

# Step by step guide – EPLUS Enquiry Module

## Individual Licence - View Licence Details

**Step 1:** After Login, Click on "VIEW LICENCE DETAILS"

The screenshot shows the 'Active Licence List' page in the EPLUS Enquiry Module. The page has a header with navigation links: HOME > E-SERVICES > ELECTRONIC POLICE LICENSING COMPUTERISED SYSTEM. Below the header is a search bar and a table of active licences. The table has columns for Serial Number, Licence No., Licence Type, Company Name, UEN, Licensee Name, Valid From, Valid To, Business Operating Address, and Actions. There are five licences listed. The 'Actions' column for each licence contains buttons: 'VIEW ACTIVE STAFF', 'SEARCH INDIVIDUAL LICENCE', and 'VIEW LICENCE DETAILS'. The 'VIEW LICENCE DETAILS' button for the fifth licence (Serial Number 5) is highlighted with a mouse cursor.

Serial Number	Licence No.	Licence Type	Company Name	UEN	Licensee Name	Valid From	Valid To	Business Operating Address	Actions
1	ABC123456	Registered In-House Employer	Doe Enterprises		John Doe	2023-01-01	2025-01-01	1234 Elm Street, Springfield, IL, 62701	<a href="#">VIEW ACTIVE STAFF</a> <a href="#">SEARCH INDIVIDUAL LICENCE</a>
2	DEF234567	Private Investigation Agency	Smith Solutions		Jane Smith	2022-06-15	2024-06-15	5678 Oak Avenue, Springfield, IL, 62702	<a href="#">VIEW ACTIVE STAFF</a> <a href="#">SEARCH INDIVIDUAL LICENCE</a>
3	GHI345678	Security Agency	Johnson Innovations		Alice Johnson	2021-03-20	2023-03-20	9101 Maple Road, Springfield, IL, 62703	<a href="#">VIEW ACTIVE STAFF</a> <a href="#">SEARCH INDIVIDUAL LICENCE</a> <a href="#">VIEW DEPLOYMENT SITE</a>
4	JKL456789	Private Investigator	Brown Enterprises		Robert Brown	2020-09-10	2022-09-10	1213 Pine Street, Springfield, IL, 62704	<a href="#">VIEW LICENCE DETAILS</a>
5	MNO567890	Security Officer	Davis Ventures		Emily Davis	2023-04-01	2025-04-01	1415 Cedar Lane, Springfield, IL, 62705	<a href="#">VIEW LICENCE DETAILS</a>

Step 1 screenshot

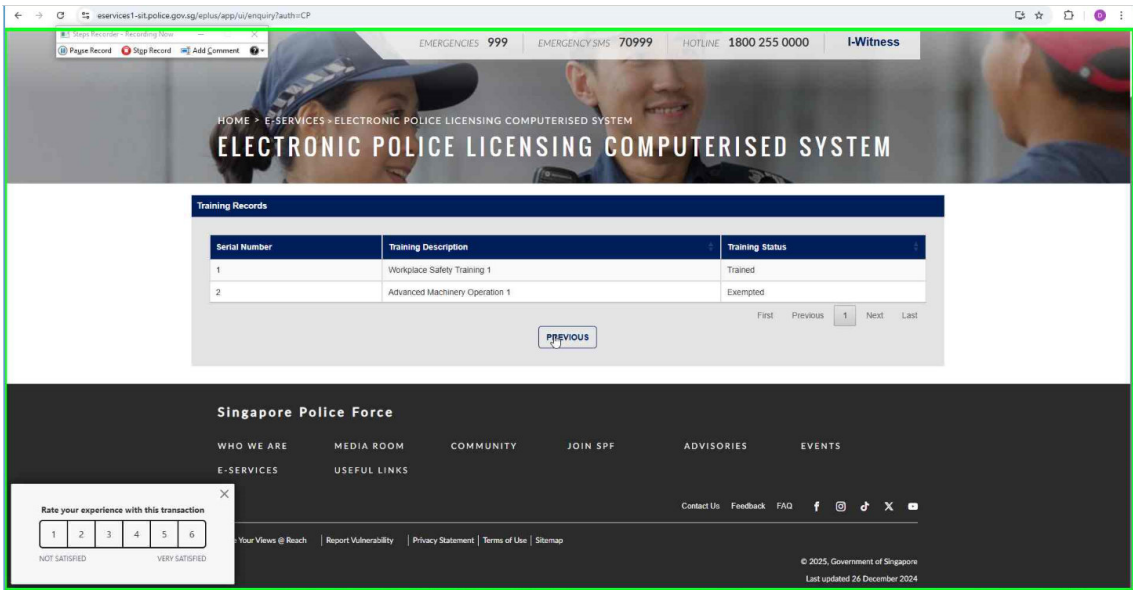
**Step 2:** Click on "View Training Records"

The screenshot shows the 'Licence Details' page in the EPLUS Enquiry Module. The page has a header with navigation links: HOME > E-SERVICES > ELECTRONIC POLICE LICENSING COMPUTERISED SYSTEM. Below the header is a table with licence details. The table has two columns: Licence Details and Licence Information. The 'Licence Details' column contains: Pass ID, ID No., Name, Licence Status, Licence Expiry, Training Status, Training Records, Details of Employment, PWM Grade, and Year-In-Grade for PWM Grade. The 'Licence Information' column contains: P12345678, ID1234567890, John Doe, ACTIVE, 30/05/2029, Completed, View Training Records, View Details, A, and 01/07/2024. The 'View Training Records' link is highlighted with a mouse cursor. Below the table is a 'PREVIOUS' button. At the bottom of the page is a footer with a rating bar and navigation links: HOME, ABOUT US, MEDIA ROOM, COMMUNITY, JOIN SPF, ADVISORIES, EVENTS, SERVICES, and USEFUL LINKS.

