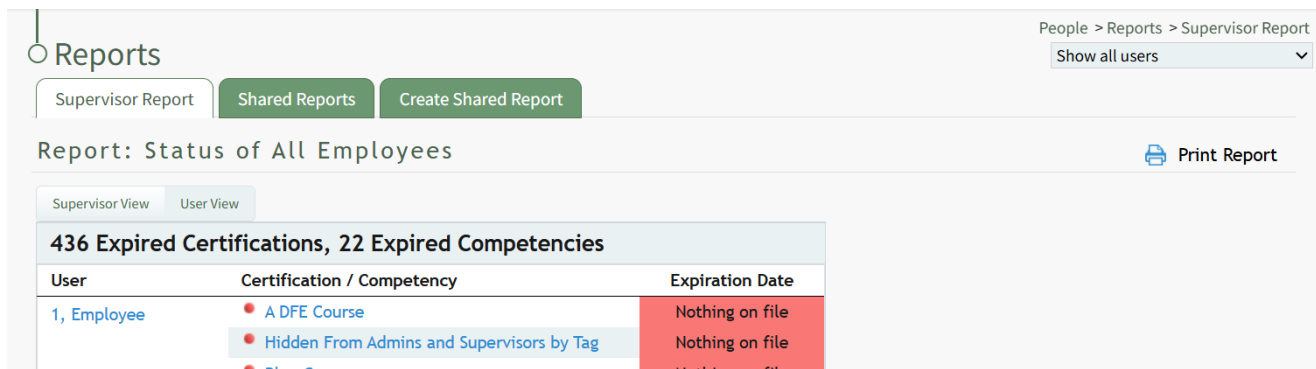


Submit Certifications/Competencies from the Supervisor Report Table

To submit certifications or competencies from the Report: Status table on the Supervisor Report Page of the People Module, confirm you are on the Supervisor Report tab.



The screenshot shows the 'Reports' section of a software interface. The breadcrumb trail is 'People > Reports > Supervisor Report'. There are three tabs: 'Supervisor Report' (selected), 'Shared Reports', and 'Create Shared Report'. Below the tabs, the report title is 'Report: Status of All Employees' with a 'Print Report' button. The main content area has two tabs: 'Supervisor View' (selected) and 'User View'. A summary bar indicates '436 Expired Certifications, 22 Expired Competencies'. Below this is a table with three columns: 'User', 'Certification / Competency', and 'Expiration Date'. The first row shows '1, Employee' in blue text. The second row shows 'A DFE Course' with a red dot to its left. The third row shows 'Hidden From Admins and Supervisors by Tag' with a red dot to its left. The 'Expiration Date' column for these rows contains 'Nothing on file'.

User	Certification / Competency	Expiration Date
1, Employee		
	• A DFE Course	Nothing on file
	• Hidden From Admins and Supervisors by Tag	Nothing on file

Click on the certification title listed in blue font, opening the User's Page on the User Certifications Tab to the specific Certification/Competency that you selected.

A red dot to the left of the certification title indicates that the certification is pending approval.

Scroll below the certification/competency information to the "Record New Certification for (User Name)" Section.

People > Users > Employee 1

User: Employee 1 ⋮ Show all users

Supervisor: Dash Demo, Tree Supervisor, Nothing Required

User Certifications Submit Certification Manage Roles/Certifications

Employee 1: A DFE Course

A DFE Course

Supporting Attachment(s)	--
Required activity	Take Course
Required activity approval	Auto-approve certifications submitted on completion of an activity
Cost of training	--
Time to complete training / Course duration <small>?</small>	0 days
Duration certification is valid <small>?</small>	Never expires
1st Notice (Blue) <small>?</small>	N/A
2nd Notice (Yellow) <small>?</small>	N/A

Record New Certification for Employee 1

Certification	A DFE Course
Date completed (mm/dd/yyyy) *	<input type="text"/>
Add attachment(s)	Drop files here or click to upload Add link
<small>Show certification info</small>	
Approve Certification Save Changes Cancel	

Input the dates that the certification/competency certificate was completed and expires in MM/DD/YYYY format.

To add any files, click “Drop files here or click to upload.” To add a URL link, select “Add link.”

To comment on the submitted certification, input your comments into the textbox and select “Add Comment”.

To set the certification/competency as complete, click “Approve Certification”.

Revision #3

Created 2025-12-07 17:51:27 UTC by Mitzi Orkus

Updated 2026-01-26 18:30:17 UTC by Mitzi Orkus