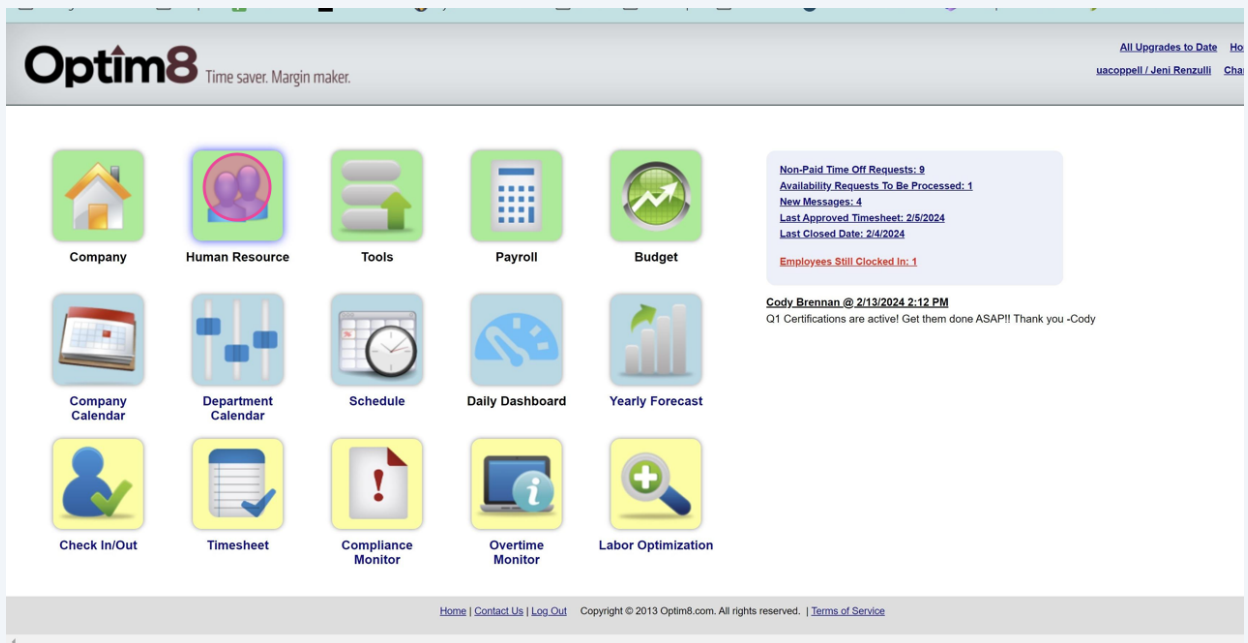


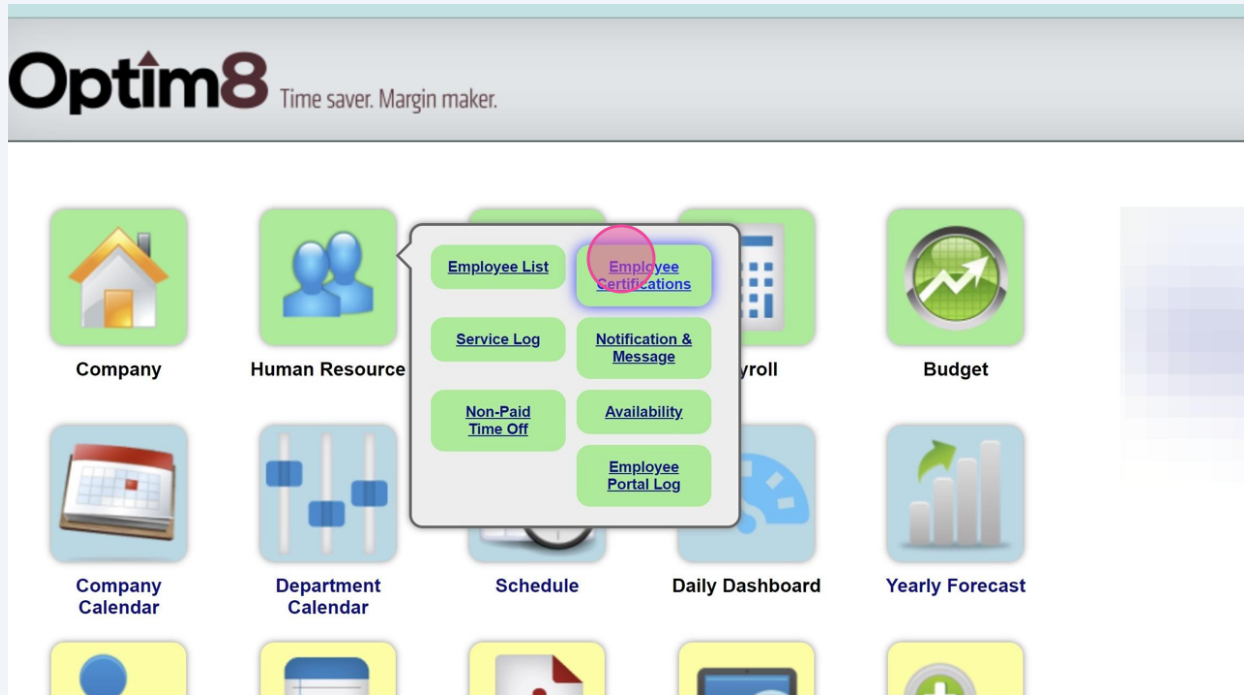
Add Employee Certification to New Team Members

