

Delete a Certification

To delete a certification, open the Certifications Page in the People Module from the Main Menu. Click the name of the certification in the Certifications Table to open the certification's details page.

Certification: Employee Handbook

Certification Info Associated Roles Associated Users

Certification Info

Employee Handbook

Supporting Attachment(s)	--
Required activity	Acknowledge Document / Video
Required activity approval	Auto-approve certifications submitted on completion of an activity
Required at login	Not required
Attach Certifications to Notifications	No
Cost of training	--
Time to complete training / Course duration	0 years
Duration certification is valid	3 years
1st Notice (Blue)	3 weeks
2nd Notice (Yellow)	1 week
Batch submission disabled	--
Auto-approve	Off
Privacy	--
Tags	

Edit Certification

Select the “Edit Certification” button to open the Edit Certification Info Page, which is comprised parameters from five sections.

Click “Permanently Delete Certification” to delete the certification.

Submit Cancel Permanently Delete Certification

This opens a Deletion Confirmation Modal.

This cannot be undone! Are you sure you want to delete this certification and all associated user certification records?

OK Cancel

The modal states “This cannot be undone! Are you sure you want to delete this certification and all associated user certification records?” Click the “OK” button to permanently delete the certification.

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