



Qualification History

SAR-Hub supports the recording of qualifications achieved by the member, these may include certifications, recertifications, classes attended, etc. or other events that the agency would like to keep a record of.

There is a customizable report for a list of the qualification history. There is also the ability to view the qualification history as one large field on the member reports. See Appendix A for a sample..

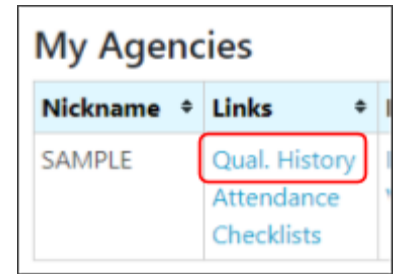
For each member, the qualification history is available both via the Member Detail page or the member's profile page. The member can add (and edit or delete those not yet reviewed by the admin) history entries via the profile page, that then can be reviewed by an admin. The admin can approve, add, edit, or delete entries via the member detail page accessible from the Member List.

Basics

See the [SAR-Hub Basics](#) document for help on logging in, navigating to the Agency and Member detail pages, as well the common editing wizards found on many pages. This and other documents are available on the <https://www.sar-hub.com/about> page.

Member View of Own Qualification History

The member can view and log an entry to their qualification history from their My Profile page by clicking on “Qual. History” under “Links” for an agency.








The member adds an entry by clicking “Add”. It will be set to “Logged By” -> “Member” and “Admin Reviewed” -> “Not Reviewed”.

The member can edit or delete an entry they have logged up until the point when the Admin marks it as reviewed.

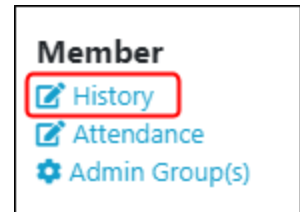
Agency: Sample Agency
Member Qualification History: Admin, Minnie

Search..

 Add	Logged By? ▾	Admin Reviewed? ▾	Date Logged ▾	Date Occurred ▾	Note	Documents ▾
	Import Process	Accepted	2020-12-08		IS-100	
	Import Process	Accepted	2020-12-08		IS-200	
	Import Process	Accepted	2020-12-30		IS-700	
	Import Process	Accepted	2020-12-30		IS-800	
	Import Process	Accepted	2020-12-30		ICS-300	
	Import Process	Accepted	2020-12-30		ICS-400	
	Import Process	Accepted	2020-12-30	2000-09-01	Date Joined	
	Import Process	Accepted	2020-12-30	2010-08-01	Background Check Date	
	Import Process	Accepted	2020-12-08	2012-06-01	SARTECH-II Date	
	Import Process	Accepted	2020-12-08	2015-07-01	SARTECH-II Recert Date	
	Import Process	Accepted	2020-12-08	2017-11-01	SARTECH-I Date	
	Import Process	Accepted	2020-12-08	2020-11-01	SARTECH Expiration Date	
 	Member	Not reviewed	2021-03-19	2020-12-11	Basket-weaving class at Somewhere College	
	Import Process	Accepted	2020-12-30	2020-12-31	Membership Valid Thru Date	

Admin View of Member Qualification History

The admin can view and log to a member's qualification history from the Member Detail page by clicking on "History" in the left menu bar.



The admin adds an entry by clicking "Add". It will be set to "Logged By" of "Admin" and "Admin Reviewed" of "Accepted".

Agency: Sample Agency
Member Qualification History: Admin, Minnie

Select All Search..

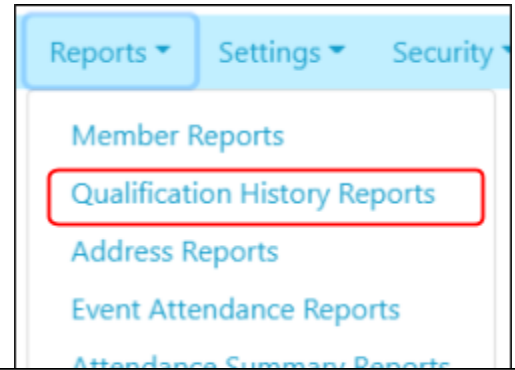
+ Add	Logged By? ▾	Admin Reviewed? ▾	Date Logged ▾	Date Occurred ▾	Note ▾	Documents ▾
<input type="checkbox"/>	Import Process	Accepted	2020-12-08		IS-100	
<input type="checkbox"/>	Import Process	Accepted	2020-12-08		IS-200	
<input type="checkbox"/>	Import Process	Accepted	2020-12-30		IS-700	
<input type="checkbox"/>	Import Process	Accepted	2020-12-30		IS-800	
<input type="checkbox"/>	Import Process	Accepted	2020-12-30		ICS-300	
<input type="checkbox"/>	Import Process	Accepted	2020-12-30		ICS-400	
<input type="checkbox"/>	Import Process	Accepted	2020-12-30	2000-09-01	Date Joined	
<input type="checkbox"/>	Import Process	Accepted	2020-12-30	2010-08-01	Background Check Date	
<input type="checkbox"/>	Import Process	Accepted	2020-12-08	2012-06-01	SARTECH-II Date	
<input type="checkbox"/>	Import Process	Accepted	2020-12-08	2015-07-01	SARTECH-II Recert Date	
<input type="checkbox"/>	Import Process	Accepted	2020-12-08	2017-11-01	SARTECH-I Date	
<input type="checkbox"/>	Import Process	Accepted	2020-12-08	2020-11-01	SARTECH Expiration Date	
<input type="checkbox"/>	Member	Not reviewed	2021-03-19	2020-12-11	Basket-weaving class at Somewhere College	
<input type="checkbox"/>	Import Process	Accepted	2020-12-30	2020-12-31	Membership Valid Thru Date	
<input type="checkbox"/>	Admin	Accepted	2021-03-19	2021-01-03	Dispatch Class	

