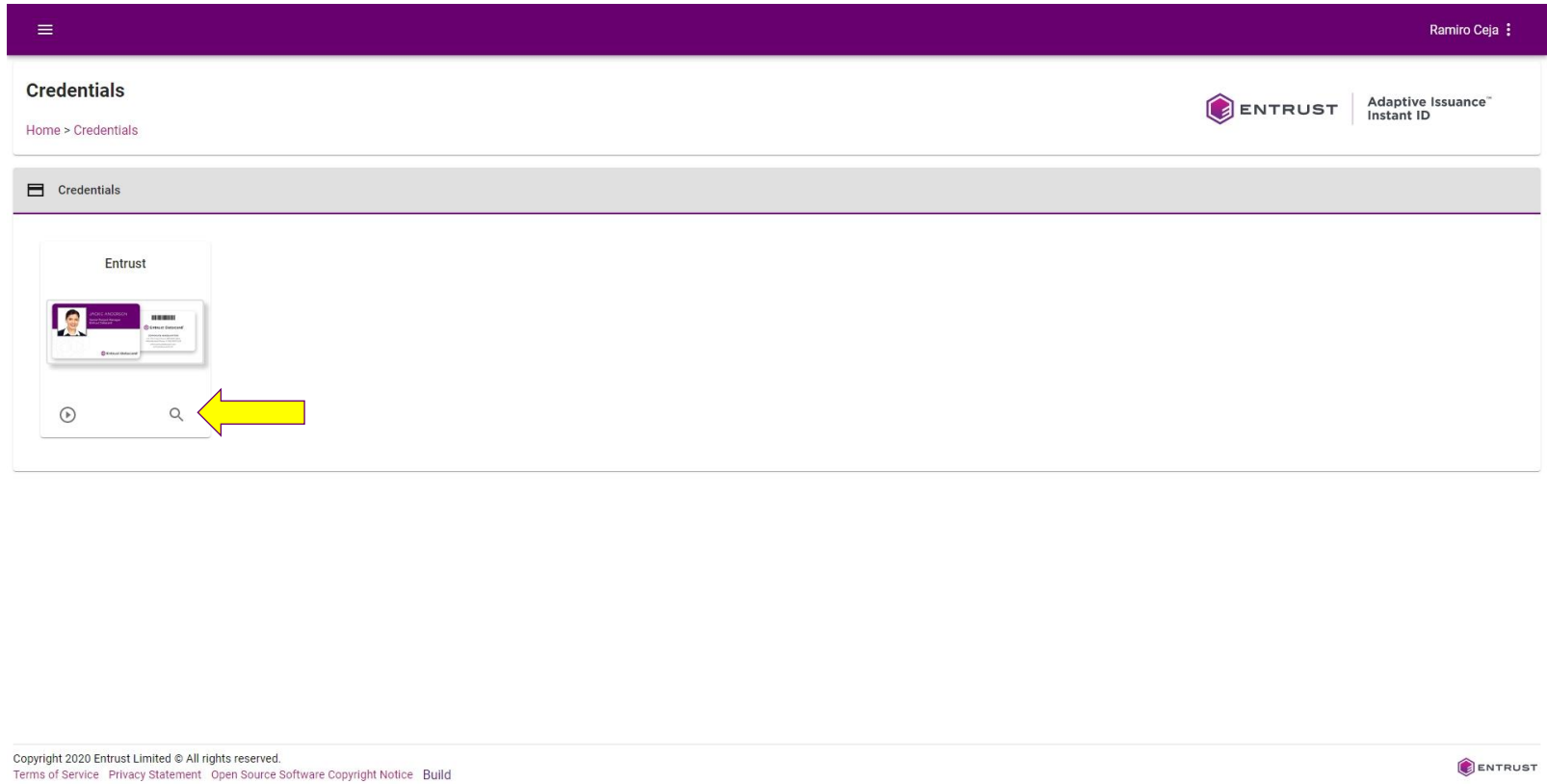
MANAGE ENROLLMENTS

ENTRUST

SECURING A WORLD IN MOTION

Search Enrollments

From the **Credentials** page, click on the **Search** icon.



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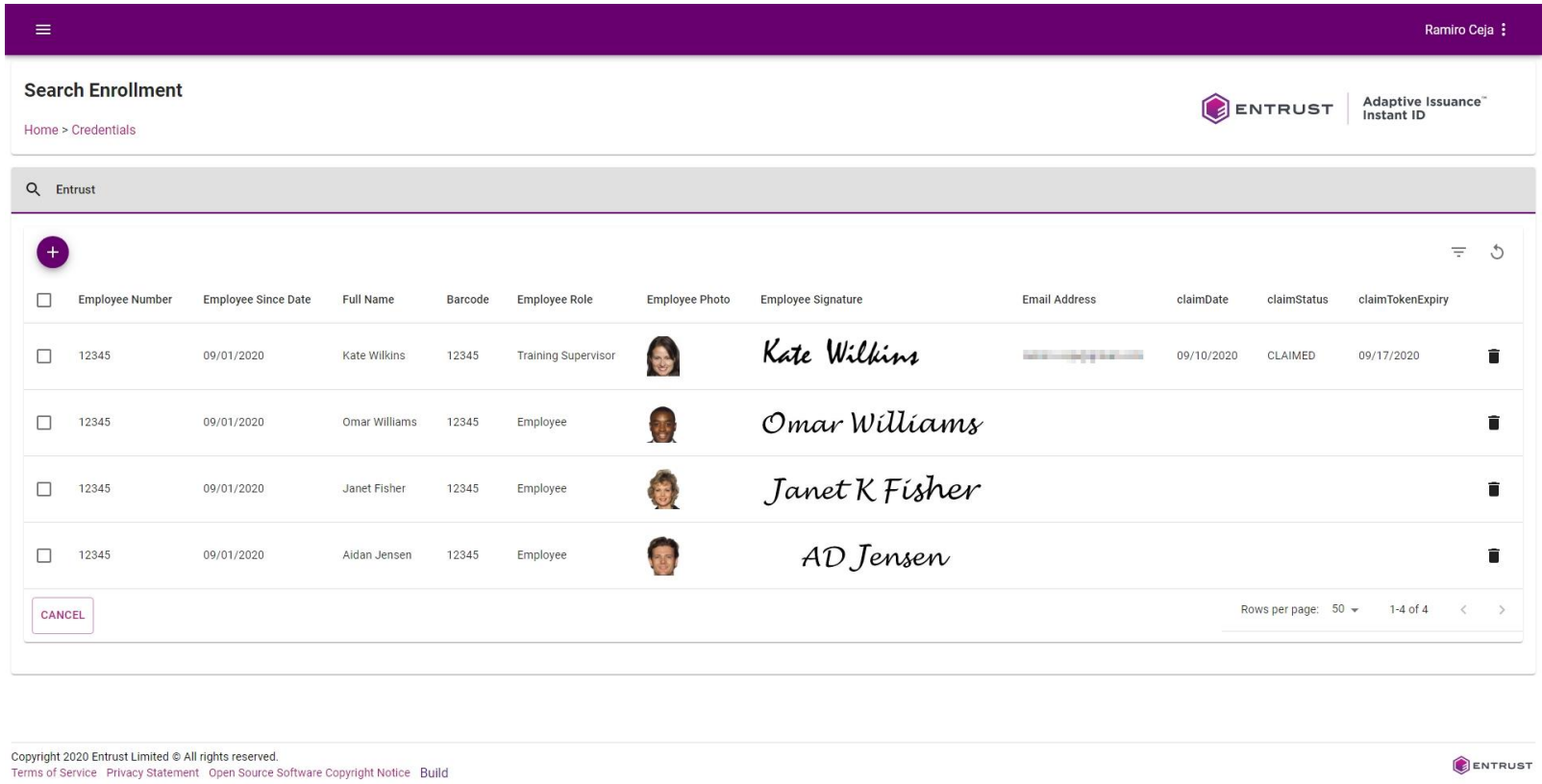
Search Enrollments

The **Search Enrollment** page opens and displays existing enrollments.



