



credentials

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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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Click **+Add** to add a row in any of the below sections.

Under **Education**:

Field	Description
College	Click  to select the college that the employee attended.
Year	Type the year the employee received the degree in the YYYY format.
Major	Click  to select the college major for the employee.
Minor	Click  to select the college minor for the employee.
Degree	Click  to select the degree the employee received from the learning institution.

Click **Refresh College** to update the education grid if any education information is changed or if a new row is added.

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.
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