

Qualifications - Adding Sampling and Testing Quals to a Person

BACKGROUND: You can only assign qualifications to somebody if they already have a Person record. If you do not see the Person in the system, contact your Module Admin.

Testing qualifications ensure that people can only access tests they are qualified to perform. Each testing qualification includes certain test methods and can be associated with both labs and persons. In order to access tests associated with a contract, testers must be assigned to a lab and given appropriate qualifications and contract authority. Sampling qualifications are also assigned to persons, and determine whether or not a person can be selected as the Sampler on a sample of a given material.

For how to assign test methods to a qualification, see *Global Materials - New Test Method or Qualification* QRG. For how to assign testers to a lab, see *Labs - Maintaining Testers* QRG.

ROLES: Materials Rover, Materials Module Admin

Associating a Qualification to a Person

NAVIGATION:

System Administration > Person Qualifications >

1. On the Person Qualifications Overview page, use the search and filter fields at the top of the page to find the desired person and click on their **Last Name** link.
2. On the Person Qualifications Summary page, select the **Tester** tab on the left, to add a testing qualification, or the **Sampler** tab, to add a sampling qualification.
3. Click the **Select Testing/Sampling Qualifications** button.
4. In the Select Testing/Sampling Qualifications window, find the desired qualification, click the row to select it, and click the **Add to Tester/Sampler** button at the bottom of the page.
5. To activate the qualification you have just associated with the person, click the arrow to expand its row, select ACTIVE in the **Status** dropdown and set an **Effective Date**. If the qualification has a set expiration date, enter it in the **Expiration Date** field.
6. Click the **Save** button in the upper right.