This guide provides step-by-step instructions on how to add employee certifications to new team members. It includes clear directions on navigating through the necessary menus and options, ensuring that the process is easy to follow. Following this guide will allow users to efficiently and accurately add certifications to multiple employees, saving time and ensuring that all necessary information is properly recorded.

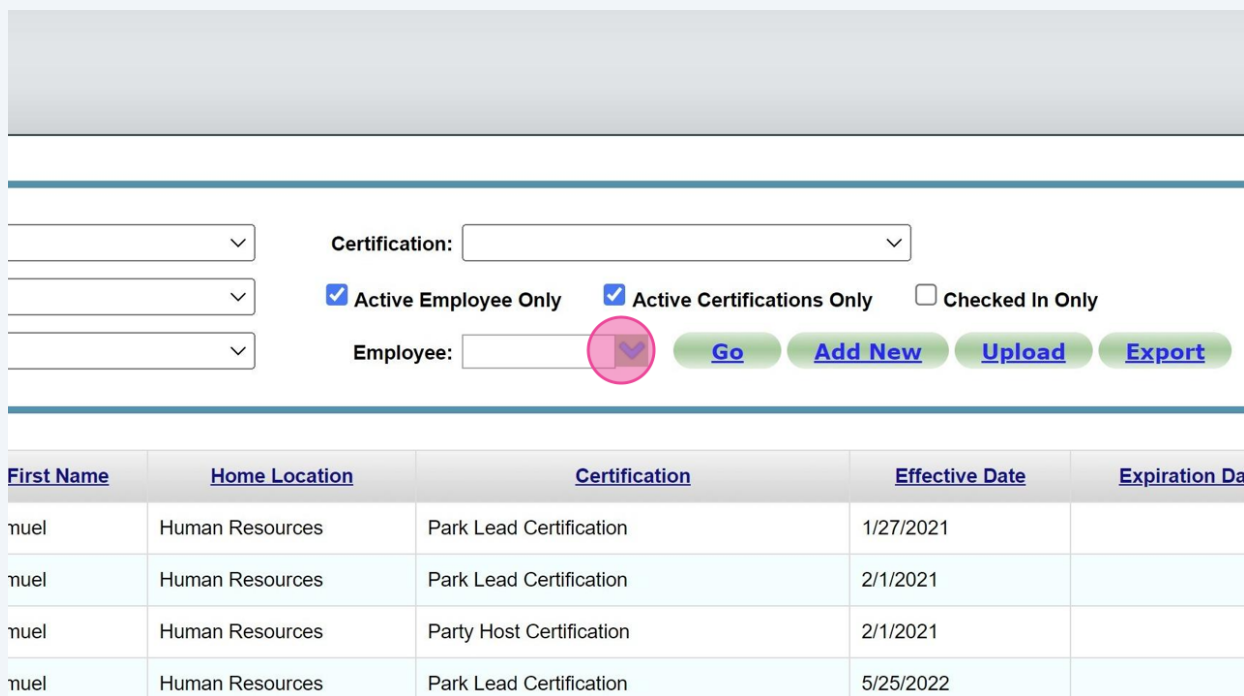
1 Click on "Human Resource"