Licence Details	Licence Information
Pass ID	P12345678
ID No.	ID1234567890
Name	John Doe
Licence Status	ACTIVE
Licence Expiry	30/05/2029
Training Status	Completed
Training Records	<a href="#">View Training Records</a>
Details of Employment	<a href="#">View Details</a>
PWM Grade	A
Year-In-Grade for PWM Grade	01/07/2024

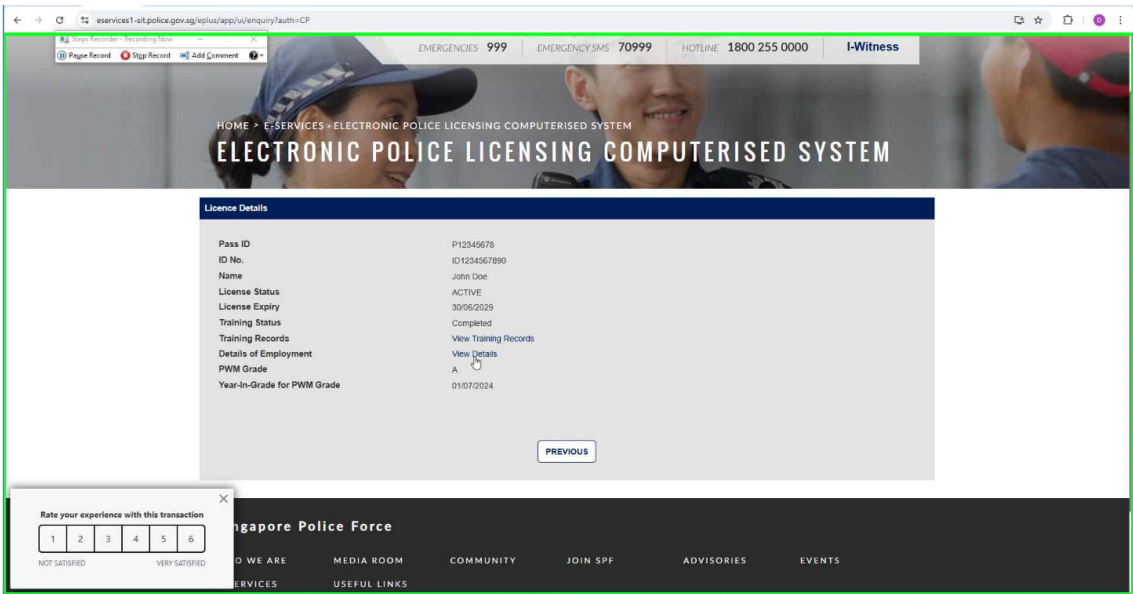
Step 2 screenshot

**Step 3:** Click on "PREVIOUS (button)" to go back to Step 2 screenshot.



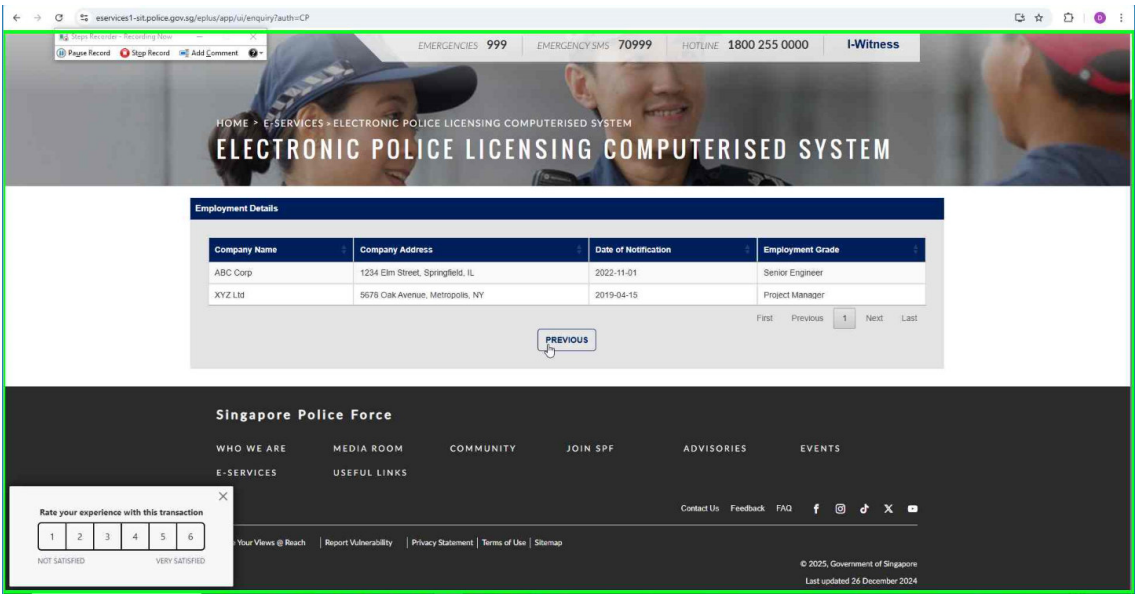
Step 3 screenshot

**Step 4:** Click on "View Details"



Step 4 screenshot

**Step 5:** Click on "PREVIOUS (button)" to go back to Step 2 screenshot.



Step 5 screenshot