

An aerial photograph of a vast, flat, snow-covered landscape under a clear blue sky. A road or path winds through the snow, leading towards a distant horizon. A semi-transparent white rectangular box is centered over the road, containing the text "Cert. Specialist Test Cases".

Cert. Specialist Test Cases



GARNER

1. On the Material List screen, if the Search does not appear automatically, open the 'Filters' Search by clicking the magnifying glass icon on the bottom right-hand corner of the screen



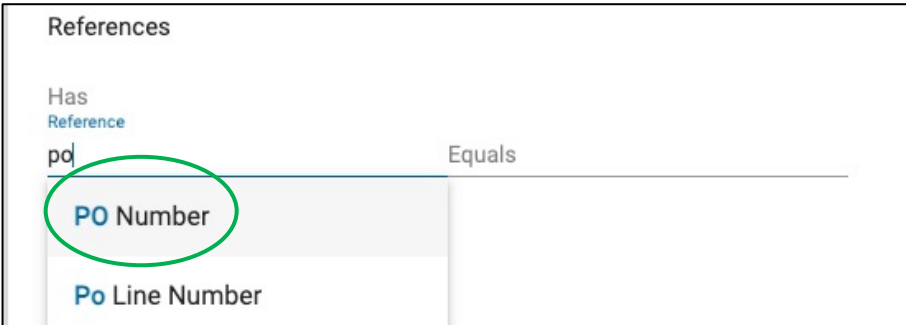
2. Click on the 'Exact Match' box to increase the speed of the search



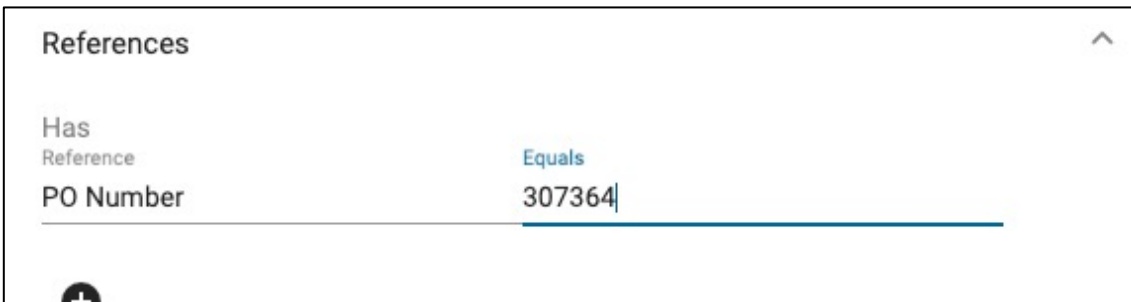
3. Open the 'References' section of the Search



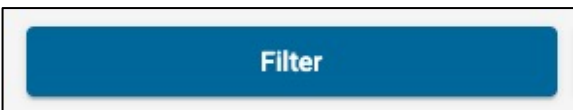
4. Search for the 'PO Number' reference from the drop down



5. Fill in the value section with the Purchase Order number you would like to find



6. Click 'Filter' to show the search results

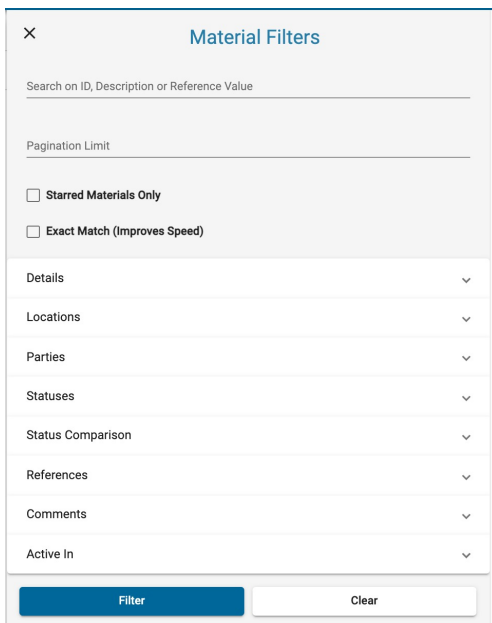


Search Cards in Lighthouse will guide users on actions that need to be taken. The cards can include a list of items that need to be reviewed or managed by the user. New search cards can be created by users and existing cards from other profiles can be copied by users. This document will guide users on how to create new cards or copy them from other profiles.

