



credentials

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Human Resources > Maintenance > Staff Demo > Credentials

This tab contains the following employee information categories: education, certification, special credentials, permit, and permit area. The categories contain specifics about where the degree was received, as well as specifics about the certificates and special permits obtained by the employee.

Add credential data:

Retrieve an existing record.	Search for a record. Begin typing the employee name or number. As you type the data, a drop-down list of corresponding data is displayed. Select an employee and click Retrieve . Or, click Directory to perform a search in the Employees directory .
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Under **Education**:

Under **Certification**:


Under **Special Credentials**:

Under **Permit**:

Under **Permit Area**:

Click **Save**.

Other functions and features:

 Delete a row. Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.
