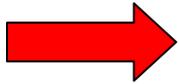




Certification Source

The certification source is the manner in which an employee can become certified.

Finance > HR > Support Codes > Cert. Source

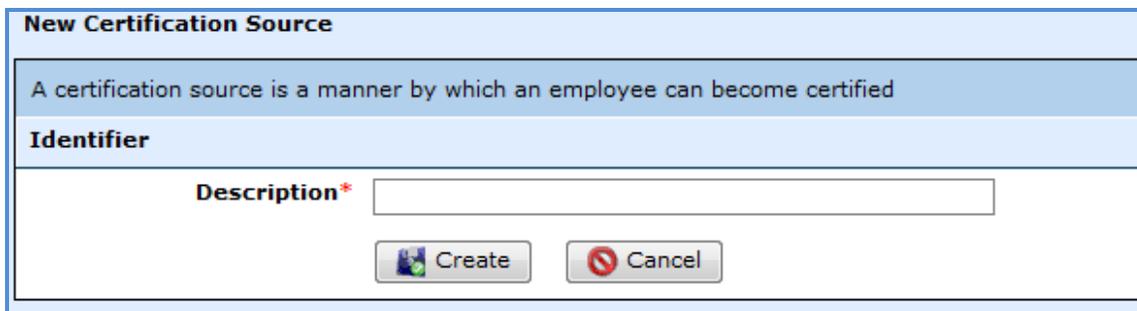


Adding a Certification Source

Click on  Add New Program

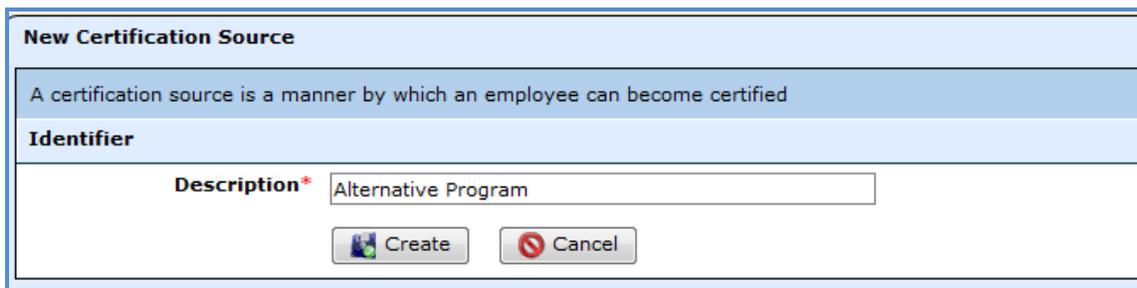


The screenshot shows a table titled "Certification Source". At the top right, there is a red arrow pointing to a green plus icon labeled "Add New Program". The table has columns for "System ID", "Description", and "Actions". It contains two rows: one with System ID 99 and Description "Permit", and another with System ID 98 and Description "SBEC". The "Actions" column for each row contains a trash can icon and a red X icon. Below the table, it says "Records: 2" and "Page 1 of 1".



The screenshot shows the "New Certification Source" form. It has a title bar "New Certification Source" and a subtitle "A certification source is a manner by which an employee can become certified". Below this is a section labeled "Identifier" with a "Description*" field. The field is currently empty. At the bottom, there are "Create" and "Cancel" buttons.

► **Description** – Enter the name of the certification source



The screenshot shows the "New Certification Source" form with the "Description*" field filled with the text "Alternative Program". The "Create" and "Cancel" buttons are visible at the bottom.

Click  **Create**

Edit: Alternative Program  Return to list

A certification source is a manner by which an employee can become certified

Identifier  **Edit Identifier**

Description Alternative Program

 **Edit a Certification Source**

Certification Source  Add New Program

Page Size: 10 Filter: Active

System ID	Description	Actions
101	Alternative Program 	 
99	Permit	 
98	SBEC	 

Records: 3 Page 1 of 1

Click  next to the certification source that will be corrected.

