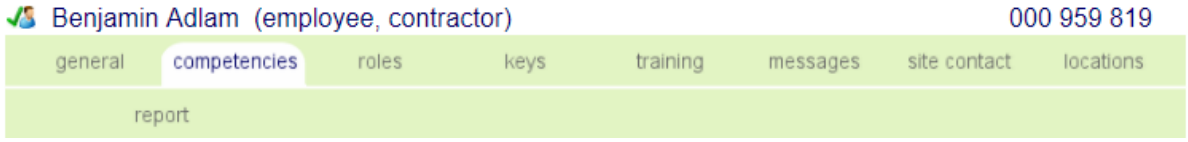
User Guide

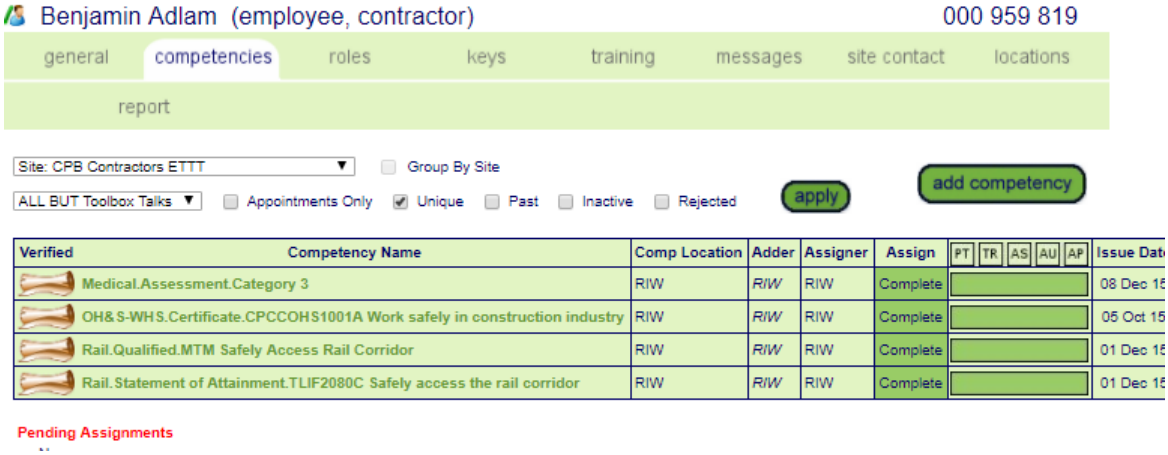
Assigning Competencies

STEP ONE | Assigning a Competency

Select the persons ‘competencies’ tab



Click ‘add competency’



