Manage Profile Certifications - Video

Description: In this topic, the user will learn how to add a certification to an employee profile.

Role Required: Super User, Supervisor

Permission Required: Employee Admin

Create a Profile Certification

- 1. Log in to DCI
- 2. Click Employees on the submenu
- 3. Use the filters to search for the desired employee and click Search
- 4. Click anywhere in the employee row to open the Employee Details page
- 5. Click Actions
- 6. Select Add Certification from the drop-down menu
- 7. Complete the Add Certification form wizard
 - a. Certification Name: Select from the drop-down menu
 - b. Certification Date: Date the certification was obtained.
 - c. Certification Expiration Date: Automatically populates based on the previous fields
- 8. Click Save and Yes to confirm

Click the video below to launch the video player in a new tab.



Related articles

- Time Entry Account Type Training
- Client Request for Services Video
- Change Login Information Video
- · Certification Add to or Remove Certification Requirements from a Certification Template
- Authorization Check Video