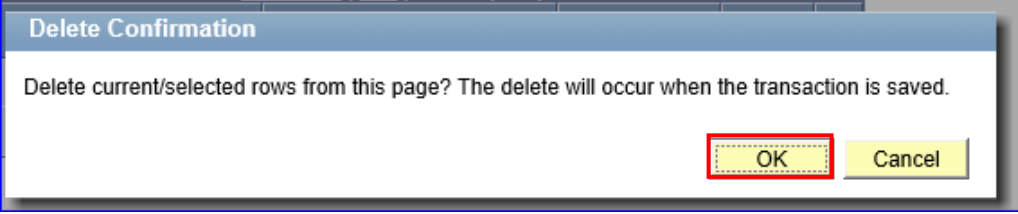

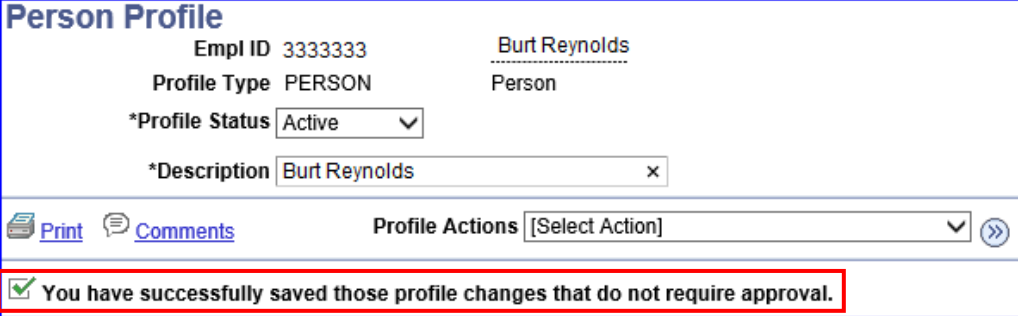
Procedures,
continued

| Step | Action | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|-----------------|---|--------------------------|-------------------|----------------|-----------------|--------------|--------------|---|-----------------------------|------------|-------------------|----------|-----------------------------------|--------------------------|----------------------------------|------------|-------------------|------|--|-------|--------------------------------------|------------|-------------------|------|--|-------|--|------------|-------------------|--------|--|-------|--------------------------------|------------|-------------------|--------|--|
| <p>3</p> | <p>The Competencies tab will display. Select the Qualifications tab.</p> <div data-bbox="352 524 1370 1420" style="border: 1px solid black; padding: 5px;"> <p>Person Profile</p> <p>Empl ID 3333333 Burt Reynolds</p> <p>Profile Type PERSON Person</p> <p>*Profile Status <input type="text" value="Active"/></p> <p>*Description <input type="text" value="Burt Reynolds"/></p> <p> Print Comments Profile Actions <input type="text" value="[Select Action]"/></p> <p>Competencies Qualifications Education Mobility Waivers CAN</p> <p>▼ Competencies Personalize Find View All First 1-5 of 31 Last</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>ABSKFCXN</td> <td>AB-SKF COXN</td> <td>05/15/2018</td> <td>Approved/Official</td> <td>3-Good</td> <td></td> </tr> <tr> <td>ATNBDR</td> <td>Buoy Deck Rigger</td> <td>01/20/2009</td> <td>Approved/Official</td> <td>Good</td> <td></td> </tr> <tr> <td>ATNNC</td> <td>Buoy Deck Supervisor</td> <td>07/05/2013</td> <td>Approved/Official</td> <td>Good</td> <td></td> </tr> <tr> <td>ATNNE</td> <td>Minor Aid Tech (Basic)</td> <td>11/03/2015</td> <td>Approved/Official</td> <td>3-Good</td> <td></td> </tr> <tr> <td>ATNNL</td> <td>Aid Positioner</td> <td>02/07/2014</td> <td>Approved/Official</td> <td>3-Good</td> <td></td> </tr> </tbody> </table> <p>+ Add New Competencies</p> <p>▼ Officer Speciality Code</p> <p>There are currently no Officer Speciality 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>Return to Search</p> </div> | ID | Competency | Effective Date | Evaluation Type | Proficiency | View History | ABSKFCXN | AB-SKF COXN | 05/15/2018 | Approved/Official | 3-Good | | ATNBDR | Buoy Deck Rigger | 01/20/2009 | Approved/Official | Good | | ATNNC | Buoy Deck Supervisor | 07/05/2013 | Approved/Official | Good | | ATNNE | Minor Aid Tech (Basic) | 11/03/2015 | Approved/Official | 3-Good | | ATNNL | Aid Positioner | 02/07/2014 | Approved/Official | 3-Good | |