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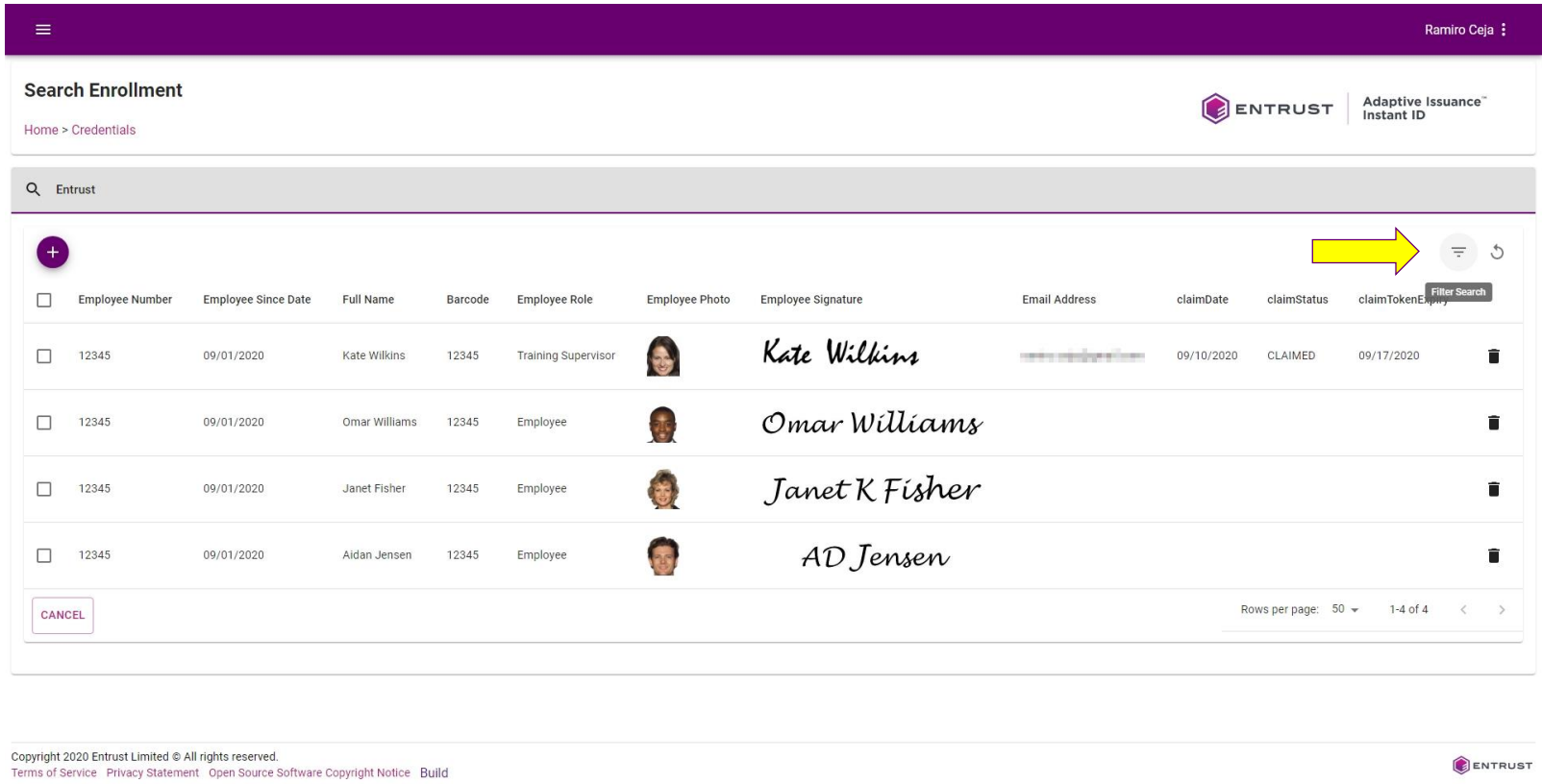
Search Enrollments

To search for an enrollment, click on the **Filter Search** icon.



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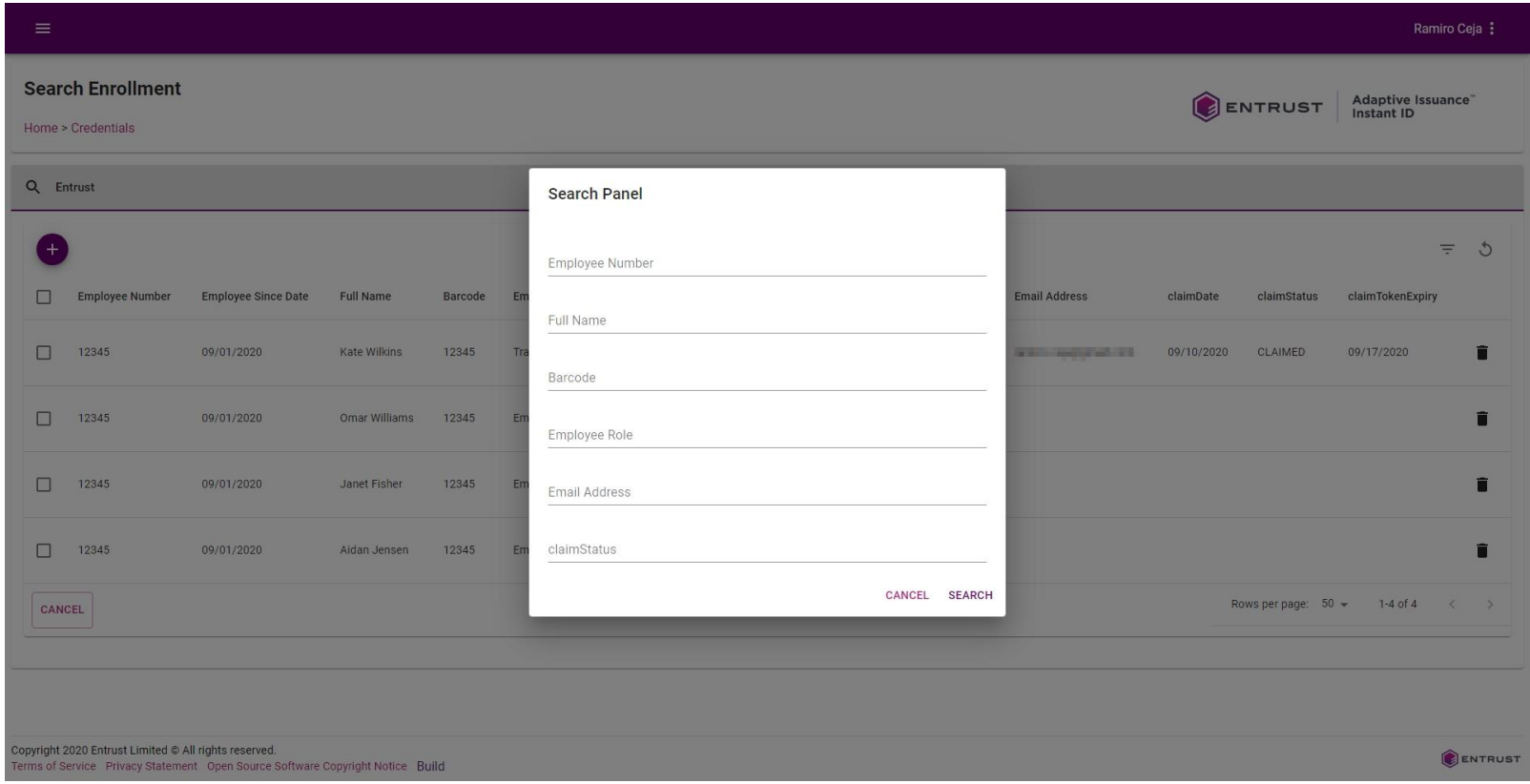
Search Enrollments

The **Search Panel** dialog box opens.



