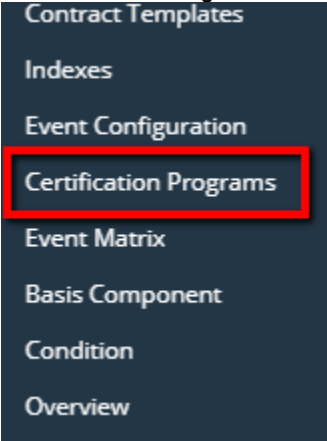


How To Create New Certification Programs via the Search Screen

Here are the steps on how to create new record via the Search screen:

1. Select **Contract Management Certification Programs** from the **Menu**.



2. Double-click mouse to open screen. If there's already an existing record, **Search** screen will open. Example below is the certification programs search screen.

Certification Programs		
New Open Refresh Report ▾		
Certification Programs		
View	Filter (F3)	7 record(s)
Certification Name		Issuing Organization
<input type="checkbox"/> General		general
<input type="checkbox"/> UTZ		UTZ
<input type="checkbox"/> 4C		4C
<input type="checkbox"/> Rainforest Alliance		Rainforest Alliance
<input type="checkbox"/> Fairtrade		Fairtrade
<input type="checkbox"/> UTZ/ORG		UTZ/ORG
<input type="checkbox"/> Organic		Organic

3. Click **New** button to open blank screen to enter new record.

Certification Program -

New Save Delete Search Undo Close

Details

Certification Program *

Global Certification ☐

Issuing Organization *

Specific Country

Certification ID

Certification Code

X Remove

<input type="checkbox"/> Commodity *	Currency *	Certification Premium	Per UOM *	Effective From *
<input type="checkbox"/>				0,00