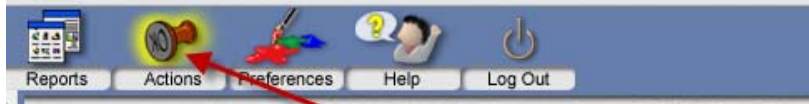




Class Registration via EdTrack

Log into the Time & Attendance site via the Intranet or at <https://time.oit.duke.edu/APIHealthcare>. Use your NETID and password to log in.

1. From the welcome screen, click on the **Action** button.



2. Click the **Class Enrollment** button under Employee section

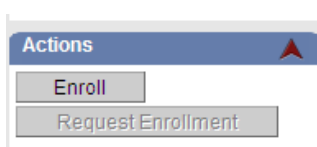


3. Enter the **Course Code** (course codes are generally included on communications, flyers)
 - a. WHEN USING INTERNET EXPLORER IT MAY TAKE 3-5 MINUTES FOR THE COURSE LIST TO POPULATE ON THE RIGHT SIDE OF THE SCREEN. ONCE THE LIST APPEARS, TYPE THE COURSE CODE INTO THE TEXT BOX.
 - b. Enter a **Start Date Range Begin** and a **Start Date Range End**
 - c. You can also leave the course code blank and get a list of all the courses available during the indicated date range.
 - d. Click **SEARCH**

Enter your class enrollment search criteria:

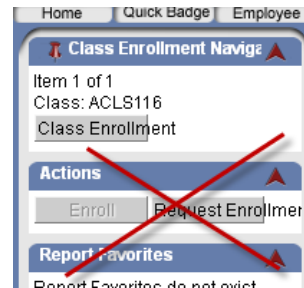
Course Code	Classroom(s)
Description	Instructor(s)
Start Date Range Begin	Affiliation
Start Date Range End	Facility
Status	Filled
Enrollment Status	Class Group Code
Search	

4. Click on the **yellow folder** to open the details of the class. If you do want to enroll, click on the **ENROLL** button on the left hand side.





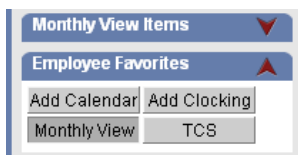
IF YOU SEE REQUEST ENROLLMENT, the class requires that you call in order to register for the class. A Request Enrollment **DOES NOT** guarantee that you are enrolled in the class so please do not use that option. CALL 684-4293 TO REGISTER FOR THE CLASS.



To Withdraw from a scheduled class that is NOT LIMITED.

IF YOU WISH TO WITHDRAW FROM A CLASS THAT HAS A STATUS OF LIMITED, YOU MUST CALL 684-4293 AT LEAST SEVEN (7) DAYS PRIOR TO THE CLASS. IF YOU CANNOT ATTEND THE CLASS DUE TO ILLNESS OR HAVING TO STAFF ON THE UNIT, PLEASE CALL 684-4293 AND NOTIFY YOUR MANAGER.

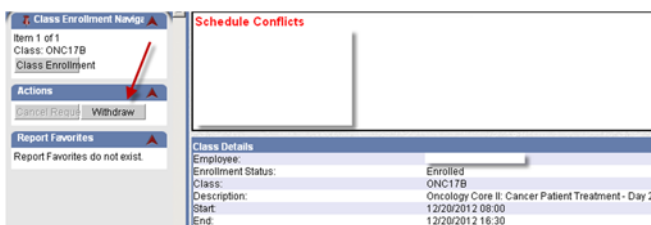
1. Login to Time & Attendance web site.
2. Click Monthly View under Employee Favorites.



