How Does an Admin Review Individual Credential Records
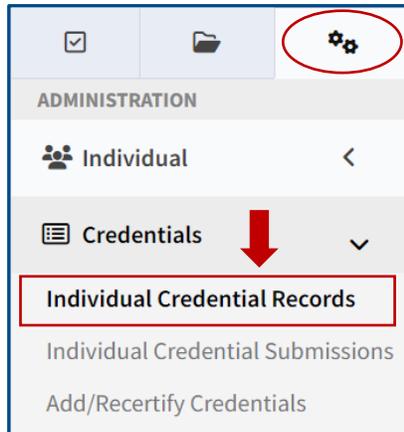
1) To view an individual credential record, click the **gear icon** in the left side panel and click to expand **Credentials**.

2) Click **Individual Credential Records**.

3) Search by employee name only or filter using the available criteria. Click "Select" to view an employee.

Under the **Attached Credentials** tab, you will see three sections: **Profile, Pending Credential Submissions,** and **Credentials**.

If the employee has a valid NREMT National EMS ID, you can store that number by saving it to the profile.

The **Pending Credential Submissions** section will show credentials awaiting review for that employee.

The **Credentials** section can be used to view current and previous versions of both active and expired credentials by updating the "Status" and "Versions" dropdowns and clicking "Filter". If you don't see the credential, you are looking for, check the **"Include Not Maintained"** box and click filter again. If you'd like to generate a PDF of an individual credential, click the PDF icon under "Document" or you can click the "Generate PDF of Attached Documents" to print all attachments for the displayed credentials.