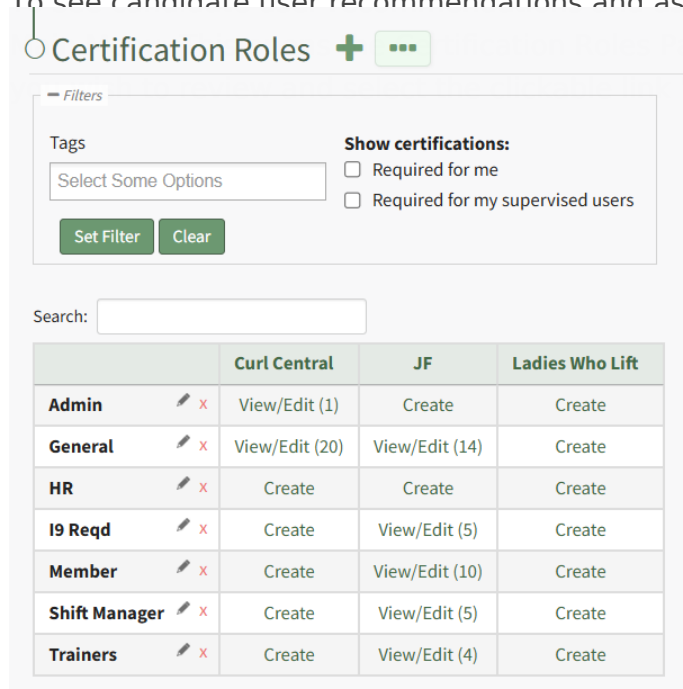


Assign Candidate Users to a Certification Role

Candidate Users are users who, based on their current completed Certifications and the Certification Requirements for this role, would be valid (green status) if they were added to this Certification Role. Candidate Users are identified by KAStrack and shared on the Assigned Users Tab of a certification role's Details Page.

To see candidate user recommendations and assign them, select Roles in the People Module on the Certification Roles page. Identify the specific role whose candidate users you wish to review and select the clickable link "View/Edit (#)".



The screenshot shows the 'Certification Roles' interface. At the top, there are navigation icons for 'Certification Roles', a plus sign, and a menu icon. Below this is a 'Filters' section with a 'Tags' dropdown menu (currently showing 'Select Some Options') and two checkboxes under 'Show certifications': 'Required for me' and 'Required for my supervised users'. There are 'Set Filter' and 'Clear' buttons. Below the filters is a 'Search:' input field. The main content is a table with columns for 'Curl Central', 'JF', and 'Ladies Who Lift'. The rows represent different roles: Admin, General, HR, I9 Reqd, Member, Shift Manager, and Trainers. Each row has a 'View/Edit (#)' link for the 'Curl Central' column and a 'Create' link for the other columns.

	Curl Central	JF	Ladies Who Lift
Admin	View/Edit (1)	Create	Create
General	View/Edit (20)	View/Edit (14)	Create
HR	Create	Create	Create
I9 Reqd	Create	View/Edit (5)	Create
Member	Create	View/Edit (10)	Create
Shift Manager	Create	View/Edit (5)	Create
Trainers	Create	View/Edit (4)	Create

Identify the specific role whose candidate users

you wish to review and select the clickable link "View/Edit (#)" opening the certification role's Details Page on the Assigned Users Tab.

Roles

Assigned Users Required Certifications Role Info

Curl Central General: Assigned Users

Certification Legend ● Valid ● Due ● Overdue ● Expired ● Not Currently Required (N) Inherited from parent Private
Deferred/Training Legend ● Days deferred or remaining in training

Search:

Roles	Curl Central General
Churchill, Winston	
Collins, Reed	
Folse, Hunter	
Gardner, Marcus	
Johnston, Tyler	
Jones, Terry	
Joseph, Colin	
LISTING, MEMBERSHIP	
Man, Test	
Melanie, Adeline	
Melvin, Emma	
Petersen, Tracey	
Spiers, Caleb	
Trainer, Troy	
Tucker, James	
Tucker, Marshall	
Twigley, Mason	
Welch, Nate	
Wilson, Boris	
Wilson, Tommy	

Showing 1 to 20 of 20 entries

Edit Users

Candidate Users Not Currently Assigned to This Role

Name	Assign User
● Beauty, Sleeping	Add User
● Becker, Allison	Add User
● Bergstrom, Nicole	Add User
● Carter, Mary	Add User
● Delgado, Frank	Add User

Showing 1 to 5 of 5 entries

At the bottom of the tab will be the list of KAStrack generated candidate users that are not currently assigned to the role. Click the "Add User" button to the right of a candidate user's name and that user will now be included in the Assigned Users Table above.

Revision #1

Created 2026-01-19 20:37:31 UTC by Mitzi Orkus

Updated 2026-01-19 20:47:56 UTC by Mitzi Orkus