3. Navigate to the month and day for the class.
4. Click the class information on the day you wish to withdraw.

Su	Mo	Tu	We	Th
28	29	30 08:30 EDS734	31	1
4	5	6	7 08:00 EDS570	8

5. Click the Withdraw button once you confirm it is the correct class.

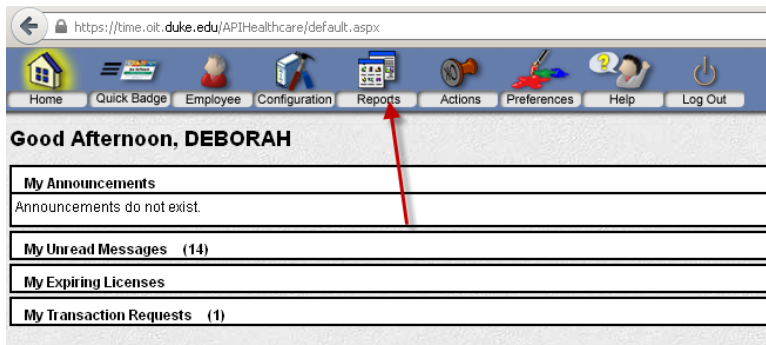




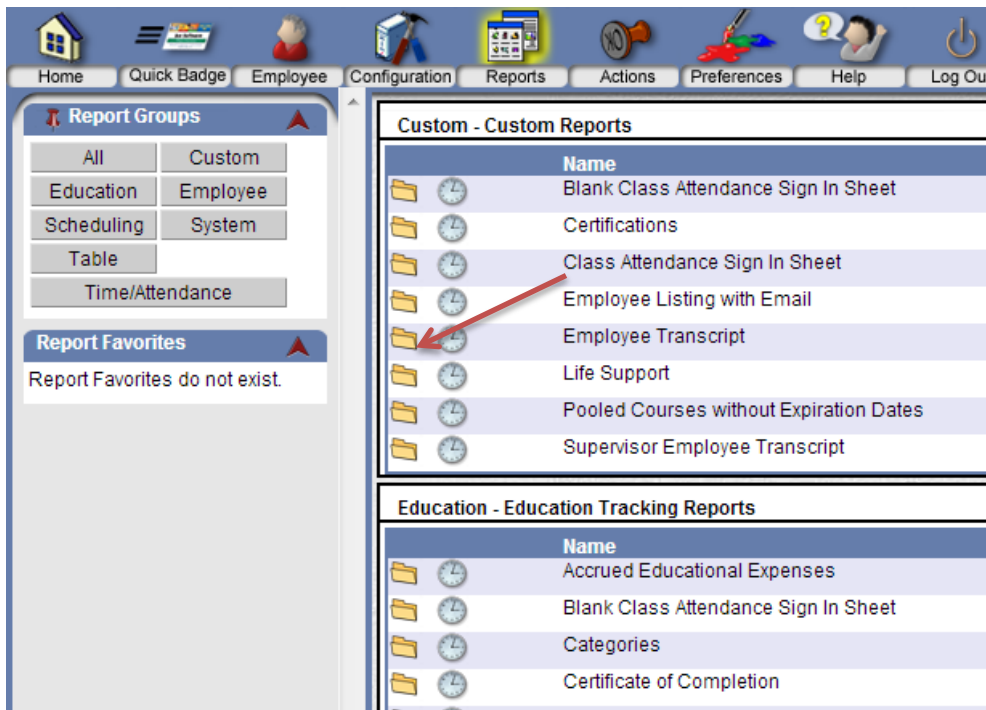
Employee Transcript Report – Allows the employee to run their own education report

Login in to EdTrack at <https://time.oit.duke.edu/apihealthcare/>.
Credentials are your NetID and password.

To run Employee Transcript, click the Reports icon.



Under Custom Reports, click the folder beside Employee Transcript



Enter the beginning date and end date. Leave Display Records to ALL.

Click Request Report.