Search for competency you wish to add

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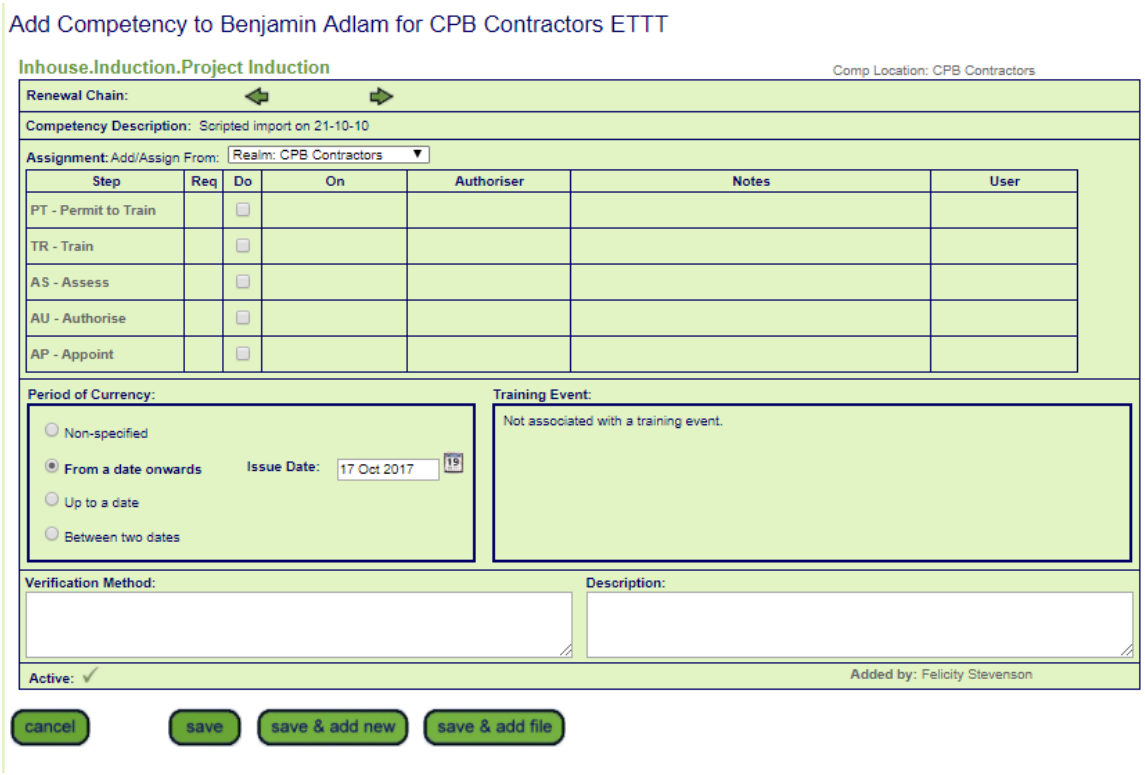
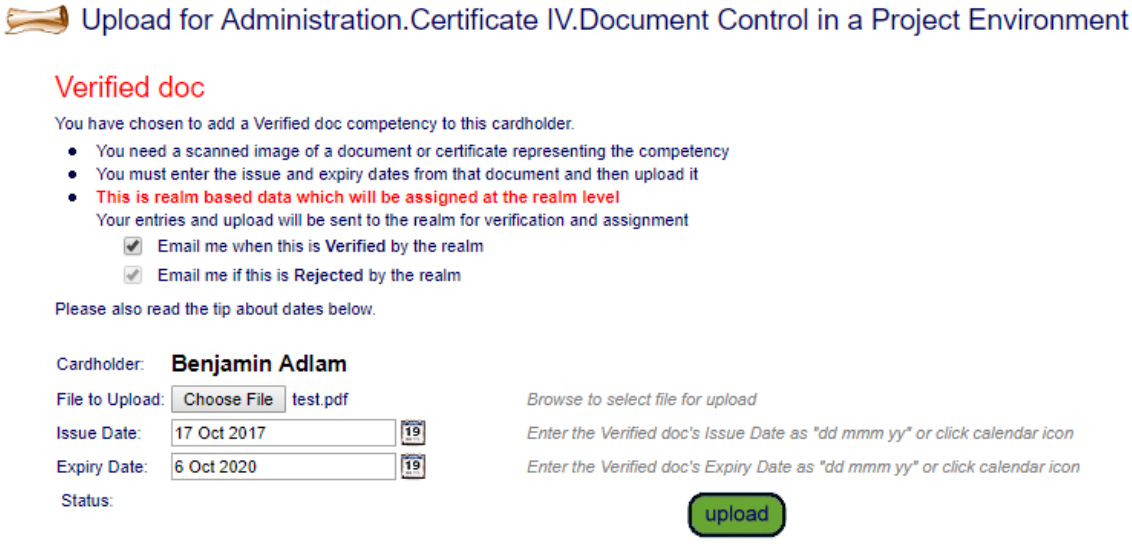
Non-Verified Comp – add dates and files click save



Verified Comp – add dates, file and click upload this will be sent to the applicable team to verify against business rules.

A Verified Comp will have a scroll symbol next to it -



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