2 Click on "Employee Certifications"



3 Click on the "Employee" drop down menu.



4

Team Members can be searched for by typing in the name or scrolling through the drop down list.

Margin maker.

Certifications

Coppell, TX

Certification:

Active Employee Only Active Certifications Only Checked In Only

Employee:

Go Add New Upload Export

Last Name	First Name	Home Location	Certification	Effective Date	Expiration Date	Checked In
Norris	Samuel	Human Resources	Part	1/27/2021		
Norris	Samuel	Human Resources	Part	2/1/2021		
Norris	Samuel	Human Resources	Part	2/1/2021		
Norris	Samuel	Human Resources	Part	5/25/2022		
Norris	Caiden	Human Resources	Part	3/28/2022		
Norris	Caiden	Human Resources	Cou	6/25/2022		
Norris	Caiden	Human Resources	Front	6/25/2022		

5

Click "Go"

Always remember to click "Go" after making any changes to load those changes.

Margin maker.

Certifications

TX

Certification:

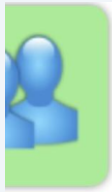
Active Employee Only Active Certifications Only Checked In Only

Employee:

Go Add New Upload Export

Time	First Name	Home Location	Certification	Effective Date	Expiration Date	Checked In
	Samuel	Human Resources	Park Lead Certification	1/27/2021		
	Samuel	Human Resources	Park Lead Certification	2/1/2021		
	Samuel	Human Resources	Party Host Certification	2/1/2021		
	Samuel	Human Resources	Park Lead Certification	5/25/2022		
	Caiden	Human Resources	Party Host Certification	3/28/2022		
	Caiden	Human Resources	Court Monitor Lead Certification	6/25/2022		
	Caiden	Human Resources	Front Desk Lead Certification	6/25/2022		

6 Click on the Team Member's name



Resource

Employee Certifications

Company: Coppel, TX Certification:

Division: Active Employee Only

Department: Employee:

Employee ID ▲	Last Name	First Name	Home Location	Cert
	Renzulli	Jeni	Human Resources	Park Lead Certi

7 Click "Add New"

[All Upgrades to Date](#) !

[uacoppel / Jeni Renzulli](#) C

 Certification:

Active Employee Only Active Certifications Only Checked In Only

Employee:

st Name	Home Location	Certification	Effective Date	Expiration Date	Checked In	Schedule Time
	Human Resources	Park Lead Certification	1/15/2023			

8 Click the "Certification" drop down menu.

The screenshot shows a modal window titled "Certification" overlaid on a background interface. The modal contains the following fields and controls:

- Certification:** A dropdown menu with "Park Lead Certification" selected. A pink circle highlights the dropdown arrow.
- Effective Date:** A date input field with three navigation arrows (down, left, right) to its right.
- Expiration Date:** A date input field with three navigation arrows (down, left, right) to its right.
- Employee ID:** A text input field with a dropdown arrow and a link labeled "Add Employee" to its right.

At the bottom of the modal, there are three buttons: "Save", "Upload Document", and "Cancel".

9 Select the certification being added for that Team Member.

The screenshot shows the same "Certification" modal window, but with the "Certification" dropdown menu open. The menu lists the following options:

- Court Monitor Certification (highlighted with a blue bar)
- Court Monitor Lead Certification
- Front Desk Certification
- Front Desk Lead Certification
- Harness Certification
- Park Ambassador Certification
- Park Lead Certification
- Party Coordinator Certification
- Party Host Certification
- Party Lead Certification
- Party Manager Certification
- Sanitation Certification
- Special Events Coordinator Certification

The background interface is partially visible, showing a table with columns for "First Name" and "Expiration Date", and a "Jeni" entry in the "First Name" column.