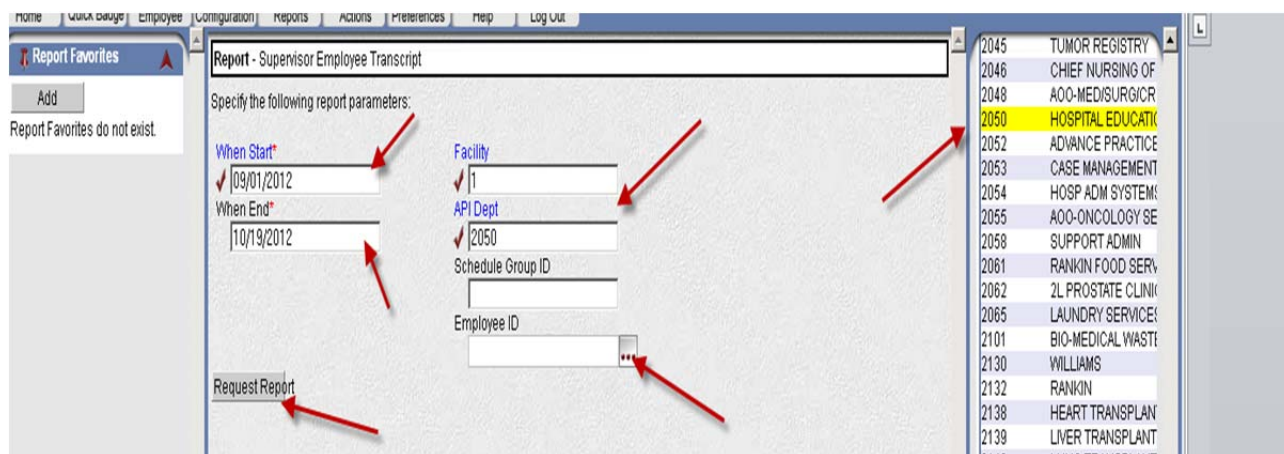


Supervisor Employee Transcript

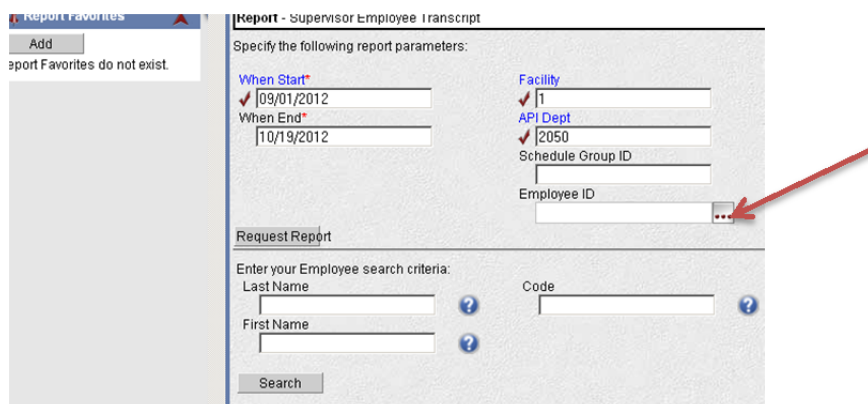
Under Custom Reports, click the folder beside Supervisor Employee Transcript



Enter the Start Date and End Date for you report.
Enter Facility and your API Dept information.
Click Request Report.



If you want to run a report for one employee, click the ellipses button beside Employee ID and search for employee. Click the folder beside the employee you need for the report. Be sure to enter date range. Click Request Report





Employee Education Completion Report – best used to check a specific course attendance

Click on Reports icon. Click on the Employee Education Completion report folder.

1. Click in the Facility box and select facility that is listed on right side of screen.
2. Enter your department number in the API Dept box.
3. Click in the Course box and select the course number from the list that populates on the right side of your screen.
4. Select Course in the Report Grouping box.
5. Select All in the Display Records box.
6. Select Yes in the Show Terminated if you want terminated employees to be included in the report.
7. Enter Start Date and End Date
8. Select Yes for Show Supplementary.
9. Choose Yes for Show Non-Mandatory Requirements.
10. Choose Yes to Show Notes
11. Click Request Report
12. Once the report opens, you can print the report or export.

Report - Employee Education Completion

Specify the following report parameters:

<input checked="" type="radio"/> Organization Unit	Employee
Affiliation	<input type="text"/>
Facility	Course
Senior Executive (CNO-CFO-COO)	Report Grouping*
Vice President	<input checked="" type="checkbox"/> Course
Clinical Service Unit	Display Records*
API Dept	<input checked="" type="checkbox"/> All
Sub Unit	Show Terminated*
<input type="radio"/> Schedule Group	No
Schedule Group	Start Date*
	End Date*
Job Class	Show Supplementary*
	<input checked="" type="checkbox"/> Yes
	Show Non-Mandatory Requirements*
	Yes
	Show Notes*
	<input checked="" type="checkbox"/> Yes

To run for one employee, you do not need to enter the facility and department. Just click the employee search button (the ellipse beside the employee field) and find the employee. Fill in the other sections as above. Click Request Report.



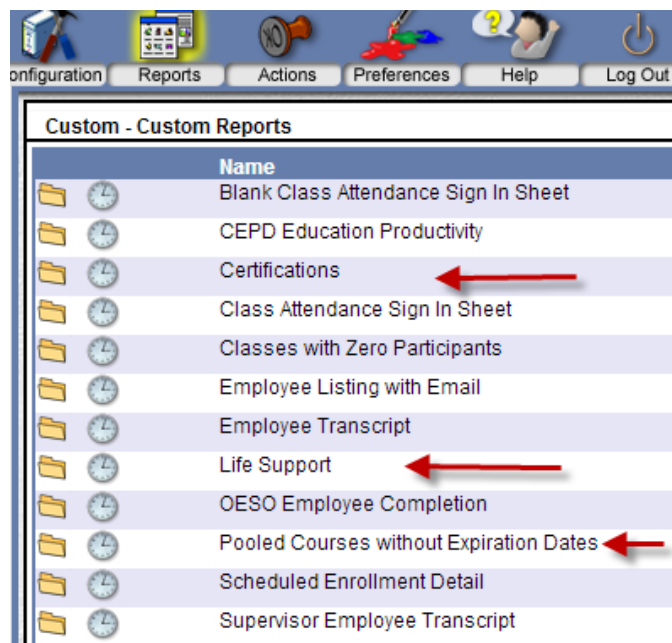
Custom Pooled Reports

Custom Pooled Reports consist of:

- Life Support Report for BLS, ACLS, PALS and NRP – includes the date taken and the date it expires; select discipline by selecting Course Category
- Certifications – includes the date taken and the date it expires based on national organization
- Pooled Courses without Expiration Dates – include the date taken only; use this report for tracking completion of:
 - Degrees
 - Preceptor course completion
 - Basics of Communication completion
 - Diversity Training
 - Nursing Degrees
 - Service Recovery

Life Support Report

Under Custom Reports, click the folder beside Life Support report.



