



## Search for a Certification/License – Criteria

### Overview

The Maintenance and Utilization module Certification/License process provides the ability to maintain a master list of Certifications and Licenses for the accessed Maintenance Activity. It allows the creation of associations between the Technicians/Operators, and the licenses/certifications required to perform the work required in the Work Plan.

### Navigation

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

### Procedures

#### Search for a Certification/License

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

1. In the Search Criteria box, narrow the results by entering one of the following optional fields.

**Search Criteria**

Cert Type Cd <input style="width: 90%;" type="text"/>	Cert/License Name <input style="width: 90%;" type="text"/>
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2. Select . The **Search for a Certification/License – Results** page appears. Results display in the Search Results grid.





# Help Reference Guide

## Search Criteria

Cert Type Cd  
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Cert/License Name  
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## Search Results

Update	Delete	Cert Type Cd	Cert/License Name
<a href="#">Update</a>	<a href="#">Delete</a>	C - Certification	ASE
<a href="#">Update</a>	<a href="#">Delete</a>	L - License	CDL
<a href="#">Update</a>	<a href="#">Delete</a>	L - License	CDL7
<a href="#">Update</a>	<a href="#">Delete</a>	C - Certification	CTB- CERTIFIED THIRD BASE
<a href="#">Update</a>	<a href="#">Delete</a>	L - License	STATE DRIVERS LICENSE
<a href="#">Update</a>	<a href="#">Delete</a>	C - Certification	TRAINING

Cancel

Add





## Add a Certification/License

### Navigation

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

### Procedures

#### Add a Certification/License

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

- Select . The **Add a Certification/License** page appears.

**Add**

*Cert Type Cd	<input type="text" value="C-Certification"/>	Cert/License Desc	<input type="text"/>
*Cert/License Name	<input type="text"/>		

- Use to select the Cert Type Cd.
- Enter the CERT/LICENSE NAME in the field provided. *This is a 25 alphanumeric character field.*

#### Helpful Tip



The CERT TYPE CD and CERT/LICENSE NAME combination **must be unique** within the Maintenance Activity.

- Select . The **View the Certification/License Transaction Status** page appears.





## Update a Certification/License

### Navigation

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

### Procedure

#### Update a Certification/License

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

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

**Update**

*Cert Type Cd	C-Certification	Cert/License Desc	<input type="text"/>
*Cert/License Name	<input type="text" value="ASE"/>		

- A. Verify the CERT TYPE CD.
- B. Update the CERT/LICENSE NAME, entering the revised name in the field provided. This is a 25 alphanumeric character field.

#### Helpful Tip



The CERT TYPE CD and CERT/LICENSE NAME combination **must be unique** within the Maintenance Activity.

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





## Delete a Certification/License

### Navigation

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

### Procedures

#### Delete a Certification/License

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

1. Select the Delete hyperlink. The **Delete a Certification/License** page appears.

To complete delete action, select Delete; otherwise, select Cancel

Delete			
*Cert Type Cd	C-Certification	Cert/License Desc	TEST FOR HELP
*Cert/License Name	TESTING		

- A. Verify the CERT TYPE CD.
  - B. Verify the CERT/LICENSE NAME.
2. Select . The **View the Certification/License Transaction Status** page appears.

