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	
器 View Q Filter (F3) 7 record(s)	
Certification Name	Issuing Organization
General	general
UTZ	UTZ
4C	4C
Rainforest Alliance	Rainforest Alliance
Fairtrade	Fairtrade
UTZ/ORG	UTZ/ORG
Organic	Organic

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

Certification Name

General

Certification Programs					
New Open Refresh Repo	ort •				
Certification Programs					
E View Q Filter (F3)	7 record(s) (1 selected)				
Certification Name			lss	suing Organization	
 General 			ge	neral	
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Certification Program	General			^ 🗆 X	
cerementor rogram-	General				
New Save Delete Se	earch Undo Close				
Details					
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Certification Program	General	Global Certification			
Issuing Organization	general	Specific Country		~	
Certification ID	-	Certification Code	0		
× Remove					
Commodity	Currency	Certification Premium	Per UOM	Effective From	
Coffee	USC	0,5	i0 LB	31/01/2017	
		0,0	0		
For opening Multiple re	ecords, select Multiple re	cords you want to oper	n and click	on Open Button.	
It will open all the sele	cted records.			-	
Search for the existing	record you want to oper	n manually by entering	a keyword	I on the Filter field an	d click d
New Open Refresh R	eport +				
Certification Programs					
🗄 View 🔍 general	× 1 record(s)				

Issuing Organization

general

8. Or you can also use the Advance Filter.

Certification Programs New Open Refresh Report • Certification Programs B View Pitter (F3) 7 record(s) Certification Name General general UTZ 4C 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 New Open Refresh Report • Certification Name Issuing
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Certification Programs Image: View X Clear All Filters Q Filter (F3) 7 record(s) X View Certification Name Issuing
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