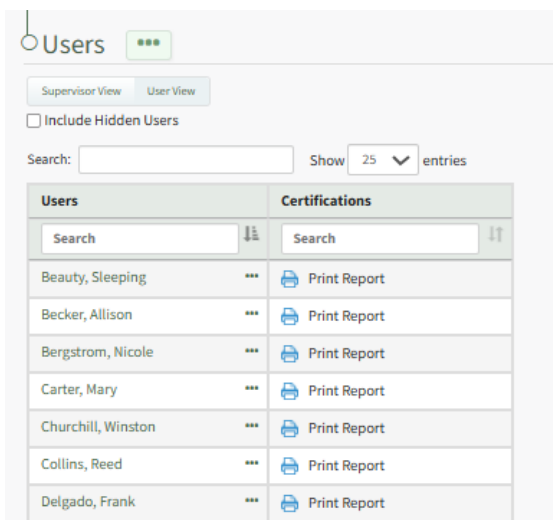


Add/Edit/Delete Comments to a User's Submitted Certification Records

To add comments to a user's submitted certification records, open the Users Page in the People Module from the Main Menu. Identify and click the name of the individual whose submitted certification you wish to comment on.



The screenshot shows the 'Users' page in a software application. At the top, there is a 'Users' header with a search icon and a green '...' button. Below the header, there are two tabs: 'Supervisor View' and 'User View'. A checkbox labeled 'Include Hidden Users' is present. A search bar is followed by a 'Show' dropdown set to '25' and the text 'entries'. The main content area is divided into two columns: 'Users' and 'Certifications'. The 'Users' column has a search bar and a list of users: Beauty, Sleeping; Becker, Allison; Bergstrom, Nicole; Carter, Mary; Churchill, Winston; Collins, Reed; and Delgado, Frank. Each user name is followed by three asterisks. The 'Certifications' column has a search bar and a list of 'Print Report' links, each preceded by a printer icon.

Users	Certifications
Beauty, Sleeping	*** Print Report
Becker, Allison	*** Print Report
Bergstrom, Nicole	*** Print Report
Carter, Mary	*** Print Report
Churchill, Winston	*** Print Report
Collins, Reed	*** Print Report
Delgado, Frank	*** Print Report

This opens the User's Certification Details Page. Scroll to the bottom of the User Certifications Tab. To the right of the certification record section is a Comments Section.

User: Frank Delgado

Supervisor: Michael Dupree

User Certifications

Submit Certification

Manage Roles/Certifications

Frank Delgado: How to Log In - SEBWND

How to Log In - SEBWND

Supporting Attachment(s)

--

Required activity

Acknowledge Document / Video

Required activity approval

Manually approve certifications submitted on completion of an activity

Cost of training

--

Time to complete training / Course duration

0 days

Duration certification is valid

1 year

1st Notice (Blue)

6 months

2nd Notice (Yellow)

5 months

Record New Certification for Frank Delgado

Certification

How to Log In - SEBWND

Date completed (mm/dd/yyyy) *

Date expires (mm/dd/yyyy) *

This will turn blue on the morning of --

This will turn yellow on the morning of --

This will turn red on the morning of --

Add attachment(s)

Drop files here or click to upload

Add link

Show certification info

Approve Certification

Save Changes

Cancel

Comments on this Submitted Certification

Write a comment

Video shown during in-person onboarding

Add Comment

Input the relevant notes into the textbox beneath "Write a Comment" and click the Add Comment Button.

Comments on this Submitted Certification

Mitzi Orkus Jan 21, 2026 at 10:11am

Comment: Video shown during in-person onboarding.

Write a comment

Add Comment

History

Edit

Delete

The commentor, date and time are displayed with the comment. Selecting the three-dot icon to the right of the comment header opens a context menu that allows you to edit and delete the comment.

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