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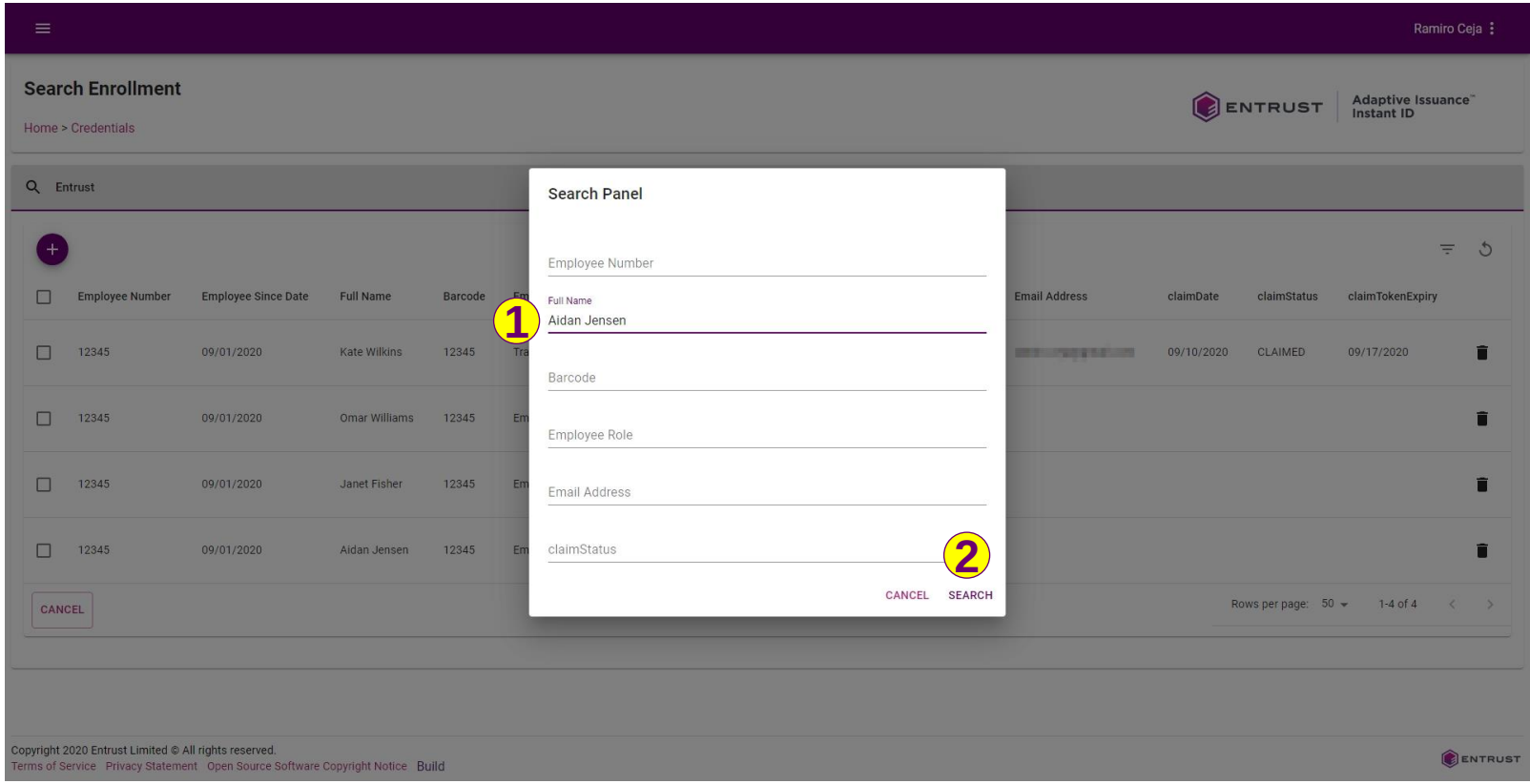
Search Enrollments

To search for a credential:

1. Enter text in a field to search the enrollments for text in the matching field on the credential.
2. Click on **SEARCH**.



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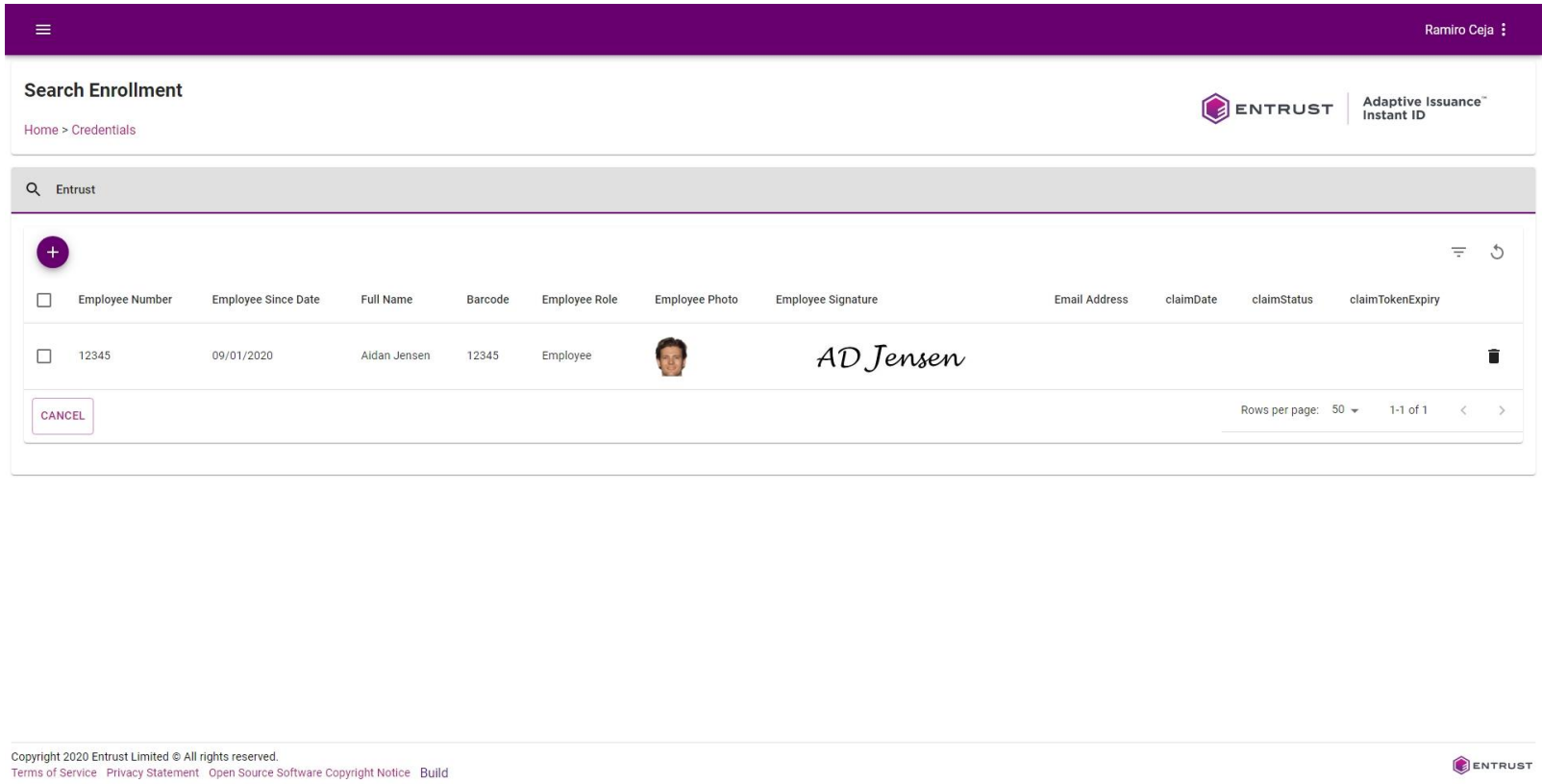
Search Enrollments

Enrollments that match the search criteria are displayed.



