

Edit the Roles Associated with a Certification

To edit the roles associated with a certification, select Certifications in the People Module from the Main Menu opening the Certifications Page.

Certifications

Filters

Tags

Select Some Options

Set FilterClear

Show certifications:

☐ Required for me

☐ Required for my supervised users

☐ With a required activity

Search:

Certification	Duration	URL	Required Activity
Emergency Information Form	1 years		Complete Form or Payment
Employee Handbook	3 years		Acknowledge Document / Video
Employee I9	Never expires		Complete Form or Payment
Moodle Test	Never expires		Take Course
OSHA training certificate	1 years		Take Course

Showing 1 to 5 of 5 entries

Click the certification name in the Certifications Table to open the certification's Details Page. Open the Associated Roles Tab to see a list of the Roles that have been assigned a specific certification.

Certification: Employee Handbook

Certification Info

Associated Roles

Associated Users

Associated Roles

Curl Central Admin

JF General

JF Shift Manager

Edit Associated Roles

Select the “Edit Associated Roles” button to open the Edit Associated Roles Table.

Certification: Employee Handbook

Certification Info

Associated Roles

Associated Users

Edit Associated Roles

Search:

	Curl Central	JF	Ladies Who Lift
Admin	☒	Define Role	Define Role
General	☐	☒	Define Role
HR	Define Role	Define Role	Define Role
I9 Reqd	Define Role	☐	Define Role
Member	Define Role	☐	Define Role
Shift Manager	Define Role	☒	Define Role
Trainers	Define Role	☐	Define Role

Showing 1 to 7 of 7 entries

Save Changes

Cancel

Role names are shown along the left side in the first column. The column headers refer to the names of Companies that have been established on the Companies page of the People Module. Selecting checkboxes in the table will add Certification Requirements for the Selected Roles. Deselecting the checkbox will remove the certification requirement from the associated certification role.

Select “Save Changes” and the associated roles will show in alphabetical order on the Associated Roles Table on the Associated Roles Tab.