| ID | Competency | Effective Date | Evaluation Type | Proficiency | View History | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ABSKFCXN | AB-SKF COXN | 05/15/2018 | Approved/Official | 3-Good | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ATNBDR | Buoy Deck Rigger | 01/20/2009 | Approved/Official | Good | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ATNNC | Buoy Deck Supervisor | 07/05/2013 | Approved/Official | Good | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ATNNE | Minor Aid Tech (Basic) | 11/03/2015 | Approved/Official | 3-Good | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ATNNL | Aid Positioner | 02/07/2014 | Approved/Official | 3-Good | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>4</p> | <p>Click the trashcan icon on the appropriate row.</p> <div data-bbox="352 1476 1370 1883" style="border: 1px solid black; padding: 5px;"> <p>Competencies Qualifications Education Mobility Waivers CAN</p> <p>► Honors and Awards</p> <p>+ Add New Honors and Awards</p> <p>► Language Skills</p> <p>▼ Licenses and Certifications Personalize Find View All First 1-2 of 2 Last</p> <table border="1"> <thead> <tr> <th>ID</th> <th>License</th> <th>Qualifying</th> <th>Expiration Date</th> <th>View History</th> </tr> </thead> <tbody> <tr> <td>FCCART</td> <td>FCC Amateur Radio Techn</td> <td><input type="checkbox"/></td> <td></td> <td></td> </tr> <tr> <td>PROENGPT</td> <td>Pro Eng Petroleum</td> <td><input type="checkbox"/></td> <td></td> <td></td> </tr> </tbody> </table> <p>+ Add New Licenses and Certifications</p> </div> | ID | License | Qualifying | Expiration Date | View History | FCCART | FCC Amateur Radio Techn | <input type="checkbox"/> | | | PROENGPT | Pro Eng Petroleum | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | |
| ID | License | Qualifying | Expiration Date | View History | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| FCCART | FCC Amateur Radio Techn | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PROENGPT | Pro Eng Petroleum | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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Deleting a Single License/Certification, Continued