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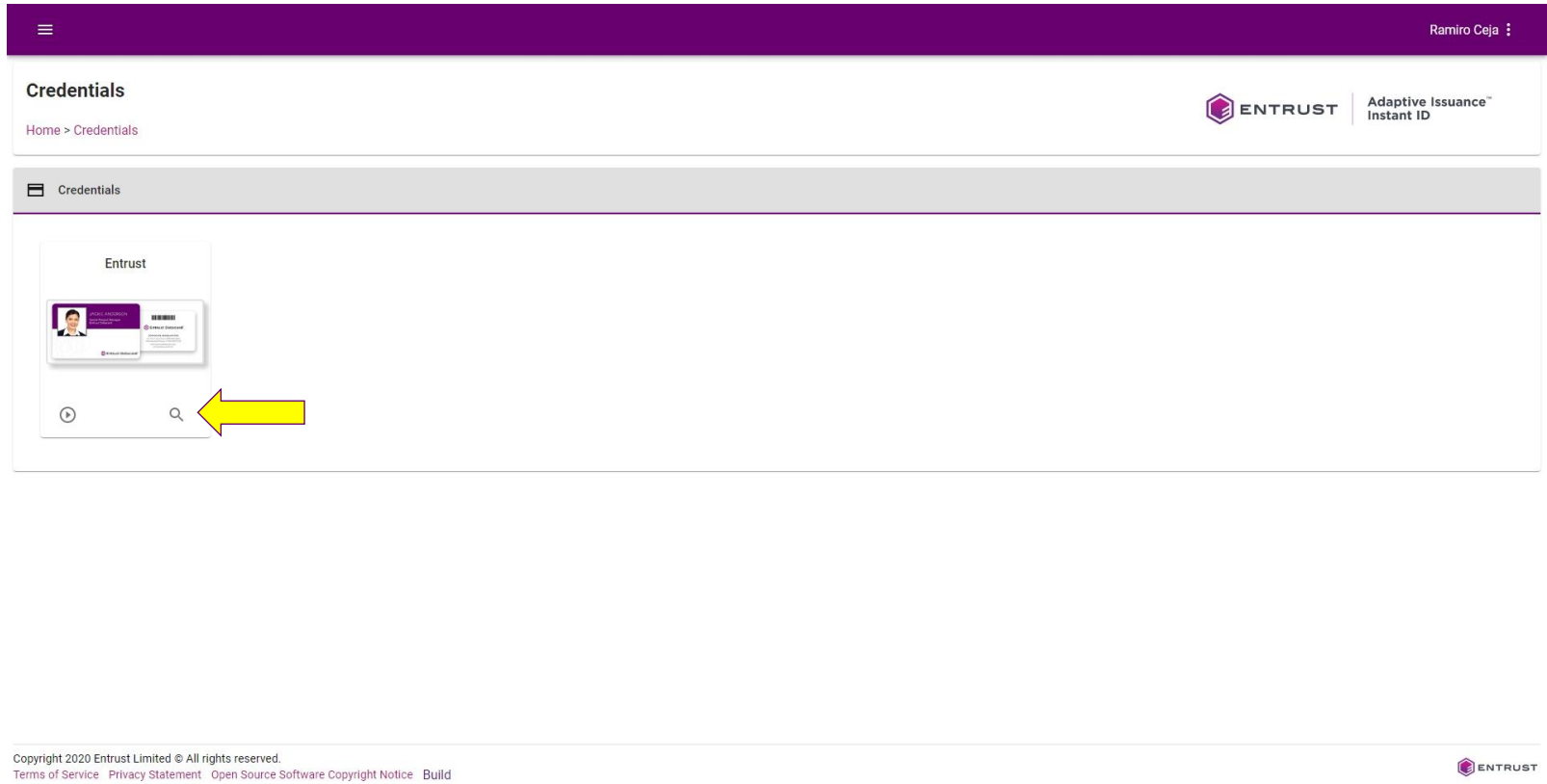
Edit an Enrollment

To edit an enrollment, from the **Credentials** page, click on the **Search** icon.



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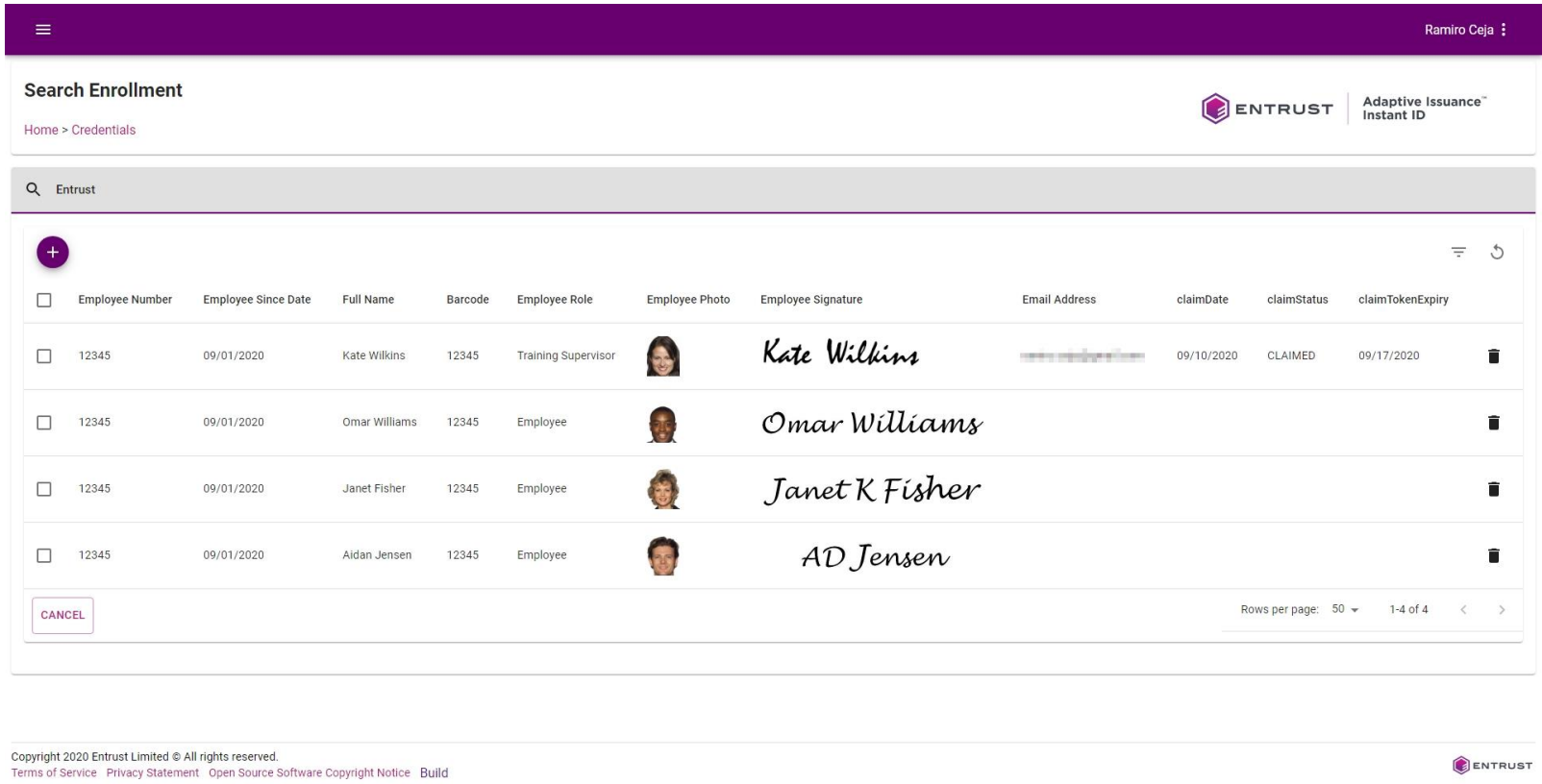
Edit an Enrollment

To edit an enrollment:

- Filter the enrollment list to find the enrollment that you wish to edit (optional).
- Click on a row to open the enrollment that you wish to edit.



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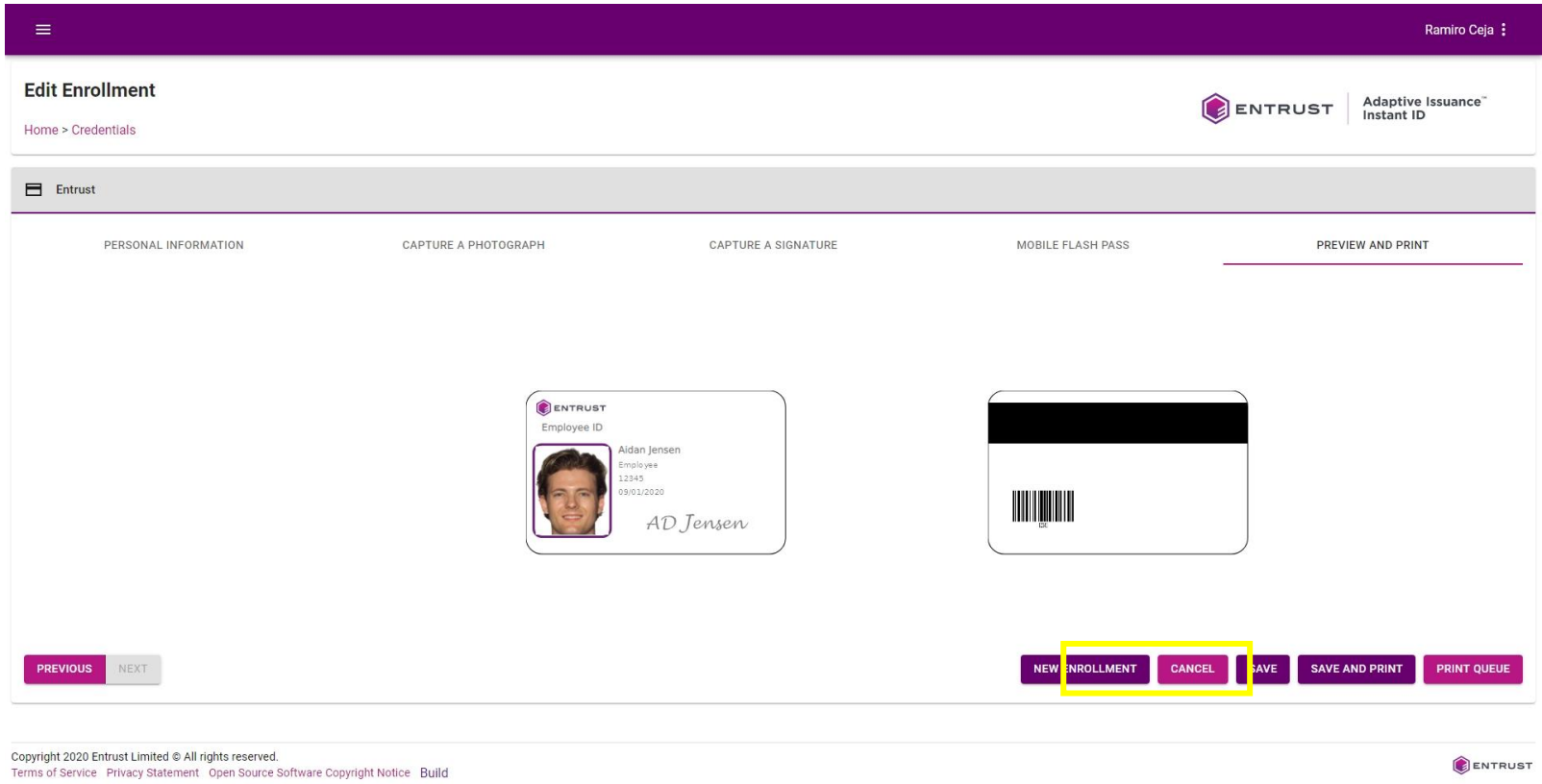
Edit an Enrollment