Enter Facility and your API Dept information.
Enter the Start Date and End Date for you report.



Click in the Course Category text field and choose the pooled category you need for your report

Click Request Report.

Certification Report – see steps for Life Support report

Under Custom Reports, click the folder beside Certifications report.

Enter Facility and your API Dept information.

Enter the Start Date and End Date for you report.

Click in the Course Category text field and choose the pooled category you need for your report

Click Request Report.

Pooled Courses without Expiration Dates Report – see steps for Life Support report

Under Custom Reports, click the folder beside Pooled Courses without Expiration Dates report.

Enter Facility and your API Dept information.

Enter the Start Date and End Date for you report.

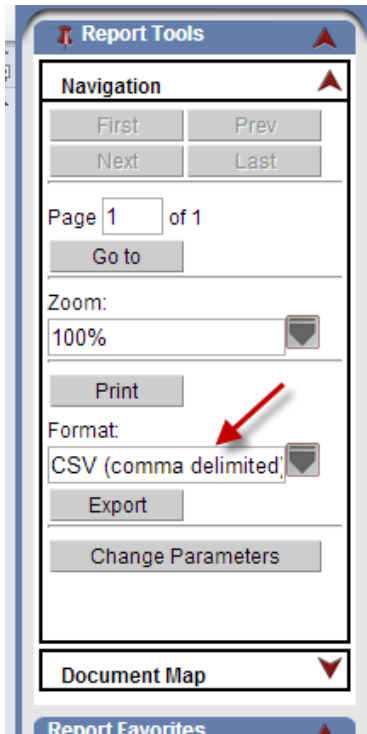
Click in the Course Category text field and choose the pooled category you need for your report

Click Request Report.



Exporting to Excel

Once you run a report, you will get the following view on the left side of the page under Navigation.



To **PRINT**, you can click Print if using Internet Explorer. For a cleaner report, change the **FORMAT** selection to PDF, then print from the PDF document.

To **EXPORT** the document into Excel, leave the **FORMAT** to csv and click **EXPORT**. The file will open in Excel.



To schedule a class:

Click on the Configuration icon. Choose the Class icon under Education Tracking.



To see if the class already exists:

1. Click the Course Code box. A list appears on the right side. You can type the **course code** in the box once the list appears and go directly to the code on the right side.
2. Click the code on the right side.
3. Be sure to have the date range completed.
4. Then click **Search**.

To create a new class:

1. Click the **Add** button on the left side.

The screenshot shows the 'Class Configuration' screen. On the left, there is a sidebar with 'Actions' (Add, Clear, Reset Criteria, Advanced) and 'Report Favorites'. The main area has a search form with fields for 'Course Code', 'Description', 'Start Date Range Begin' (09/19/2012), 'Start Date Range End' (10/03/2012), and 'Keywords'. A 'Search' button is at the bottom. On the right, a 'Field Look Up Values' table is displayed.

Code	Description
00000000	No Course - FOR TES
00000001	Testing Course
50MTG4-3	DRH Unit 4-3 Staff Me
50MTG5-1	DRH Unit 5-1 Staff Me
50MTG6S	DRH Endo Staff Meeti
50MTGNBN	DRH Nursery Staff Me
50MTGOR	DRH Operating Room
ABLS58	Advanced Burn Life Su
ABMT48	ABMT Skills Day 2010
ABMT49	ABMT Patient Flow Me
ABMT50	Phlebotomy Complete
ABMT51	Good Manufacturing F
ABMTT922	Adult Bone Marrow Tr
AC2116	2100 Skills Day for R

2. Click the **Course Code** box. A list appears on the right side. You can type the course code in the box once the list appears and go directly to the code on the right side.
3. Click the code on the right side.
4. Enter the Start Date, Start Time and End Time.

The screenshot shows the 'Class Configuration' screen with the 'Add' button highlighted. The 'Course Code' dropdown is open, showing a list of course codes. The 'Start Date' is set to 09/05/2012, 'Start Time' is 08:00, and 'End Time' is 16:00. The 'Status' is set to 'Restricted'. The 'Enrollment Method' is set to 'Immediate'. A 'Save' button is at the bottom.



