

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

✕ Remove

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