

# Entering Employee Cannabis Badges

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These instructions guide you in entering a Medical or

Cannabis badge or other credentials for an employee, on systems upgraded to the latest Wurk release. You will typically do this during employee onboarding, and whenever a badge expires or an employee gets a new one. To begin, obtain a copy of the employee's badge.

If your administrator has enabled the HR action for this, we recommend that you follow these instructions instead: [Entering Employee Cannabis Badges \(HR Action\)](#). HR Actions are customized to your company and ensure more detailed accurate data entry.

Menu items and on-screen options may vary depending on your configuration and Security Profile.

## START HERE

1. From the Main Menu, click **Team>Learning>Credentials** and click **ADD NEW**.

The screenshot shows the Wurk Learning interface. The main area displays a table of credentials with columns for Document ID, Document Name, Document Type, Document Status, and Document Issue. Below the table are two bar charts: 'Row Count by Credential Active & Credential Type Of' and 'Row Count by Credential Expires & Credential Active'. A purple box highlights the 'ADD NEW' button in the top right corner. A purple arrow points from this button to the 'Add New Credential' popup form. The popup form contains the following fields:

- Employee\*:
- Credential Type:
- Active Set the badge to Active.
- Document #\*:  Enter the badge number
- Issued\*:
- Expires\*:
- State:
- Type:

Buttons for 'CANCEL' and 'SAVE' are at the bottom right of the popup.

2. On the screen that follows, enter the badge information; selecting the Credential Type changes some fields on the form. The example above shows a MED Badge entry. Confirm that the badge is Active and then set Issued and Expires dates (these will roll up to charts like those shown in the example above so you can quickly update renewed badges).

When setting dates, you can quickly change the year by double-clicking on the header at the top of the popup.

To quickly change the year from the calendar popup, double-click the year at the top

Birth Date \*

mm/dd/yyyy

2019 - 2027

2019 2020 2021

2022 2023 2024

2025 2026 2027

TODAY

3. Click SAVE to validate and enter the badge. Würk will then show you the badge entry. You can navigate back to the list of employee badges by clicking the back arrow

würk

Navigate Back to the list of employee badges

← Credentials

Katie Waters (Default) (0012) | Credential Type: MED Badge

Document # \* 123321  Active

Expires \* 01/29/2020

Issued \* 09/16/2019

Type Agro

State Colorado

SAVE