

Overview

Administrators can find all employee certification details through the **Employee Analytic** menu in isolved.

Certifications

All employee certificate information is stored on the **Certifications** screen. To access this screen, navigate to **Employee Admin Tools > Employee Analytics > Certifications**. Once on this screen, a grid displays with several columns of information about each employee. These columns can be filtered by selecting the filter icon and include the following:

- **Legal Name**
- **Employee Name:** Each employee name acts as a link, and when clicked, you are brought to that employee’s certification screen (if access is permitted). If access is not permitted, the system displays a message telling you of such.
- **Employee ID**
- **Status Description**
- **Certification**
 - **Title**
 - **Effective Date:** Use the calendar within this field to filter for a specific effective date.
 - **Expiration Date:** Use the calendar within this field to filter for a specific expiration date.
 - **Status:** The status only displays if an expiration date is within 60 days. No status displays if the expiration date is greater than 60 days from today’s date. Options for this column include:
 - **Expiring Soon:** Displays a warning symbol to alert the user of an expiration date within 60 days.
 - **Expired:** The expiration date is in the past.
 - **Blank:** There was no expiration date for this certificate.

The **Column Chooser** allows for additional customization of the grid.

The screenshot shows the 'Certifications' screen with a grid of data and a 'Column Chooser' sidebar on the right. The grid has columns for Employee ID, Organizations (Location and Department), Employee Name, Certification Title, Authority, Effective Date, Expiration Date, and Status. The sidebar allows users to toggle the visibility of various columns.

Employee ID	Organizations	Employee Na...	Certification	Authority	Effective Date	Expiration Date	Status
	Location	Department	Title				
1075	01 - Corporate ...	45 - IT	Joey Adams	Cert A	2/1/2023		
1039	02 - California ...	70 - Production	Alice A Chatworth	Cert A	12/15/2020		
1004	03 - Oregon Lo...	20 - Office	Daniel L Adams	CPP	7/16/2020	12/31/2024	
1080	01 - Corporate ...	50 - Finance	Linda Brown	CPP	2/12/2024	2/1/2027	
1004	03 - Oregon Lo...	20 - Office	Daniel L Adams	Drivers License	NY	8/27/2019	8/26/2024 Expiring Soon
1066	07 - Remote	40 - Payroll	May Alexander	Drivers License	Florida	8/1/2022	8/1/2027
10010	07 - Remote	40 - Payroll	Tyler Franklin	Drivers License	Michigan	6/5/2022	6/5/2026
10000	02 - California ...	20 - Office	Julius Morgenson	Drivers License	California	5/4/2022	5/4/2026
10003	07 - Remote	50 - Finance	Karen Pennington	Drivers License	Michigan	5/4/2020	5/4/2025
10007			Kris T Pretender	Drivers License	Florida	5/1/2021	5/1/2026
1095			Alice Thompson	Drivers License	New York	8/5/2021	8/5/2025

Additionally, you can use the **Export All Data to Excel** button to export to an Excel file. This button is located to the left of the **Column Chooser** button.