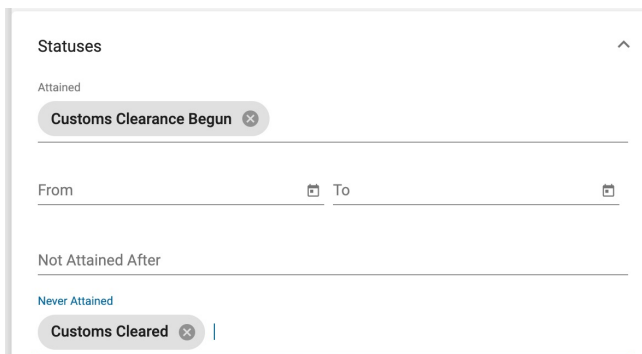
1. Log in to the Garner system
2. Navigate to the Materials or Transfers screen
3. Locate search icon in bottom right corner and click



4. Detailed search will open on the right side of screen



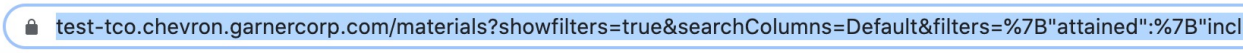
5. Add needed criteria to create a card (Below example is searching for all materials that have begun the customs process and are awaiting clearance)



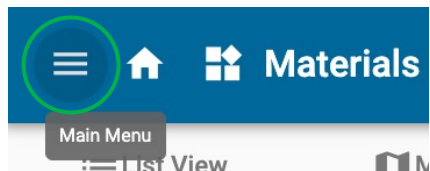
6. Click "Filter" button



7. Copy URL from web browser



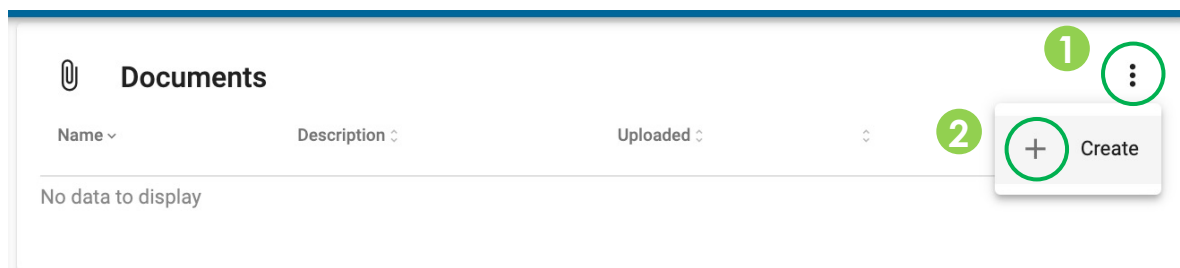
8. Click on the “Main Menu” on the top left-hand corner of the screen



9. Select the “Users” page on the menu

10. Locate your User name by the Search function

11. Under ‘Documents’, click the three dots - “Context Menu” - and then select “Create”

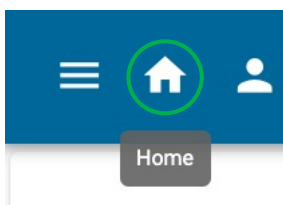


12. Click on “Link” text to paste the URL that was copied from web browser

13. Once all details have been added, click on the check icon on the top right section of screen to save card



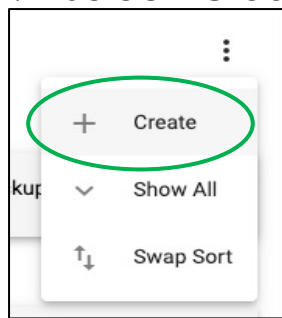
14. Search card will now be available under the user card documents. When user goes back to the “Home” screen, card will be visible.



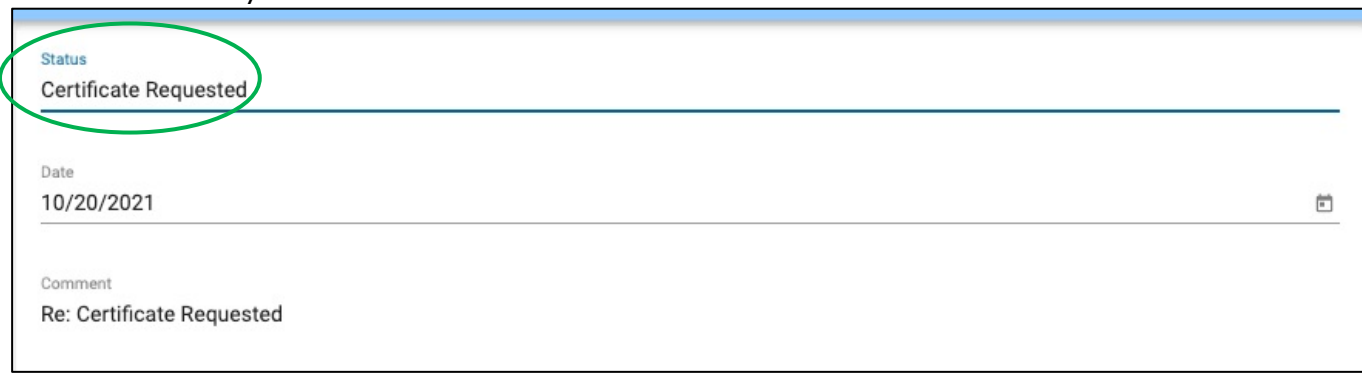
1. On the Material Detail screen, click the three vertical dots beside 'Statuses'



