













Article 10: How does an Admin View all Existing and Expired Credentials

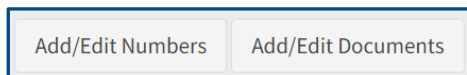
Manage by Credentials

Local admin users can easily view all existing and expired credentials under their Business Unit using the **Manage by Credentials** dashboard found by clicking the gear icon and expanding “**Credentials**”.

Manage By Credentials	
All	A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All
Credential	
	12 Lead EKG
	ACLS (Advanced Cardiac Life Support)
	ACLS EP Course Director (Advanced Cardiac Life Support Experienced Provider Director)
	ACLS EP Instructor (Advanced Cardiac Life Support Experienced Provider Instructor)
	ACLS Experienced Provider (Advanced Cardiac Life Support Experienced Provider)
	ACLS Instructor (Advanced Cardiac Life Support Instructor)
	ACLS Regional Faculty (Advanced Cardiac Life Support Regional Faculty)
	ACLS RQI (Advanced Cardiac Life Support Resuscitation Quality Improvement)
	Alabama: AEMT (Advanced Emergency Medical Technician)

Select the credential for which you want to view all employee records. Once you are viewing the specific credential type, click “Select” or “Recertify” to view or recertify an employee’s credential. If you recertify a credential, you must add a new expiration date.

	Individual	Activation	Expiration	Number	Reference	Maintained	Document
 	Smith, John	4/19/2024	4/30/2026			Yes 	



The **Add/Edit Numbers** button in the top right allows you to edit the credential number in the table.

The **Add/Edit Documents** button in the top right allows you to upload a PDF of a credential for an employee.