

MCA GS & CGS Icons Active at the Same Time

If you have **started the CGS, without first removing the MCA**, start with **Step 1**. If you **haven't started the CGS yet**, start with **Step 5**:

Step 1: Click the "door" icon to exit the CGS

Step 2: Click the **Certification** menu.

Both the **Remove Incomplete Certification** and the **Remove Mid-certification Assessment** options are enabled

Step 3: Click the **Remove Incomplete Certification** option

Step 4: Click **Yes** on the message *"The current certification attempt will be removed for the participant along with all of its related information. This information cannot be recovered after it has been removed. Do you wish to continue?"*

Step 5: Click the **Certification** menu

Step 6: Click the **Remove Mid-certification Assessment** option

Step 7: Click **Yes** on the message *"The incomplete mid-certification assessment will be cancelled. Information collected will be retained but will not count toward a new assessment. Do you want to continue?"*

Step 8: If a **Nutrition Assessment** was performed in the MCA GS or the CGS, **delete it in the Participant Folder**

Step 9: Click the **CGS** icon to start a new certification

Step 10: If a Ht/Wt and/or Blood record was completed in the MCA GS, you will need to "edit" the record in order for the CGS to recognize it as part of the certification

Step- 11: Click on **Ht/Wt/Blood**

Click on the **Edit** button

Click **OK**

Click the **Blood** tab

Click the **Edit** button

Click **OK**

Click **Close**