

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 ProgramGeneralGlobal Certification☐

Issuing OrganizationgeneralSpecific Country▾

Certification ID-Certification Code0

✕ 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)
X		
	Certification Name	
	Issuing Organization	
<input type="checkbox"/>		
<input type="checkbox"/> UTZ		
<input type="checkbox"/> 4C		
<input type="checkbox"/> 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)
X	Certification Name	Contains
X	Issuing Organization	Contains