Procedures,
continued

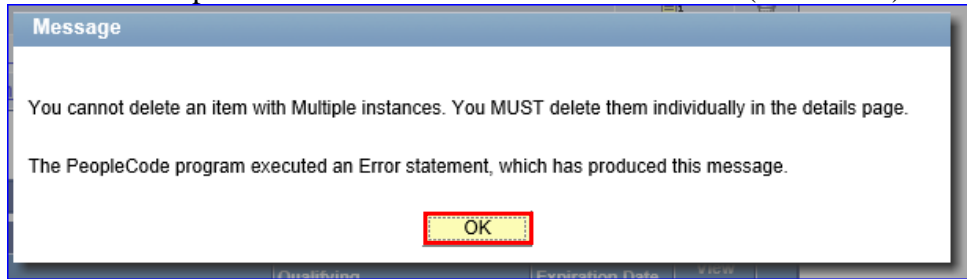
| Step | Action |
|------|---|
| 5 | <p>This message will appear. Click OK.</p>  <p>The dialog box is titled "Delete Confirmation" and contains the text: "Delete current/selected rows from this page? The delete will occur when the transaction is saved." At the bottom right, there are two buttons: "OK" (highlighted with a red dashed box) and "Cancel".</p> |
| 6 | <p>Click Save.</p>  <p>The screenshot shows the "Licenses and Certifications" section of a user profile. A table lists one license: "FCCART" with the description "FCC Amateur Radio Techn". Below the table are several expandable sections: "Memberships", "Tests or Examinations", "Courses & Training", and "Additional Training". At the bottom of the page, a "Save" button is highlighted with a red box, and a "Return to Search" button is visible below it.</p> |
| 7 | <p>Once saved, this message will display.</p>  <p>The screenshot shows the "Person Profile" page for Burt Reynolds. Fields include Empl ID (3333333), Profile Type (PERSON), Profile Status (Active), and Description (Burt Reynolds). At the bottom, there are buttons for "Print" and "Comments", and a "Profile Actions" dropdown menu. A red box highlights a green checkmark and the message: "You have successfully saved those profile changes that do not require approval."</p> |

Deleting One License/Certification when Multiple Instances Exist


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

Information 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 message will appear if you attempt to delete multiple Licenses and Certifications at one time (Click **OK**):



Procedures See below.

