

License

Overview

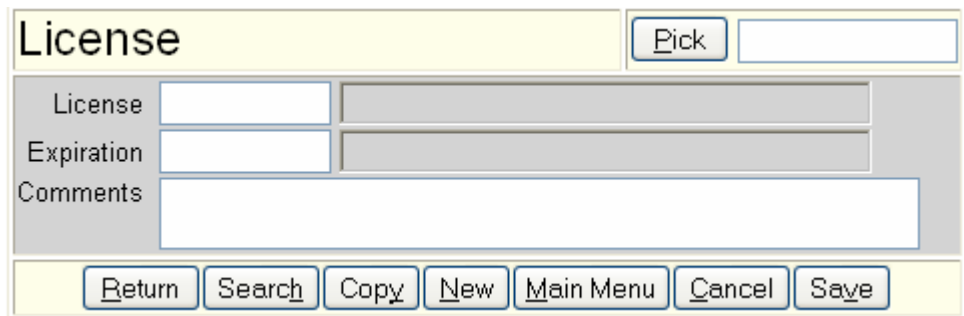
This file tracks licenses for a service provider. A service provider may have more than one license. There is one license record for each license a service provider holds.

Uniform Data Entry Procedure

At this time, there are no Uniform Data Entry Procedures related to License.

Access to Screen

From the Main Menu, select Licenses under the Staff section or select the License button from within the Staff screen.



The screenshot shows a web form titled "License". At the top right is a "Pick" button next to a dropdown menu. Below this are three input fields: "License", "Expiration", and "Comments". The "License" and "Expiration" fields are small, while "Comments" is a larger text area. At the bottom of the form is a row of buttons: "Return", "Search", "Copy", "New", "Main Menu", "Cancel", and "Save".

Add a License

1. From the Staff demographic screen, click on the License button.
2. Select the appropriate License.
3. Enter the expiration date.
4. Click on the Save button.