Appendix A - Sample Qualification History Reports

See the document and video on the SAR-Hub report module for help with customizing and running reports, available on the About page: <https://www.sar-hub.com/about>

A customizable report for the qualification history detail.

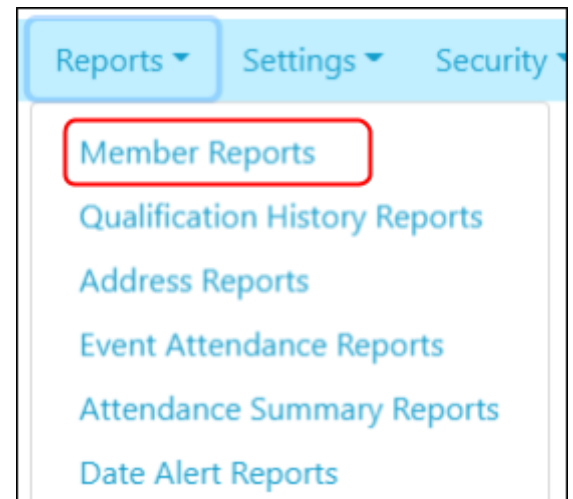
Available from: Reports dropdown menu on the Agency Detail page, "Qualification History Reports"



	A	B	C	D	E	F	G	H	I	J
1	First Name	Last Name	Member Status	Member Category	Member Id	Date Occurred	Date Logged	Note	Admin Review	Logged By
2	Minnie	Admin	Active	Ground	101	None	12/8/2020	Work Telephone: 555-123-4567	Accepted	Import Process
3	Minnie	Admin	Active	Ground	101	None	12/8/2020	Mobile Telephone: 555-123-4689	Accepted	Import Process
4	Minnie	Admin	Active	Ground	101	None	12/8/2020	IS-100	Accepted	Import Process
5	Minnie	Admin	Active	Ground	101	None	12/8/2020	IS-200	Accepted	Import Process
6	Minnie	Admin	Active	Ground	101	None	12/8/2020	SARTECH Level: SARTECH-I	Accepted	Import Process
7	Minnie	Admin	Active	Ground	101	6/1/2012	12/8/2020	SARTECH-II Date	Accepted	Import Process
8	Minnie	Admin	Active	Ground	101	7/1/2015	12/8/2020	SARTECH-II Recert Date	Accepted	Import Process
9	Minnie	Admin	Active	Ground	101	11/1/2017	12/8/2020	SARTECH-I Date	Accepted	Import Process
10	Minnie	Admin	Active	Ground	101	6/1/2020	12/11/2020	Basket-weaving class at Somewhe	Reviewed	Member
11	Minnie	Admin	Active	Ground	101	11/1/2020	12/8/2020	SARTECH Expiration Date	Accepted	Import Process
12	Minnie	Admin	Active	Ground	101	12/3/2020	12/11/2020	Dispatch class	Accepted	Admin
13	Jane	Doe	Active	Canine Handler	102	None	12/8/2020	Mobile Telephone: 555-323-4689	Accepted	Import Process
14	Jane	Doe	Active	Canine Handler	102	None	12/8/2020	IS-100	Accepted	Import Process
15	Jane	Doe	Active	Canine Handler	102	None	12/8/2020	IS-200	Accepted	Import Process
16	Jane	Doe	Active	Canine Handler	102	None	12/8/2020	IS-700	Accepted	Import Process
17	Jane	Doe	Active	Canine Handler	102	None	12/8/2020	IS-800	Accepted	Import Process
18	Jane	Doe	Active	Canine Handler	102	None	12/8/2020	SARTECH Level: SARTECH-II	Accepted	Import Process
19	Jane	Doe	Active	Canine Handler	102	9/1/2015	12/8/2020	Background Check Date	Accepted	Import Process
20	Jane	Doe	Active	Canine Handler	102	10/1/2015	12/8/2020	Date Joined	Accepted	Import Process
21	Jane	Doe	Active	Canine Handler	102	3/1/2018	12/8/2020	SARTECH-II Date	Accepted	Import Process
22	Jane	Doe	Active	Canine Handler	102	12/31/2020	12/8/2020	Membership Valid Thru Date	Accepted	Import Process
23	Jane	Doe	Active	Canine Handler	102	1/2/2021	12/8/2020	CPR AED Expiration Date	Accepted	Import Process
24	Jane	Doe	Active	Canine Handler	102	1/2/2021	12/8/2020	First Aid Expiration Date	Accepted	Import Process
25	Jane	Doe	Active	Canine Handler	102	3/1/2021	12/8/2020	SARTECH Expiration Date	Accepted	Import Process
26	Bob	Johnson	Prospective	Trainee		None	12/8/2020	Mobile Telephone: 555-555-4689	Accepted	Import Process
27	Bob	Johnson	Prospective	Trainee		None	12/8/2020	IS-100	Accepted	Import Process