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

Continued on next page

Deleting One License/Certification when Multiple Instances Exist, Continued


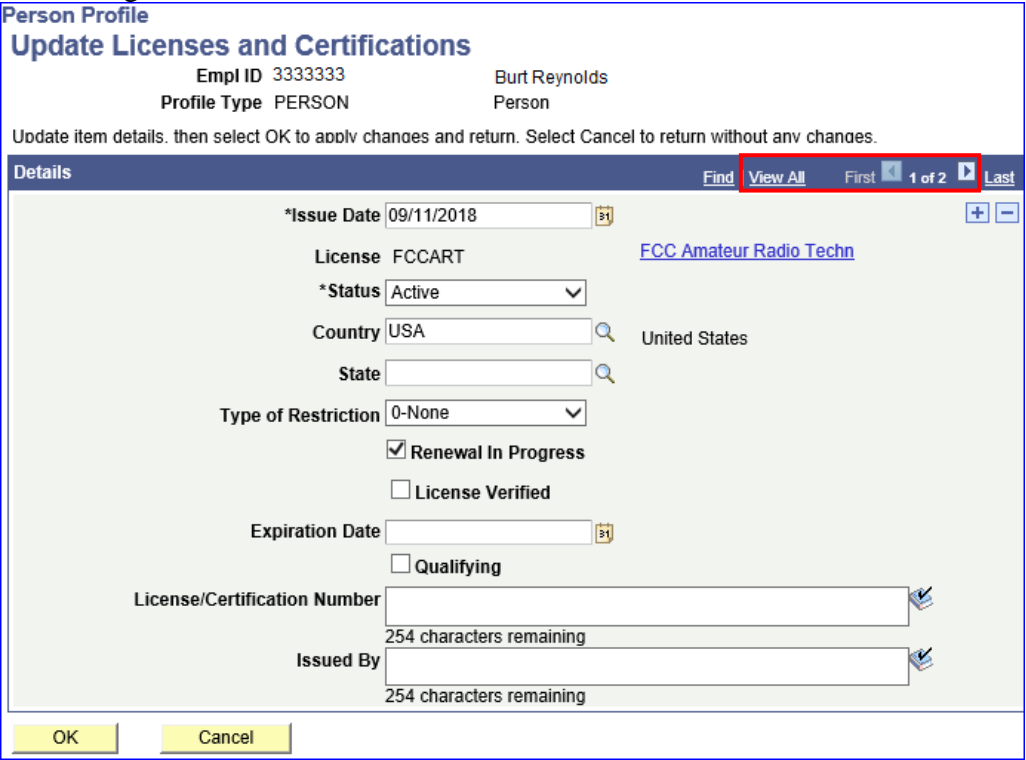
Procedures,
continued

| Step | Action | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|----------|--|----------------|-------------------|----------------|-----------------|-------------|--------------|----------|-----------------------------|------------|-------------------|--------|--|--------|----------------------------------|------------|-------------------|------|--|-------|--------------------------------------|------------|-------------------|------|--|-------|--|------------|-------------------|--------|--|-------|--------------------------------|------------|-------------------|--------|--|
| 2 | <p>Enter the Empl ID and click Search.</p> <div data-bbox="352 573 1323 1077" style="border: 1px solid blue; padding: 5px;"> <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="3333333"/> </p> <p>Profile Type begins with <input type="text"/> </p> <p>Name begins with <input type="text"/></p> <p>Last Name begins with <input type="text"/></p> <p>Alternate Character Name begins with <input type="text"/></p> <p><input type="checkbox"/> Include History <input checked="" type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p> <p>Search Clear Basic Search Save Search Criteria</p> </div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | <p>The Competencies tab will display. Select the Qualifications tab.</p> <div data-bbox="352 1133 1273 1939" style="border: 1px solid blue; padding: 5px;"> <p>Person Profile Empl ID 3333333 Burt Reynolds Profile Type PERSON Person *Profile Status Active <input type="text"/> *Description Burt Reynolds <input type="text"/></p> <p> Print Comments Profile Actions <input type="text" value="Select Action"/> </p> <p>Competencies Qualifications Education Mobility Waivers CAN</p> <p>Competencies Personalize Find View All First 1-5 of 31 Last</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>ABSKFCXN</td> <td>AB-SKF COXN</td> <td>05/15/2018</td> <td>Approved/Official</td> <td>3-Good</td> <td></td> </tr> <tr> <td>ATNBDR</td> <td>Buoy Deck Rigger</td> <td>01/20/2009</td> <td>Approved/Official</td> <td>Good</td> <td></td> </tr> <tr> <td>ATNNC</td> <td>Buoy Deck Supervisor</td> <td>07/05/2013</td> <td>Approved/Official</td> <td>Good</td> <td></td> </tr> <tr> <td>ATNNE</td> <td>Minor Aid Tech (Basic)</td> <td>11/03/2015</td> <td>Approved/Official</td> <td>3-Good</td> <td> </td> </tr> <tr> <td>ATNNL</td> <td>Aid Positioner</td> <td>02/07/2014</td> <td>Approved/Official</td> <td>3-Good</td> <td></td> </tr> </tbody> </table> <p>+ Add New Competencies</p> <p>Officer Speciality Code There are currently no Officer Speciality 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</p> <p>Return to Search</p> </div> | ID | Competency | Effective Date | Evaluation Type | Proficiency | View History | ABSKFCXN | AB-SKF COXN | 05/15/2018 | Approved/Official | 3-Good | | ATNBDR | Buoy Deck Rigger | 01/20/2009 | Approved/Official | Good | | ATNNC | Buoy Deck Supervisor | 07/05/2013 | Approved/Official | Good | | ATNNE | Minor Aid Tech (Basic) | 11/03/2015 | Approved/Official | 3-Good | | ATNNL | Aid Positioner | 02/07/2014 | Approved/Official | 3-Good | |
| ID | Competency | Effective Date | Evaluation Type | Proficiency | View History | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ABSKFCXN | AB-SKF COXN | 05/15/2018 | Approved/Official | 3-Good | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ATNBDR | Buoy Deck Rigger | 01/20/2009 | Approved/Official | Good | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ATNNC | Buoy Deck Supervisor | 07/05/2013 | Approved/Official | Good | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ATNNE | Minor Aid Tech (Basic) | 11/03/2015 | Approved/Official | 3-Good | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ATNNL | Aid Positioner | 02/07/2014 | Approved/Official | 3-Good | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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Deleting One License/Certification when Multiple Instances Exist, Continued

