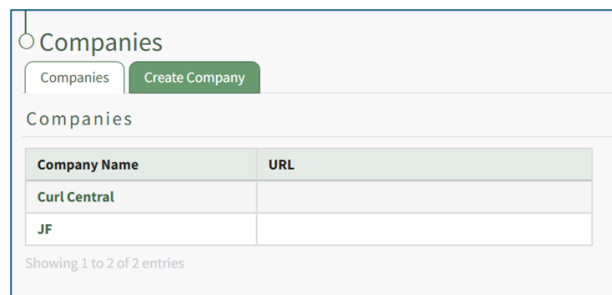


Remove a Certification Role from a Company

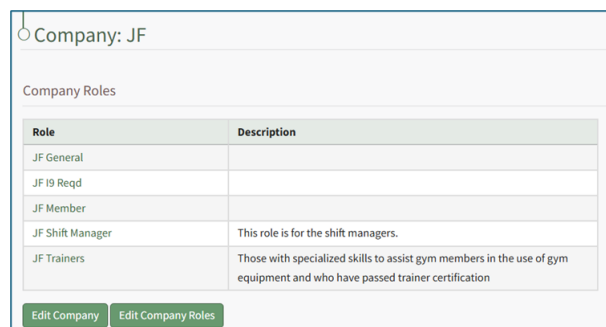
To remove a certification role from a company, select Companies in the People Module on the Main Menu to open the Companies Page. Click on the name of a company you wish to remove a certification role from.



The screenshot shows the 'Companies' page. At the top, there is a breadcrumb 'Companies' and two buttons: 'Companies' and 'Create Company'. Below this is a section titled 'Companies' containing a table with two columns: 'Company Name' and 'URL'. The table has two rows: 'Curl Central' and 'JF'. Below the table, it says 'Showing 1 to 2 of 2 entries'.

Company Name	URL
Curl Central	
JF	

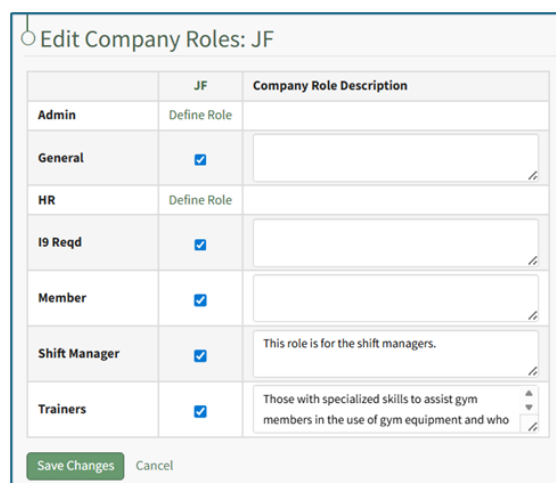
Clicking on the name of a Company will open the company's Detail Page that displays the Company Roles with their description.



The screenshot shows the 'Company: JF' detail page. It has a breadcrumb 'Company: JF' and a section titled 'Company Roles'. Below this is a table with two columns: 'Role' and 'Description'. The table has five rows: 'JF General', 'JF I9 Reqd', 'JF Member', 'JF Shift Manager', and 'JF Trainers'. The 'JF Shift Manager' and 'JF Trainers' rows have descriptions. Below the table, there are two buttons: 'Edit Company' and 'Edit Company Roles'.

Role	Description
JF General	
JF I9 Reqd	
JF Member	
JF Shift Manager	This role is for the shift managers.
JF Trainers	Those with specialized skills to assist gym members in the use of gym equipment and who have passed trainer certification

Select the “Edit Company Roles” button to open the Company Roles Description Table.



The screenshot shows the 'Edit Company Roles: JF' page. It has a breadcrumb 'Edit Company Roles: JF' and a table with three columns: 'Admin', 'JF', and 'Company Role Description'. The table has six rows: 'Admin', 'General', 'HR', 'I9 Reqd', 'Member', and 'Shift Manager'. The 'JF' column has checkboxes for 'General', 'I9 Reqd', 'Member', 'Shift Manager', and 'Trainers'. The 'Company Role Description' column has text boxes for each role. Below the table, there are two buttons: 'Save Changes' and 'Cancel'.

Admin	JF	Company Role Description
Admin	Define Role	
General	☒	
HR	Define Role	
I9 Reqd	☒	
Member	☒	
Shift Manager	☒	This role is for the shift managers.
Trainers	☒	Those with specialized skills to assist gym members in the use of gym equipment and who

Certification roles will be listed in the first column. A checked checkbox indicates that the Certification Role has been defined and applies the company. Unchecking a checked checkbox means that this role should no longer be associated with this company.

Deselect the appropriate checkbox and select the "Save Changes" button.

A Certification Role Deletion Confirmation Modal opens and states "Are you sure you want to permanently delete the [Role Name] roles and any associated certification requirements?" Click "OK" on the confirmation popup and return to the company's details page. The certification role will be removed from the Company Certification Roles Table.

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