5. Status:
 - Restricted (not seen for enrollment)
 - Limited (seen but cannot enroll)
 - Pending or Posted (seen and can enroll)
 - Cancel (class is cancelled)
6. Enrollment Method: Setting that determines whether employees are immediately enrolled in a class or an enrollment request is submitted that requires approval by an authorized user.

The following Enrollment Method options are available:

Immediate	All employees are immediately enrolled in the class without submitting a request.
Need	Employees who have a mandatory requirement for a course (based on education requirements) are immediately enrolled in the class without submitting a request.
	Employees who have a non-mandatory requirement for the course or no requirement are submitted as a request to enroll in the class. The request must be approved before the employee is enrolled in the class.
Request	All employees are submitted as a request to enroll in the class. The request must be approved before the employee is enrolled in the class.

7. Minimum enrollment: The minimum number of employees who should be registered for a class before it will be held. A blank field indicates there is no minimum enrollment required
8. Status comment: Any comments explaining the status field entry.
9. Summary: Free-form text field to enter more information, such as a more detailed description of this course.
10. Click **SAVE**.

You will see any Warning Messages at the top of the screen. The warning messages - Classroom Has Not Been Assigned or Instructor Has Not Been Assigned - will appear.

You do not have to assign a classroom or instructor to schedule a class that occurred in the past. You can proceed to the instructions that begin with “To schedule a class...”



Once the class is saved, you will see more options appear in the left column.

To add a Classroom:

Click **Classroom** button. Then click the **Add** button.

Click in the Affiliation box and choose Health System.

Search for a classroom using the **Description** box.



Once you select the classroom, click the **Assign Selected** button.

The screenshot shows the 'Class Navigator' sidebar on the left with the 'Assign Selected' button highlighted. The main area displays search criteria for classrooms: Code (checked), Affiliation* (HEALTH SYSTEM, checked), and Description (drh, checked). A 'Search' button is present. Below, a table lists 7 items found:

	Description	Capacity
<input type="checkbox"/>	DRH	50
<input checked="" type="checkbox"/>	DRH - Education Classroom	20
<input type="checkbox"/>	DRH Endo Area	40
<input type="checkbox"/>	DRH Nursery Unit	40
<input type="checkbox"/>	DRH Special Services Staff Room	30
<input type="checkbox"/>	DRH Staffing Office	25
<input type="checkbox"/>	DRH Workroom	5

To add an instructor, click the **Instructor** button.

The screenshot shows the 'Class Sections' sidebar with the 'Instructors' button highlighted.

Click Add.

The screenshot shows the 'Class Sections' interface with the 'Add' button highlighted. A warning message is displayed: 'Warning messages: Instructor Has Not Been Assigned'. Below the warning, a 'Filter Criteria' section states 'Instructors do not exist for this class'.

Search by last name. Check the box in front of instructor name. Click Assign Selected.

The screenshot shows the 'Class Navigator' sidebar with the 'Assign Selected' button highlighted. The main area displays search criteria for employees: Last Name (mcpeek, checked), First Name (checked), and Code (checked). A 'Search' button is present. Below, a table lists 1 item found:

	Last Name	First Name	Code	Login Name
<input checked="" type="checkbox"/>	MCPEEK	DEBORAH	100398	mcpee001@duke.edu



To **schedule the class**, click the Schedule button. This screen appears to confirm your data.

To save the class, click the Save button **IF you do not have attendees to add**.

The screenshot shows the 'Class Scheduler' interface. On the left, the 'Class Navigator' shows 'Class 1 of 1' and 'Class: 0000001 - Testing Course (01/01/2013)'. Below it, the 'Legend' and 'Class Sections' are visible. The main area contains fields for 'Start Date*' (01/01/2013), 'End Time*' (16:00), and 'Start Time*' (08:00). A red arrow points to the 'Save' button. Below these fields is a grid showing the schedule for 'DRH-EducationCI' and 'DEBORAH MCPHEE' from 02:00 to 17:00.

To add attendees, click the **Attendees** button. Then click the **Add** button.

The screenshot shows the 'Actions' menu. The 'Add' button is highlighted with a red arrow. The 'Add Request' button is also visible.

Click the **Advanced** button.

The screenshot shows the 'Advanced' search interface. The 'Advanced' button is highlighted with a red arrow. The interface includes fields for 'Last Name' and 'First Name', and a 'Search' button.

From this screen, you can select one employee using **last name or Login Number**.