10 Input the "Effective Date"

This should be the date that they completed the module in UAU.

The screenshot shows a web application interface for managing employee certifications. A modal window titled "Certification" is open, displaying the following fields:

- Certification:** A dropdown menu with "Court Monitor Certification" selected.
- Effective Date:** A date input field with a calendar icon. A pink circle highlights this field.
- Expiration Date:** A date input field with a calendar icon.
- Employee ID:** A text input field with an "Add Employee" button.

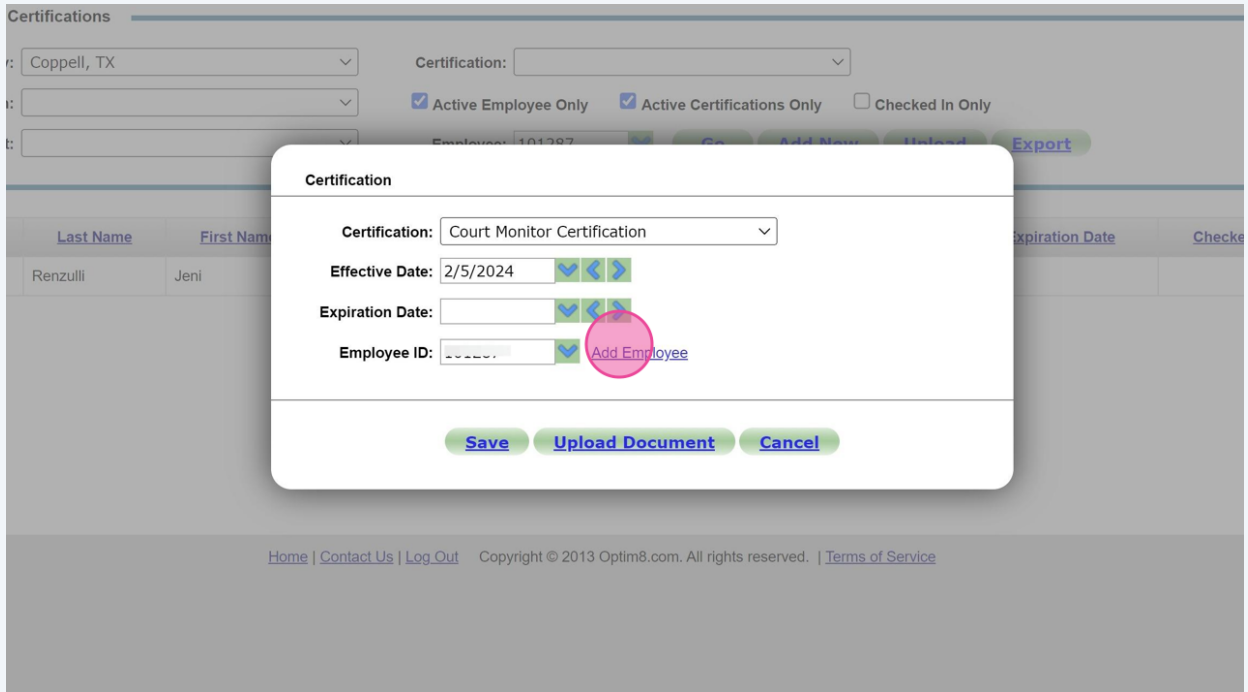
At the bottom of the modal are three buttons: "Save", "Upload Document", and "Cancel". The background shows a table with columns for "Employee ID", "Last Name", and "First Name", with entries for "Renzulli" and "Jeni".

11 Select the date in the calendar drop down.

The screenshot shows the same "Certification" modal form as in step 10. The "Expiration Date" field is now active, and a calendar for February 2024 is displayed. A pink circle highlights the date "5" (Monday, February 5th) in the calendar grid.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	1	2	3

12 Click "Add Employee" to apply this certification to multiple employees at once.



13 Click "Save" to finishing adding the certification.

