

# License

## Overview

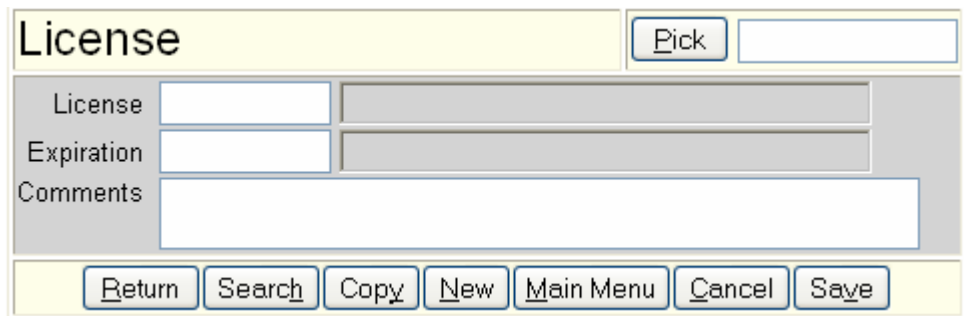
This file tracks licenses for a service provider. A service provider may have more than one license. There is one license record for each license a service provider holds.

## Uniform Data Entry Procedure

At this time, there are no Uniform Data Entry Procedures related to License.

## Access to Screen

From the Main Menu, select Licenses under the Staff section or select the License button from within the Staff screen.



The screenshot shows a software window titled "License". At the top right of the window is a "Pick" button next to a dropdown menu. Below this are three input fields: "License", "Expiration", and "Comments". The "License" and "Expiration" fields are small text boxes, while "Comments" is a larger text area. At the bottom of the window is a row of seven buttons: "Return", "Search", "Copy", "New", "Main Menu", "Cancel", and "Save".

## Add a License

1. From the Staff demographic screen, click on the License button.
2. Select the appropriate License.
3. Enter the expiration date.
4. Click on the Save button.