Clinical Education & Professional Development Duke University Health System



Enter your Employee search criteria:

General	Labor Distribution	Classification
Last Name		Login Number
First Name		Login Name
Middle Name		Hire Date
Legal Name		Termination Date
Preferred Name		Badge Number
Title		Badge Library Code
Employee Status		Directory Service Name
Code		Show Terminated Employees

To select from your department, click the **Labor Distribution** tab and click in the **Affiliation** box. Select **Health System** from the right side. Click in the **Facility** box and select the correct Facility from the list on the right side. Click in the **API Dept** and type your department number once the list on the right side populates. Click **Search**.

Enter your Employee search criteria:

General	Labor Distribution	Classification
Code		Skill Code
Position Code		Grade Code
Job Class Code		Affiliation
Pay Group Code		Facility
Employee Category Code		Senior Executive (CNO-CFO-COO)
Employee Class Code		Vice President
Shift Code		Clinical Service Unit
Seniority Code		API Dept
Payroll Group Code		Sub Unit
Union Code		Approved Hours
Status Code		Daily Hours

Search

2040 HEALTH INFORMATION MANAGEMENT
2041 DHTS APPLICATION DEVELOPMENT
2042 DHTS ANCILLARY IS
2043 DHTS INFORMATION SECURITY
2044 HEALTH INFORMATION - C
2045 TUMOR REGISTRY
2046 CHIEF NURSING OFFICE
2048 AOO-MED/SURG/CRT CA
2050 HOSPITAL EDUCATION & RESEARCH
2052 ADVANCE PRACTICE NURSE
2053 CASE MANAGEMENT PRC
2054 HOSP ADM SYSTEMS & N PAYROLL
2055 AOO-ONCOLOGY SERVICE
2056 INFORMATION SYSTEMS
2057 TRANSPLANT COORDINATOR
2058 SUPPORT ADMIN
2060 FOOD COURT SOUTH
2061 RANKIN FOOD SERVICE
2062 2L PROSTATE CLINIC
2065 LAUNDRY SERVICES
2097 MORRIS, CR3
2098 HOSPITAL SOUTH, HART
2101 BIO-MEDICAL WASTE PROGRAM
2103 HANES HOUSE
2104 ENVIRONMENTAL SERVICE SUPPORT
2105 BAKER HOUSE
2127 REHAB UNIT SUPPORT
2128 PSYCH UNITS SUPPORT
2129 ADULT REHABILITATION
2130 WILLIAMS

*****Once the search finishes, put a check mark beside the employees you wish to add to the class



Once you have selected all the attendees, click a folder with the + sign on it. This screen appears.

Click **Schedule** on the right side. Once the confirmation screen appears, **click SAVE**

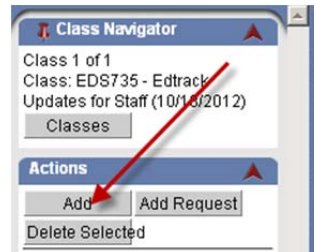
[illegible]



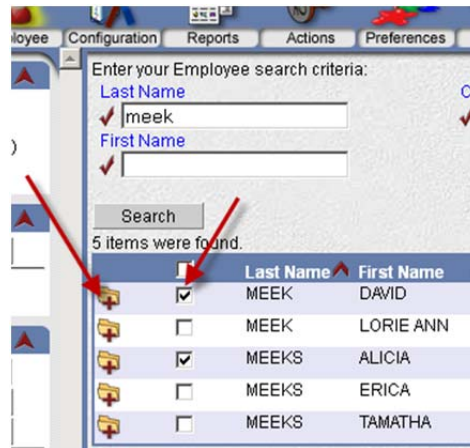
To add employees to existing class:

Search for the class. Click the folder to open the class.

Click Attendees. Click Add



1. Search for the employee.
2. Once you find the employee, place a checkmark in the box.
3. Continue searching for the employees to enroll in the class.
4. Once you have all the employees selected, **click the folder with the “+” sign** (any of the folders). This will add the employee/s to the class.





Transaction Entry (committing a class)

Click the Configuration icon.

Search for the Class you need to commit. Search for the Course Code and enter the date of the class – Begin and End Date Range. Click Search

Enter your Class search criteria:

Course Code	Start Date Range Begin
✓ EDS735	✓ 10/22/2012
Description	Start Date Range End
	✓ 10/22/2012
	Keywords

Search

Once the list of classes appears, click the folder beside the class you need to commit. When the General class screen appears, check to make sure you have the right class. Then click **Transaction Entry**.

Class Navigator

Class 1 of 1
Class: EDS735 - Edtrack
Updates for Staff (10/22/2012)

Classes

Actions

Replicate

Class Sections

General Attendees
Classrooms Instructors
Reports Resources

Schedule

Transaction Entry

Report Favorites

Report Favorites do not exist.