Modify the information in the enrollment and click on **SAVE** to save the changes or click on **SAVE AND PRINT** to save the changes and print the credential.



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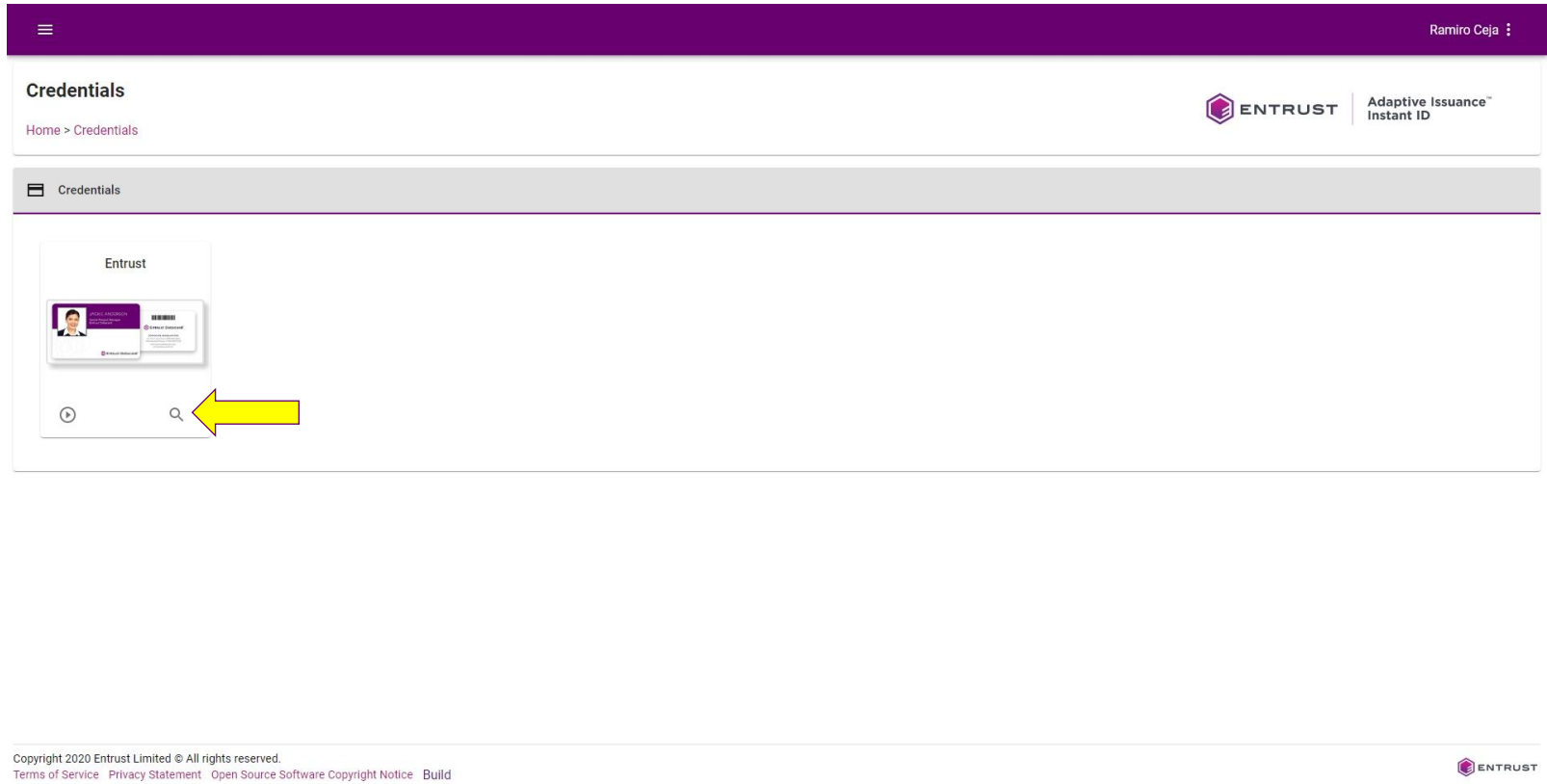
Delete an Enrollment

To delete an enrollment, from the **Credentials** page, click on the **Search** icon.



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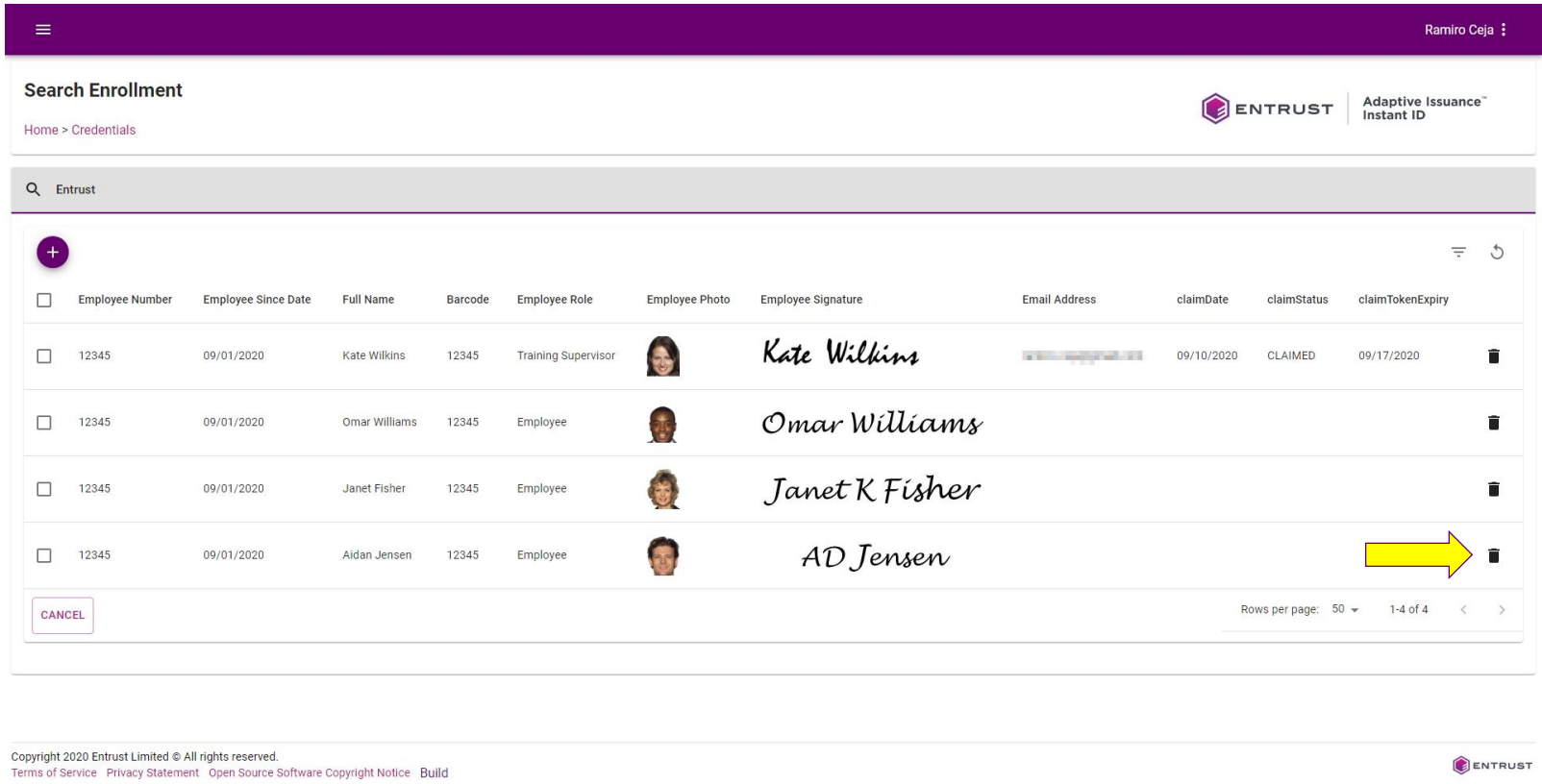
Delete an Enrollment