2. Select 'Create'



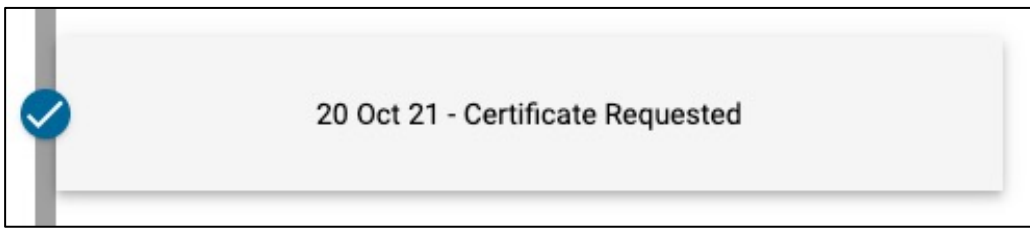
3. You will be brought to a new screen. Select 'Certificate Requested' from the drop down. The date section will be automatically populated with today's date



4. Select the check mark in the upper right-hand corner of the screen



5. The new Status will appear under the 'Statuses' section of the Details screen



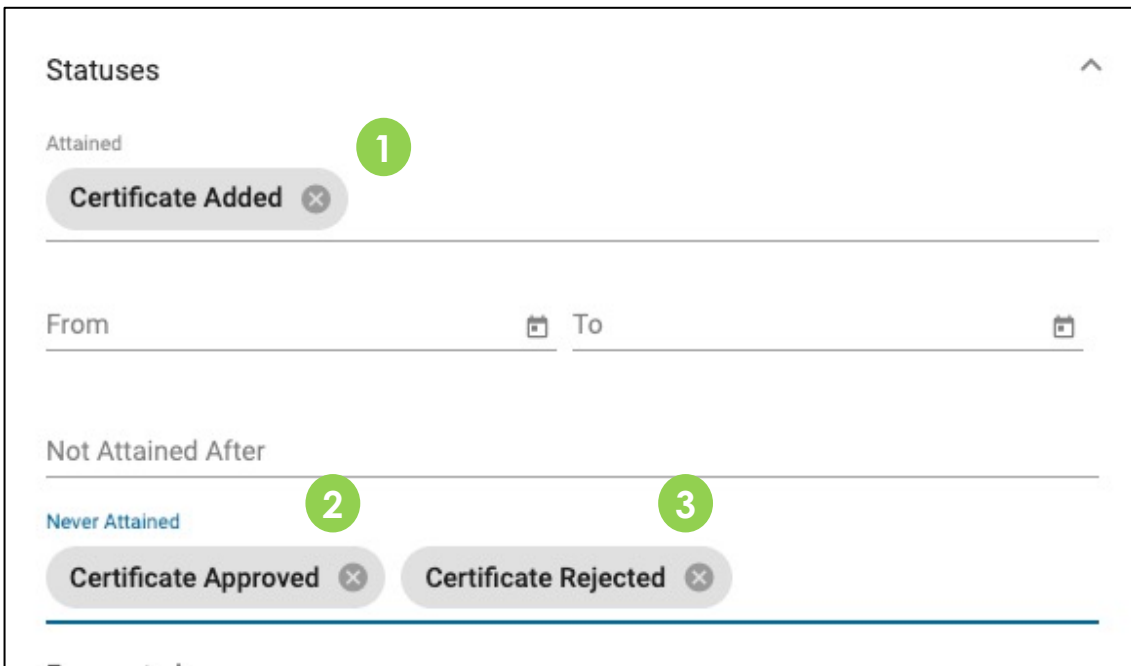
1. On the Material List screen, if the Search does not appear automatically, open the 'Filters' Search by clicking the magnifying glass icon on the bottom right-hand corner of the screen



2. Open the 'Statuses' section of the Search



3. Choose the Status(es) from the drop down and include and specific 'From' and 'To' dates. For this example, the search is looking for Materials where a Certificate has been added but not yet approved or rejected. The search filters include **1** an Attained 'Certificate Added' status and Never Attained **2** 'Certificate Approved' and **3** 'Certificate Rejected' statuses



4. Click 'Filter' to show the search results