Warning Messages

Instructor Is Instructor Of Other Class: DEBOI

Informational Messages

Class Validation Warning: Maximum Enrollment the applied capacity.
Enrollee Calendar: GARY BARROW-WEST

General Audits

Course Code
EDS735

Description
Edtrack Updates for Staff

Start Date*
10/22/2012

Start Time*
13:30

End Time*
15:00

Status*
Posted

Status Comment

Change **Overwrite** to Yes on the next screen. Then click the **Next** button under the Class Transaction Wizard.

Home Quick Badge Employee Configuration Reports Actions Preferences Help Log Out

Class Navigator

Class 1 of 1
Class: EDS735 - Edtrack
Updates for Staff (10/22/2012)

Classes

Class Transaction Wizard

Back Next Cancel

Start Date*
10/22/2012

Start Time*
13:30

End Time
15:00

Classroom(s)
DurhamRegionalC2

Instructor(s)
DEBORAH MCPEEK

Overwrite*
✓ Yes



You will see a list of employees who registered for the class. **To add Walk-ins**, search for an employee using the search criteria on the page.

Enter your Employee search criteria:

Last Name Code

First Name

6 items are currently selected.

<input checked="" type="checkbox"/>	Last Name	First Name	Code	Login Name	Employee
<input checked="" type="checkbox"/>	ARTAC	JANET	56996	JCS6@duke.edu	A
<input checked="" type="checkbox"/>	BARROW-WEST	GARY	296735	GB5@duke.edu	A
<input checked="" type="checkbox"/>	DRUMWRIGHT	MARGARET	288865	DRUMWRMA@duke.edu	A
<input checked="" type="checkbox"/>	LEWIS	DAWNE	109986	LEWIS022@duke.edu	A
<input checked="" type="checkbox"/>	RIGSBEE	DENISE	336727	RIGSB022@duke.edu	A
<input checked="" type="checkbox"/>	WARD	NATALIE	436679	NW13@duke.edu	A

Once the employee name appears, put a **Checkmark in the box** beside the employee name. You will do this step for each employee that was a **walk-in and did not register**.

Enter your Employee search criteria:

Last Name Code

First Name

1 item was found. 6 items are currently selected.

<input type="checkbox"/>	Last Name	First Name	Code	Login Name	Employee
<input checked="" type="checkbox"/>	ARTAC	JANET	56996	JCS6@duke.edu	A
<input checked="" type="checkbox"/>	ARTAC	JANET	56996	JCS6@duke.edu	A
<input checked="" type="checkbox"/>	BARROW-WEST	GARY	296735	GB5@duke.edu	A
<input checked="" type="checkbox"/>	DRUMWRIGHT	MARGARET	288865	DRUMWRMA@duke.edu	A
<input checked="" type="checkbox"/>	LEWIS	DAWNE	109986	LEWIS022@duke.edu	A
<input checked="" type="checkbox"/>	RIGSBEE	DENISE	336727	RIGSB022@duke.edu	A
<input checked="" type="checkbox"/>	WARD	NATALIE	436679	NW13@duke.edu	A

Once you have added all the walk-ins, click the **Next** button under **Class Transaction Wizard**.



Once the next screen appears, you can change the Transaction Status if needed and the Attendance Status if needed.

JANET ARTAC	
Transaction Status*	Hours
<input type="text" value="P"/>	<input type="text" value="0.00"/>
Attendance Status*	Cost
<input type="text" value="P"/>	<input type="text" value="0.00"/>
Score	
<input type="text"/>	
Credits	
<input type="text" value="0.00"/>	

Transaction Status:

Code	Description
C	Canceled
F	Failed
I	Incomplete
NS	No Show
P	Passed
W	Withdrawn

Use only the following:

Incomplete = may have attended class but did not successfully complete a test or demonstration

No Show = did not attend the class and did not notify appropriate department/person.

Passed = Attended or Passed a test

Withdraw = Withdrew from the class or called and withdrew due to having to staff unit/illness

Attendance Status:

Present = attended the class

Not Present = did not attend – was a No Show or Withdrawn

Click **Finish**.

You will receive an email with a pdf report that you have completed a Transaction Entry. Please print the pdf report and attach to roster as confirmation the transaction was completed.



Login in to EdTrack at <https://time.oit.duke.edu/apihealthcare/>.
Credentials are your NetID and password.

To enter a degree or certification:

Click on the Configuration icon. Choose the Class icon under Education Tracking.



