

# How To Open Existing Certification Record via Search Screen

Here are the steps on how to open existing record via Search screen:

1. Select **Contract Management Certification Programs** from the **Menu Panel**.
2. Double-click mouse to open screen. If there's already an existing record, **Search** screen will open.



Certification Programs

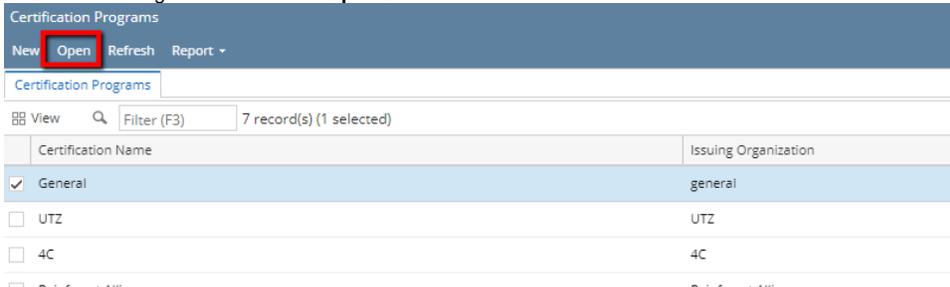
New Open Refresh Report ▾

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. Select the existing records and click **Open Selected** button.



Certification Programs

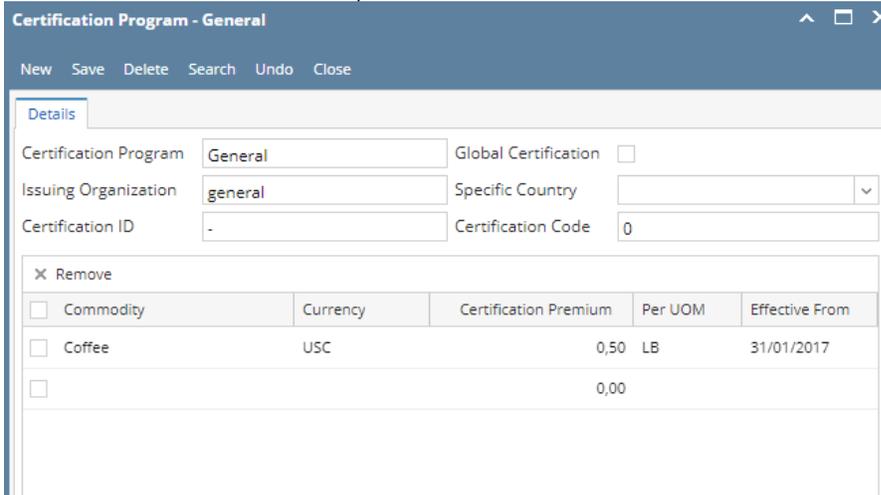
New **Open** Refresh Report ▾

Certification Programs

View Filter (F3) 7 record(s) (1 selected)

Certification Name	Issuing Organization
<input checked="" type="checkbox"/> General	general
<input type="checkbox"/> UTZ	UTZ
<input type="checkbox"/> 4C	4C

4. The screen for the selected record will open.



Certification Program - General

New Save Delete Search Undo Close

Details

Certification Program:  Global Certification:

Issuing Organization:  Specific Country:

Certification ID:  Certification Code:

Remove

Commodity	Currency	Certification Premium	Per UOM	Effective From
<input type="checkbox"/> Coffee	USC	0,50	LB	31/01/2017
<input type="checkbox"/>		0,00		

5. For opening Multiple records, select Multiple records you want to open and click on **Open** Button.
6. It will open all the selected records.
7. Search for the existing record you want to open manually by entering a keyword on the **Filter** field and click on **Refresh**.



Certification Programs

New Open Refresh Report ▾

Certification Programs

View Filter (F3)  1 record(s)

Certification Name	Issuing Organization
<input type="checkbox"/> General	general

8. Or you can also use the Advance Filter.  
 a. Click on the Filter button to show filter field.

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

- b. Click on the drop down button to select criteria. Criteria are based on the columns present in the grid.

Certification Programs

New Open Refresh Report ▾

Certification Programs

View  Clear All Filters  Filter (F3) 7 record(s)

  ▾

- Certification Name
- Issuing Organization
- UTZ
- 4C
- Rainforest Alliance

- d. You can select additional criteria to tighten your search further.

Certification Programs

New Open Refresh Report ▾

Certification Programs

View  Clear All Filters  Filter (F3) 7 record(s)

 Certification Name ▾ Contains ▾

 Issuing Organiza ▾ Contains ▾