This register displays all your Staff Licences, as per below. This allows you to **filter, sort and export** lists as required.

License No	Type	Staff	License Conditions	Expire Date
AH012	Heavy Rigid License - Class HR or 4	Kermit Frog	glasses required	16/12/2022
As6662	Gas Fitter License, Multi Combination License - Class MC	Rod Jensen		17/11/2022
CS3107	Bobcat License	Craig SmithNZDB		30/06/2022

From Registers/Administrative Registers/Staff Licences select **+ADD NEW**:

1. Select the Staff Member.

2. Type in the Licence No.

3. Select the type of licence from the drop down list.

4. Type in any conditions that apply to the licence

5. Select the expiry date of the licence.

6. Suspension dates would not normally be added at this stage, they might occur at a later date.

7. **Add Documents** by clicking **+ADD FILE**.

8. Click **SAVE**

The licence will now show in the register and under the **Staff member's profile.**