Edit: Alternative Program  Return to list

A certification source is a manner by which an employee can become certified

Identifier  **Edit Identifier**

Description Alternative Program

Click  **Edit Identifier**

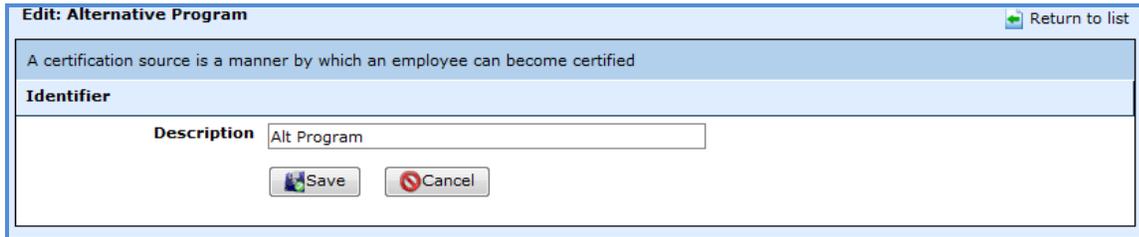
Edit: Alternative Program  Return to list

A certification source is a manner by which an employee can become certified

Identifier

Description

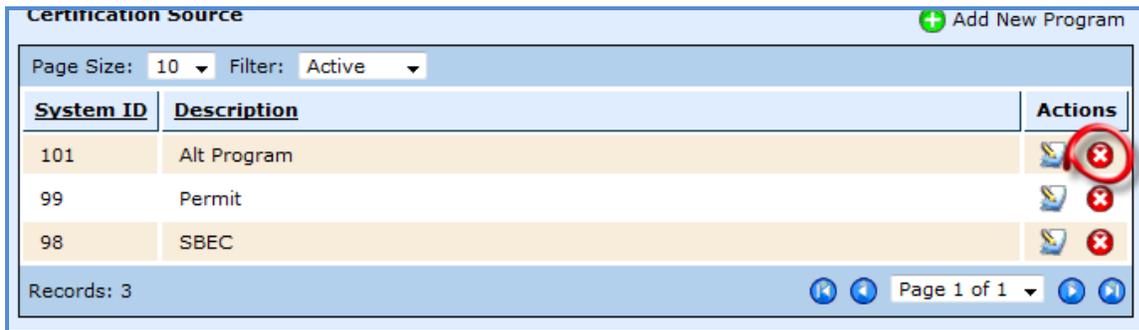
►Correct the description field



Click  Save

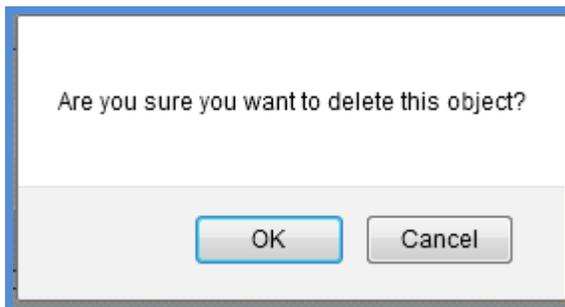


Delete a Certification Source



System ID	Description	Actions
101	Alt Program	
99	Permit	
98	SBEC	

Click  next to the certification source that will be deleted



Are you sure you want to delete this object?

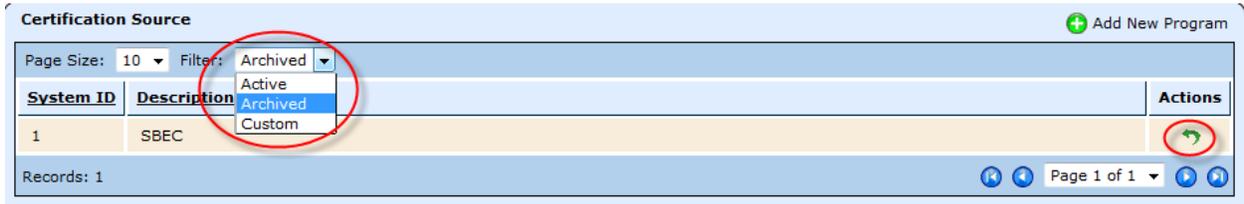
OK Cancel

Click **OK** to continue to delete the certification source

If the certification source has not been used and it is deleted, it is permanently deleted and would have to be added back through the add certification source process.

If the certification source has been used, it will disable. It can be restored by filtering by certification source to archived from the drop down box

Click the 



The screenshot shows a web interface titled "Certification Source". At the top right, there is a green plus icon and the text "Add New Program". Below this, there is a "Page Size: 10" dropdown and a "Filter:" dropdown menu. The filter menu is open, showing three options: "Active", "Archived", and "Custom". The "Archived" option is highlighted in blue. Below the filter menu is a table with the following data:

System ID	Description	Actions
1	SBEC	

At the bottom of the table, it says "Records: 1". In the bottom right corner, there are navigation icons and the text "Page 1 of 1".