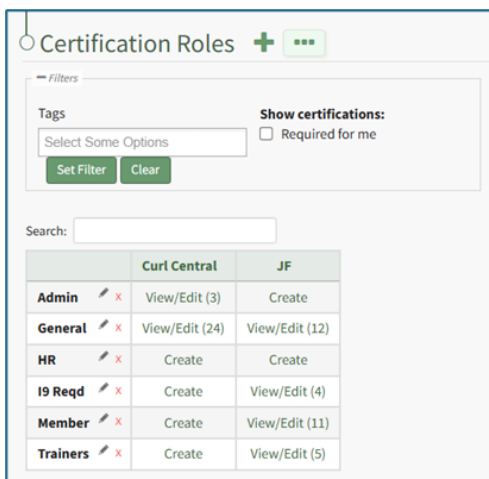


Assign a Certification Role to Multiple Users at Once

To assign a certification role to multiple users at once, select the Roles Page in the People Module from the Main Menu to open the Certification Roles Page.



Certification Roles + ...

Filters

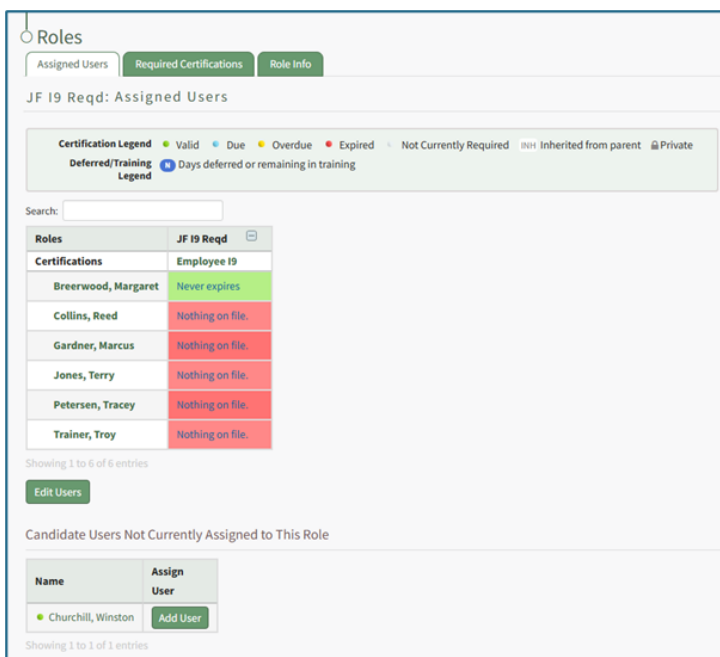
Tags: Select Some Options [Set Filter] [Clear]

Show certifications: ☐ Required for me

Search: [Search]

	Curl Central	JF
Admin [x]	View/Edit (3)	Create
General [x]	View/Edit (24)	View/Edit (12)
HR [x]	Create	Create
I9 Reqd [x]	Create	View/Edit (4)
Member [x]	Create	View/Edit (11)
Trainers [x]	Create	View/Edit (5)

Click the “View/Edit (#)” clickable link that pertains to the role you want to assign users to opening the Assigned Users Tab of the specified certification role's Details Page.



Roles [Assigned Users] [Required Certifications] [Role Info]

JF I9 Reqd: Assigned Users

Certification Legend: Valid (green dot), Due (blue dot), Overdue (yellow dot), Expired (red dot), Not Currently Required (grey dot), Inherited from parent (grey dot), Private (lock icon). Deferred/Training Legend: Days deferred or remaining in training (blue dot).

Search: [Search]

Roles	JF I9 Reqd
Certifications	Employee I9
Breerwood, Margaret	Never expires
Collins, Reed	Nothing on file.
Gardner, Marcus	Nothing on file.
Jones, Terry	Nothing on file.
Petersen, Tracey	Nothing on file.
Trainer, Troy	Nothing on file.

Showing 1 to 6 of 6 entries

[Edit Users]

Candidate Users Not Currently Assigned to This Role

Name	Assign User
Churchill, Winston	[Add User]

Showing 1 to 1 of 1 entries

The Assigned Users Table shows the user’s names in the first column. The following columns show the certifications assigned to the role selected. Click the “Edit Users” button to open the Edit User Table on the Assigned Users Tab.

Roles

Assigned Users
Required Certifications
Role Info

JF Shift Manager: Edit Users

Search:

☐ Select All	Approx. Training Time Remaining	Approx. Training Cost Remaining
☐	Anderson, Pamela	0 hours ?
☐	Breerewood, Aimee	0 hours ?
☐	Breerewood, Margaret	0 hours ?
☐	Churchill, Winston	0 hours ?
☒	Collins, Reed	0 hours ?
☐	Folue, Hunter	0 hours ?
☐	Gardner, Marcus	0 hours ?
☒	Johnston, Tyler	0 hours ?
☒	Jones, Terry	0 hours ?
☐	Joseph, Colin	0 hours ?
☐	LISTING, MEMBERSHIP	0 hours ?
☐	Man, Test	0 hours ?
☐	Melanie, Adeline	0 hours ?
☒	Melvin, Emma	0 hours ?
☐	Petersen, Tracey	0 hours ?
☒	Robertson, Andrew	0 hours ?
☐	Spiers, Caleb	0 hours ?
☐	Trainer, Troy	0 hours ?
☐	Tucker, James	0 hours ?
☐	Tucker, Marshall	0 hours ?
☐	Twigley, Mason	0 hours ?
☒	Welch, Nate	0 hours ?
☐	Willson, Boris	0 hours ?
☐	Willson, Tommy	0 hours ?

Showing 1 to 24 of 24 entries

Save Changes
Cancel

Use the checkboxes in the first column to identify the users the certification role now applies to.

Use the checkbox in the header row to select/deselect all available users.

Click the “Save Changes” button and return to the Assigned Users tab.

Revision #3

Created 2025-12-07 17:49:12 UTC by Mitzi Orkus

Updated 2026-01-21 15:48:21 UTC by Mitzi Orkus