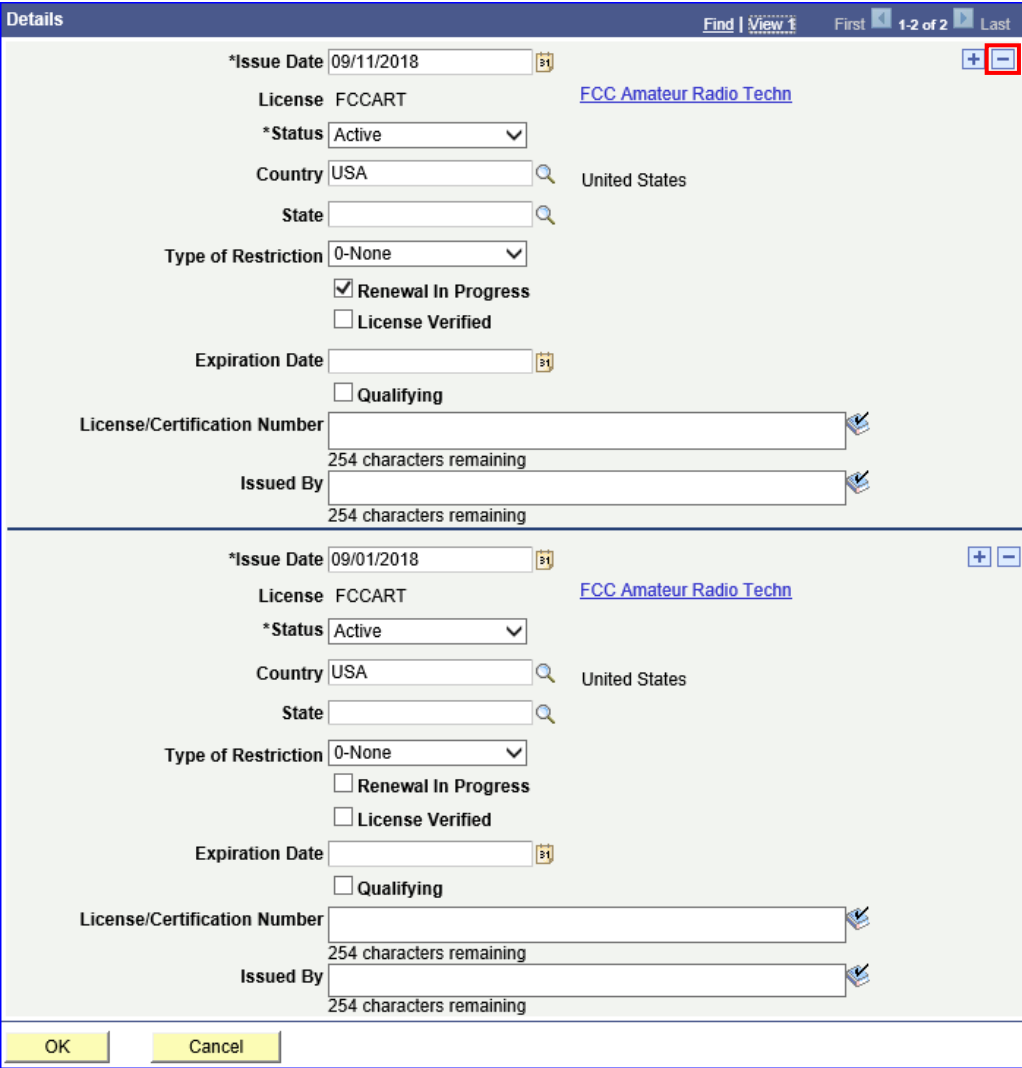
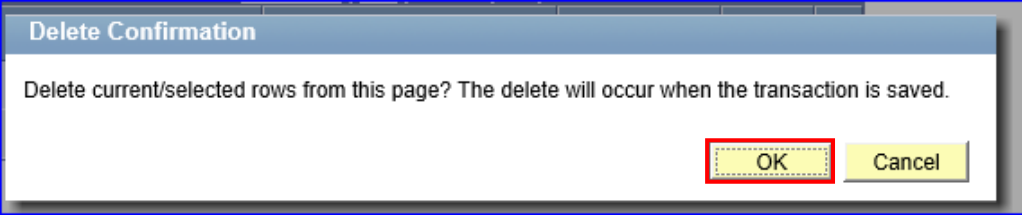
Procedures,
continued

| Step | Action |
|------|---|
| 4 | <p>Select the License/Certification link that needs to be deleted.</p>  <p>The screenshot shows a navigation menu with tabs for Competencies, Qualifications, Education, Mobility, Waivers, and CAN. Below these are sections for Honors and Awards, Language Skills, and Licenses and Certifications. The Licenses and Certifications section contains a table with columns for ID, License, Qualifying, Expiration Date, and View History. Two rows are visible: one for FCCART with the license 'FCC Amateur Radio Techn' (highlighted in red) and one for PROENGPT with the license 'Pro Eng Petroleum'. There are also buttons for 'Add New Honors and Awards' and 'Add New Licenses and Certifications'.</p> |
| 5 | <p>The Update Licenses and Certifications page will display. Scroll through the rows using the Arrows or click View All to find the correct row to delete.</p>  <p>The screenshot shows the 'Update Licenses and Certifications' page for a user profile. It includes fields for Empl ID (3333333) and Profile Type (PERSON). Below this is a 'Details' section with various fields: Issue Date (09/11/2018), License (FCCART), Status (Active), Country (USA), State, Type of Restriction (0-None), and checkboxes for Renewal In Progress and License Verified. There are also fields for Expiration Date, License/Certification Number, and Issued By. The 'View All' button in the top right of the details section is highlighted in red. At the bottom are 'OK' and 'Cancel' buttons.</p> |

Continued on next page

Deleting One License/Certification when Multiple Instances Exist, Continued

Procedures,
continued

| Step | Action |
|-----------------|--|
| <p>6</p> | <p>Once the correct row has been located, click the Minus button.</p>  |
| <p>7</p> | <p>This message will appear. Click OK.</p>  |

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Deleting One License/Certification when Multiple Instances Exist, Continued