To delete an enrollment:

- Filter the enrollment list to find the enrollment that you wish to delete (optional).
- Click on the **Delete** icon for the enrollment that you wish to delete.



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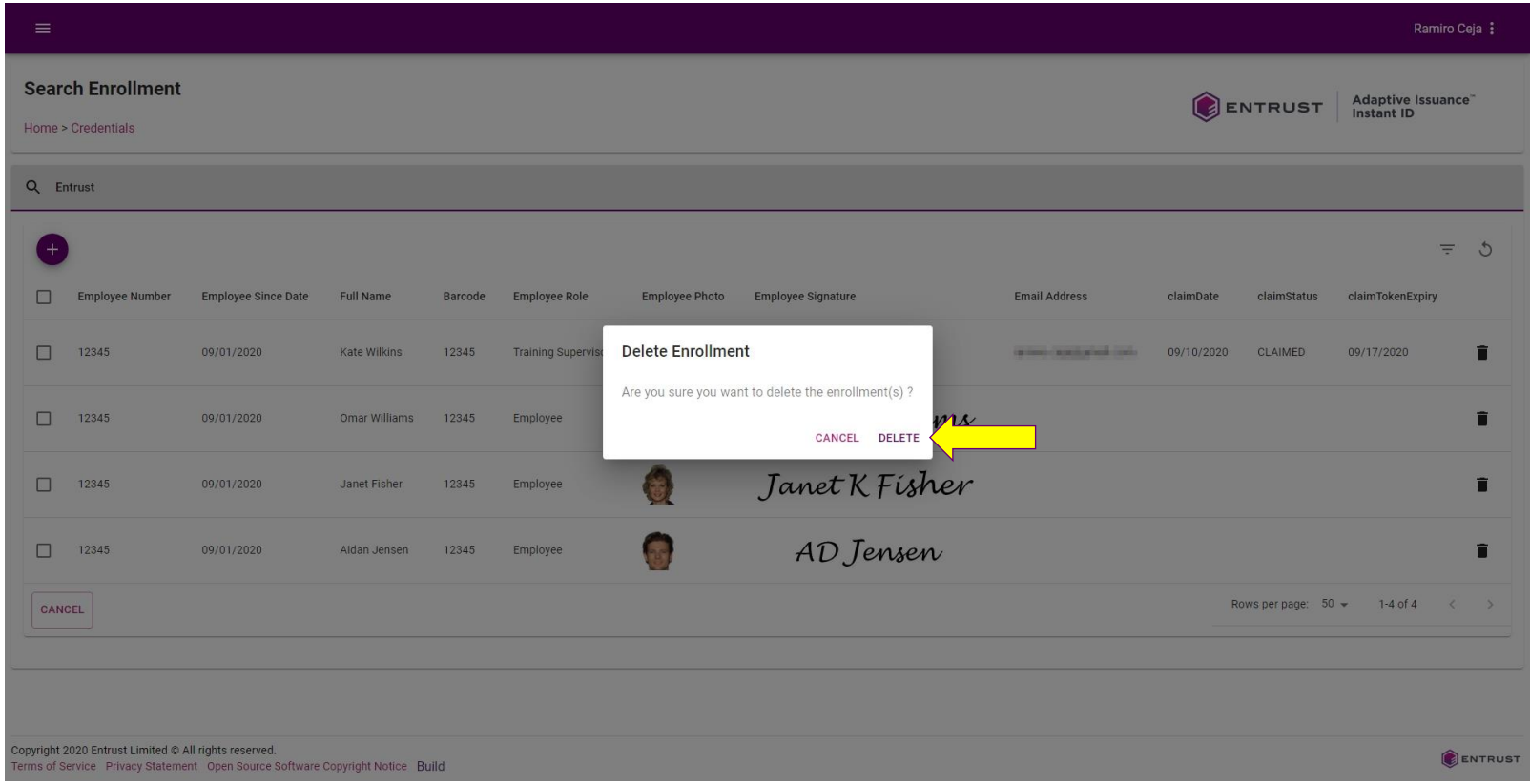
Delete an Enrollment

If you are sure that you want to delete this enrollment, click on **DELETE**.



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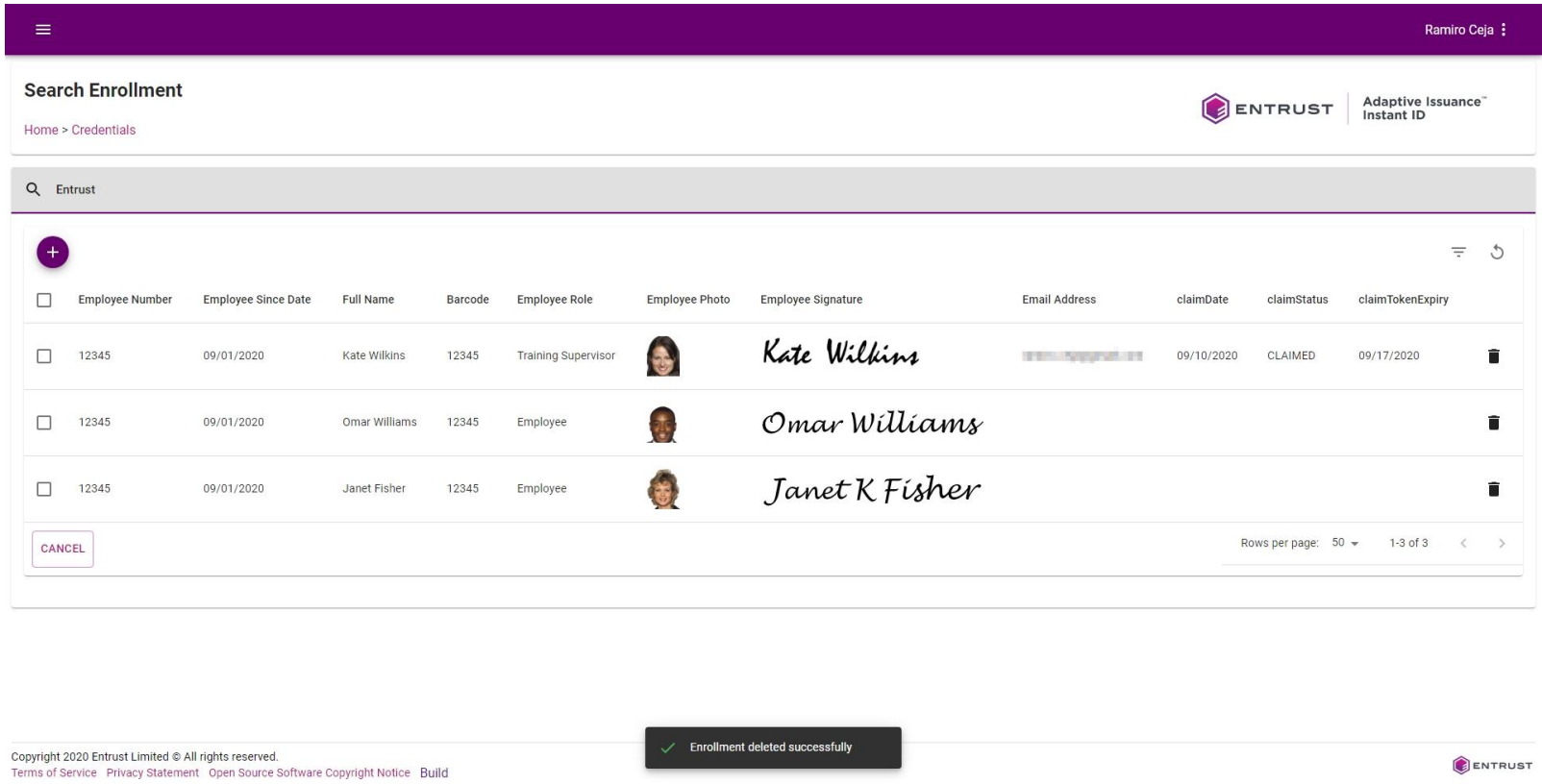
Delete an Enrollment

The enrollment is deleted from the database.