1. To enter the degree or certification, click the **Add** button on the left side.

Code	Description
00000000	No Course- FOR TEE
00000001	Testing Course
50MTG4-3	DRH Unit 4-3 Staff Me
50MTG5-1	DRH Unit 5-1 Staff Me
50MTG6S	DRH Endo Staff Meet
50MTG6BN	DRH Nursery Staff Me
50MTG6OR	DRH Operating Room
ABLS59	Advanced Burn Life Si
ABMT48	ABMT Skills Day 2010
ABMT49	ABMT Patient Flow Me
ABMT50	Phlebotomy Complete
ABMT51	Good Manufacturing F
ABMTT922	Adult Bone Marrow Tr
AC2116	2100 Skills Day for RH

2. Click the **Course Code** box.
3. A list appears on the right side. You can type the course code in the box once the list appears and go directly to the code on the right side. **All degrees start with DEG and nursing paid certifications start with CERT.**
4. Click the code on the right side.
5. Enter the date of degree or certification. Time can be any time frame (EX: 0800 – 0801)

Course Code*
00000001
Start Date*
09/05/2012
Start Time*
08:00
End Time*
16:00
Status*
Restricted
Summary
Save

Status Comment
Minimum Enrollment
Education Report Group Code
Enrollment Method*
Immediate

6. Status is Restricted.



7. Enrollment Method is Immediate.
8. Click **SAVE**.
9. You may see Warning Messages at the top of the screen. You do not need to have Instructor or Classroom assigned.

10. Click the Transaction Entry

11. Change **Overwrite** to Yes on the next screen.
12. Then click the **Next** button under the Class Transaction Wizard.



13. Search for employee using Last Name and First Name or by Code (uniqueID).

Enter your Employee search criteria:

Last Name ☒ boshner Code ☒

First Name ☒ ma

Search

1 item was found.

	Last Name	First Name
<input checked="" type="checkbox"/>	BOSHER	MARY ANN

14. Once the employee name appears, put a **Checkmark in the box** beside the employee name.

15. Click the **Next** button under **Class Transaction Wizard**.

16. Confirm all information is correct.

17. Click Finish.

Home Quick Badge Employee Configuration Reports Actions Preferences Help

Class Navigator

Class 1 of 1
Class: 00000000 - No Course -
FOR TESTING ONLY, do not use
(09/01/2012)

Classes

Class Transaction Wizard

Back Finish

Cancel

MARY ANN BOSHER

Transaction Status*	Hours
<input type="text" value="P"/>	<input type="text" value="0.00"/>
Attendance Status*	Cost
<input type="text" value="P"/>	<input type="text" value="0.00"/>
Score	
<input type="text" value=""/>	
Credits	
<input type="text" value="0.00"/>	

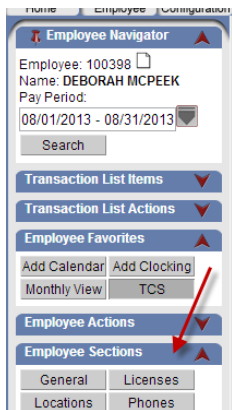


Adding a License

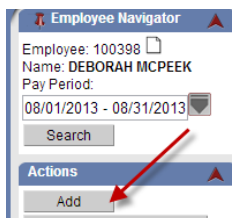
1. Log in to Time & Attendance.
2. Click on the Employee icon and enter the name of the employee, then click Search.



3. Expand the Employee Sections and click on Licenses.



4. To add a license, click Add then complete the information.





Code	Description
C-COA	CERTIFIED OPTHAL ASSISTANT
C-COMT	Certified Ophthalmic Medical Technologists
C-COT	CERTIFIED OPTHAL TECHNICIAN
C-CPSGT	Certified Polysomnographic Technician
CCS	Certified Coding Specialist
C-HFI	ACSM HEALTH FITN INSTRUCTOR
C-MA	Medical Assistant - Certified
CMD	Certified Medical Dosimetrist
C-MidWife	Certified Nurse Midw
C-RCIS	Registered Cardiovascular Inva: Specialist
C-RTR	Radiology Technolo Registered
C-RTT	Radiology Technolo Registered

- Click in the License Code box and choose the correct License code from the list on the right side of the screen. Enter the License Number, State, Effective Date, Expiration Date, Verified (Yes), Verify by (your NetID), Verification Method (Website), Copy Obtained. In the Verification Comments, put the Confirmation number from the Website. Once the information is completed, click Save.

To Update a License:

Follow steps 1 – 3 above.

Click on the Red Arrow to expand the record.

Update the Expiration date, verified by and replace the confirmation code in the Verification Comments section. Click Save.

Source	License	Number	State/Province
L-RN	L-RN	0001059006	VA

License Code: L-RN

Number: 999999999

State/Province: VA

Country:

Effective Date:

Expiration Date: 12/31/2013

Verification Comments: Virginia address

Verified*: Yes

Verified By: picke008

Mandatory: Yes

Verification Method: Website

Copy Obtained*: No