Procedures,
continued

| Step | Action | | | | | | | | | | | | | | | |
|-----------------|---|--------------------------|-----------------|---|-----------------|--------------|--------|---|--------------------------|--|---|----------|-----------------------------------|--------------------------|--|---|
| <p>8</p> | <p>Notice the row updated to 1 of 1 (in this example). Click OK.</p> <div data-bbox="352 573 1380 1294" style="border: 1px solid black; padding: 5px;"> <p>Person Profile Add New Licenses and Certifications</p> <p>Empl ID 3333333 Burt Reynolds 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> <p>Details Find View All First 1 of 1 Last</p> <p>*Issue Date 09/01/2018 <input type="text"/> <input type="button" value="B"/></p> <p>*License FCCART <input type="text"/> <input type="button" value="Q"/> FCC Amateur Radio Techn</p> <p>*Status Active <input type="button" value="V"/></p> <p>Country USA <input type="text"/> <input type="button" value="Q"/> United States</p> <p>State <input type="text"/> <input type="button" value="Q"/></p> <p>Type of Restriction 0-None <input type="button" value="V"/></p> <p><input type="checkbox"/> Renewal In Progress</p> <p><input type="checkbox"/> License Verified</p> <p>Expiration Date <input type="text"/> <input type="button" value="B"/></p> <p><input type="checkbox"/> Qualifying</p> <p>License/Certification Number <input type="text"/> <input type="button" value="Q"/></p> <p>254 characters remaining</p> <p>Issued By Sheriff Buford T. Justice <input type="text"/> <input type="button" value="Q"/></p> <p>254 characters remaining</p> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/> <input type="button" value="Apply and Add Another"/></p> </div> | | | | | | | | | | | | | | | |
| <p>9</p> | <p>Notice the View History icon was removed (in this example). Click Save.</p> <div data-bbox="352 1350 1380 1948" style="border: 1px solid black; padding: 5px;"> <p>▼ Licenses and Certifications Personalize Find View All <input type="button" value="Q"/> <input type="button" value="B"/> First 1-2 of 2 Last</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>ID</th> <th>License</th> <th>Qualifying</th> <th>Expiration Date</th> <th>View History</th> </tr> </thead> <tbody> <tr> <td>FCCART</td> <td>FCC Amateur Radio Techn</td> <td><input type="checkbox"/></td> <td></td> <td><input type="button" value="Q"/> <input type="button" value="B"/></td> </tr> <tr> <td>PROENGPT</td> <td>Pro Eng Petroleum</td> <td><input type="checkbox"/></td> <td></td> <td><input type="button" value="Q"/> <input type="button" value="B"/></td> </tr> </tbody> </table> <p><input type="button" value="+"/> Add New Licenses and Certifications</p> <p>▼ Memberships</p> <p>There are currently no Memberships for this profile. Please add one if required.</p> <p><input type="button" value="+"/> Add New Memberships</p> <p>▶ Tests or Examinations</p> <p><input type="button" value="+"/> Add New Tests or Examinations</p> <p>▶ Courses & Training</p> <p>▶ Additional Training</p> <p><input type="button" value="+"/> Add New Additional Training</p> <p><input type="button" value="Save"/></p> <p><input type="button" value="Return to Search"/></p> </div> | ID | License | Qualifying | Expiration Date | View History | FCCART | FCC Amateur Radio Techn | <input type="checkbox"/> | | <input type="button" value="Q"/> <input type="button" value="B"/> | PROENGPT | Pro Eng Petroleum | <input type="checkbox"/> | | <input type="button" value="Q"/> <input type="button" value="B"/> |
| ID | License | Qualifying | Expiration Date | View History | | | | | | | | | | | | |
| FCCART | FCC Amateur Radio Techn | <input type="checkbox"/> | | <input type="button" value="Q"/> <input type="button" value="B"/> | | | | | | | | | | | | |
| PROENGPT | Pro Eng Petroleum | <input type="checkbox"/> | | <input type="button" value="Q"/> <input type="button" value="B"/> | | | | | | | | | | | | |

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Deleting One License/Certification when Multiple Instances Exist, Continued

Procedures,
continued

| Step | Action |
|------|---|
| 10 | <p>Once saved, this message will display.</p> <div data-bbox="352 573 1378 891" style="border: 1px solid blue; padding: 5px;"> <p>Person Profile</p> <p>Empl ID 3333333 <u>Burt Reynolds</u></p> <p>Profile Type PERSON Person</p> <p>*Profile Status Active ▾</p> <p>*Description Burt Reynolds x</p> <hr/> <p> Print  Comments Profile Actions [Select Action] ▾ </p> <div style="border: 2px solid red; padding: 2px; margin-top: 5px;"> <p> You have successfully saved those profile changes that do not require approval.</p> </div> </div> |