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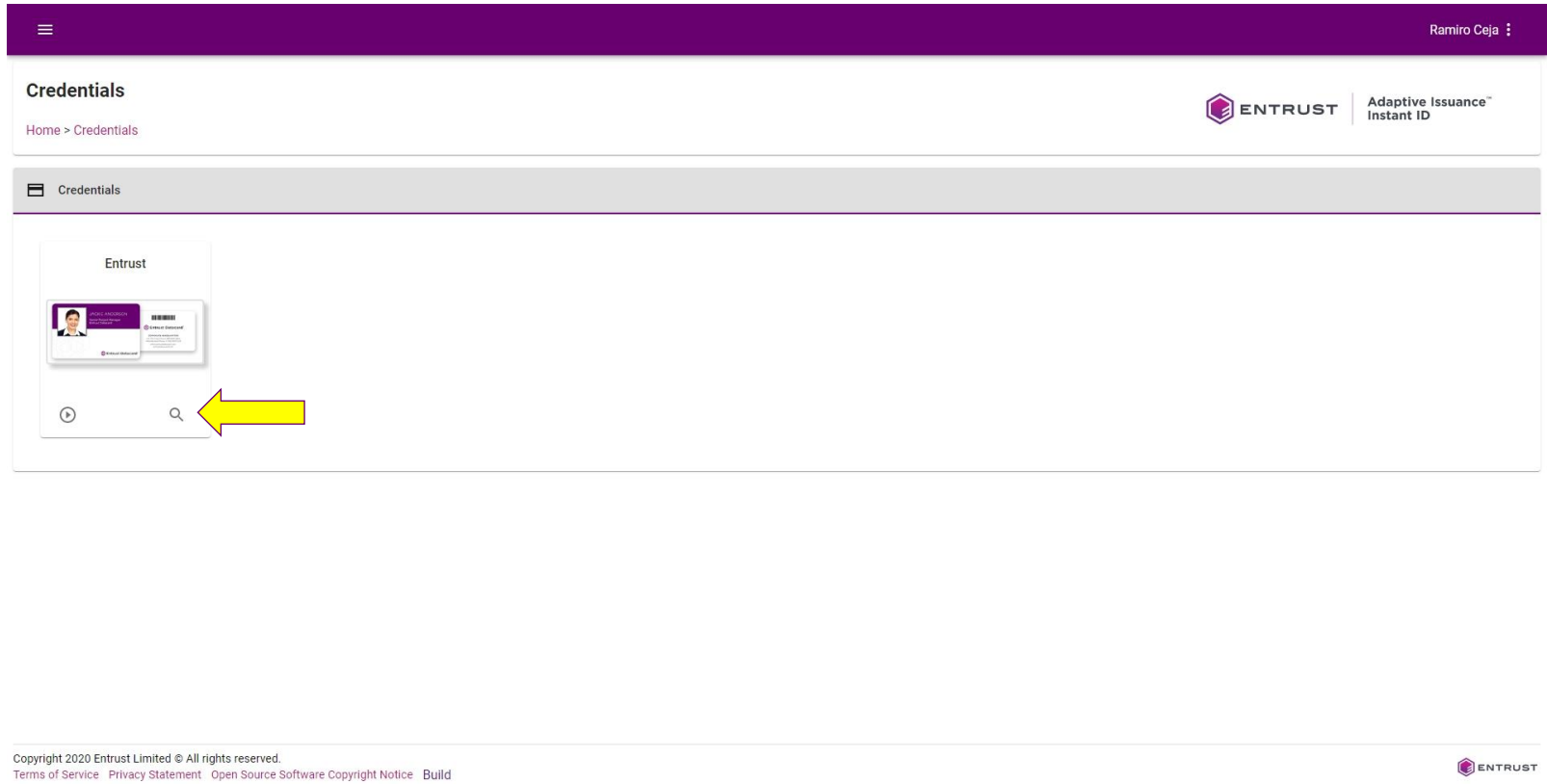
Delete Multiple Enrollments

To delete multiple enrollments, from the **Credentials** page, click on the **Search** icon.



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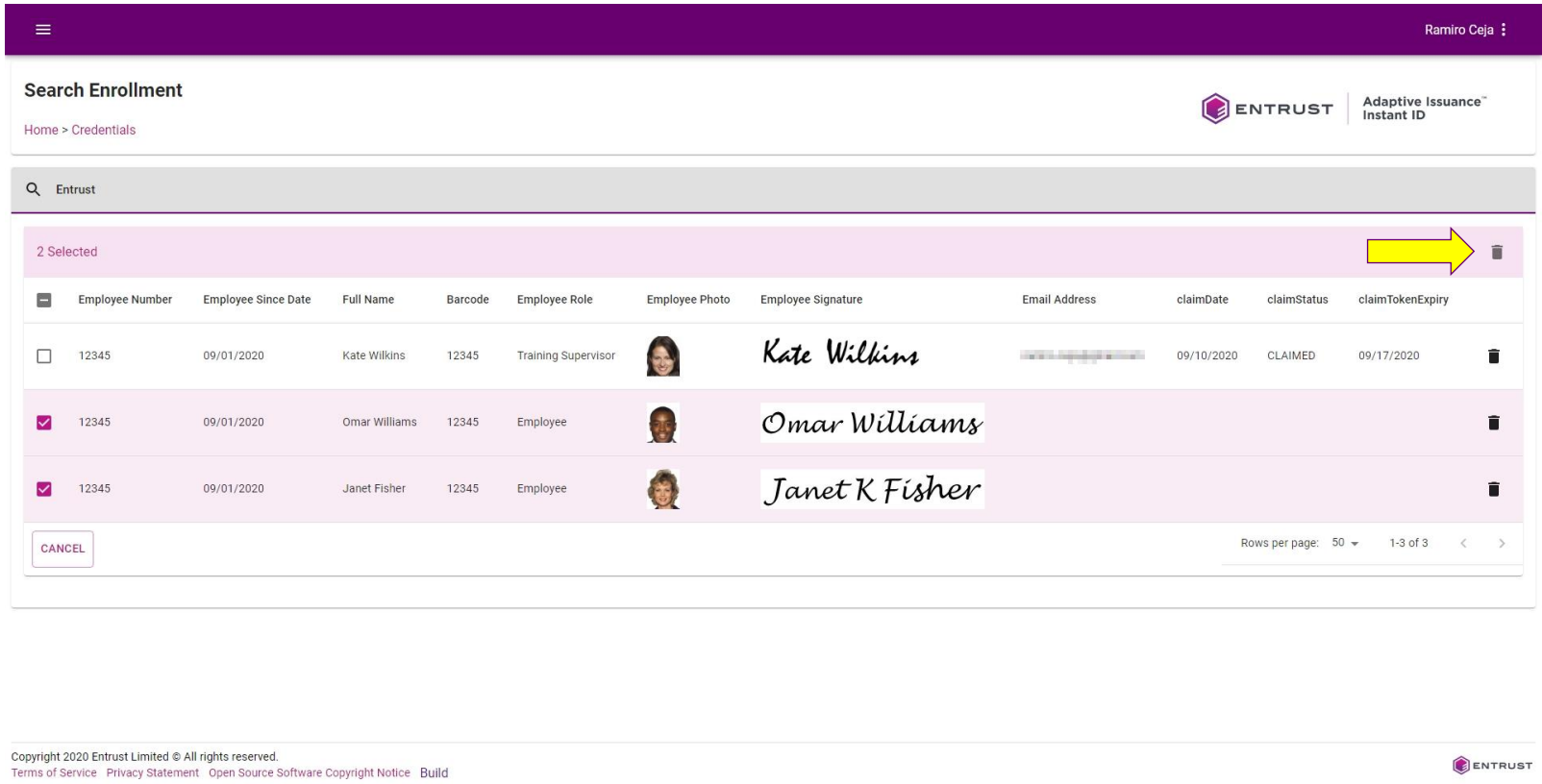
Delete Multiple Enrollments

To delete multiple enrollments:

- Filter the enrollments list to find the enrollments that you wish to delete (optional).
- Check the boxes for the enrollments that you wish to delete and click on the **Delete** icon.