28	Bob	Johnson	Prospective	Trainee		None	12/8/2020	SARTECH Level: SARTECH-III	Accepted	Import Process
29	Bob	Johnson	Prospective	Trainee		6/1/2022	12/8/2020	SARTECH Expiration Date	Accepted	Import Process
30	John	Smith	Inactive	Canine Handler	103	None	12/8/2020	IS-100	Accepted	Import Process
31	John	Smith	Inactive	Canine Handler	103	None	12/8/2020	IS-200	Accepted	Import Process
32	John	Smith	Inactive	Canine Handler	103	None	12/8/2020	IS-700	Accepted	Import Process
33	John	Smith	Inactive	Canine Handler	103	None	12/8/2020	IS-800	Accepted	Import Process
34	John	Smith	Inactive	Canine Handler	103	None	12/8/2020	SARTECH Level: SARTECH-II	Accepted	Import Process
35	John	Smith	Inactive	Canine Handler	103	None	12/8/2020	Mobile Telephone: 555-444-4689	Accepted	Import Process
36	John	Smith	Inactive	Canine Handler	103	None	12/8/2020	Home Telephone: 555-666-2345	Accepted	Import Process
37	John	Smith	Inactive	Canine Handler	103	8/1/2006	12/8/2020	Background Check Date	Accepted	Import Process
38	John	Smith	Inactive	Canine Handler	103	11/1/2006	12/8/2020	Date Joined	Accepted	Import Process
39	John	Smith	Inactive	Canine Handler	103	1/1/2018	12/8/2020	SARTECH-II Date	Accepted	Import Process
40	John	Smith	Inactive	Canine Handler	103	12/31/2020	12/8/2020	Membership Valid Thru Date	Accepted	Import Process
41	John	Smith	Inactive	Canine Handler	103	1/1/2021	12/8/2020	SARTECH Expiration Date	Accepted	Import Process
42	John	Smith	Inactive	Canine Handler	103	1/2/2021	12/8/2020	CPR AED Expiration Date	Accepted	Import Process
43	John	Smith	Inactive	Canine Handler	103	1/2/2021	12/8/2020	First Aid Expiration Date	Accepted	Import Process

The qualification history detail is also available as one large field on a customizable member report.

Available from: Reports dropdown menu on the Agency Detail page, "Member Reports"



	A	B	C
1	Last Name	First Name	Qualification History
2	Admin	Minnie	Work Telephone: 555-123-4567 Mobile Telephone: 555-123-4689 IS-100 IS-200 SARTECH Level: SARTECH-I 2012-06-01: SARTECH-II Date 2015-07-01: SARTECH-II Recert Date 2017-11-01: SARTECH-I Date 2020-06-01: Basket-weaving class at Somewhere College 2020-11-01: SARTECH Expiration Date 2020-12-03: Dispatch class
3	Doe	Jane	Mobile Telephone: 555-323-4689 IS-100 IS-200 IS-700 IS-800 SARTECH Level: SARTECH-II 2015-09-01: Background Check Date 2015-10-01: Date Joined 2018-03-01: SARTECH-II Date 2020-12-31: Membership Valid Thru Date 2021-01-02: CPR AED Expiration Date 2021-01-02: First Aid Expiration Date 2021-03-01: SARTECH Expiration Date
4	Johnson	Bob	Mobile Telephone: 555-555-4689 IS-100 SARTECH Level: SARTECH-III 2022-06-01: SARTECH Expiration Date
	Smith	John	IS-100 IS-200 IS-700 IS-800 SARTECH Level: SARTECH-II Mobile Telephone: 555-444-4689 Home Telephone: 555-666-2345 2006-08-01: Background Check Date 2006-11-01: Date Joined 2018-01-01: SARTECH-II Date 2020-12-31: Membership Valid Thru Date 2021-01-01: SARTECH Expiration Date 2021-01-02: CPR AED Expiration Date 2021-01-02: First Aid Expiration Date