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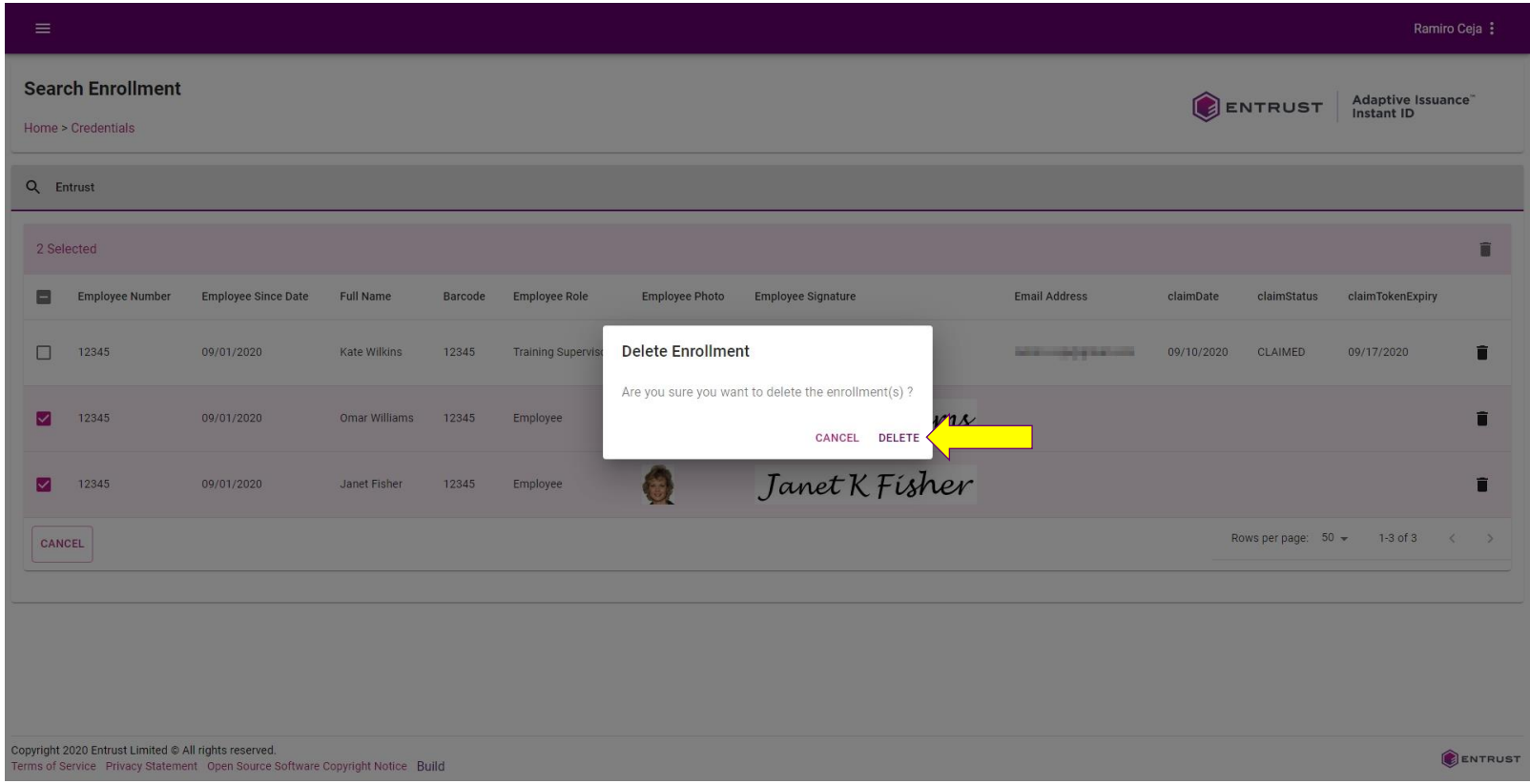
Delete Multiple Enrollments

If you are sure that you want to delete the enrollments, click on **DELETE**.



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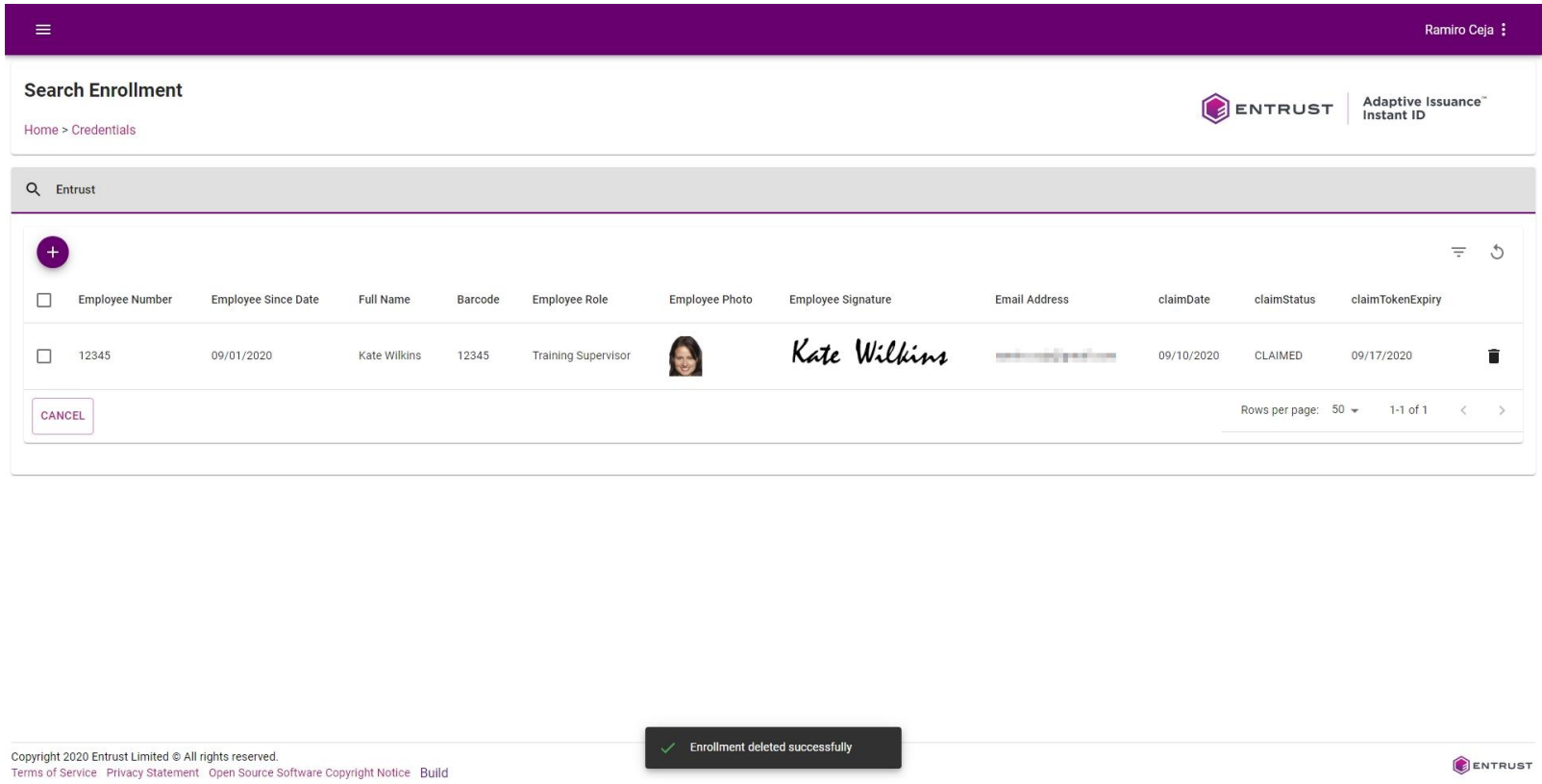
Delete Multiple Enrollments

The enrollments are deleted from the database.



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