



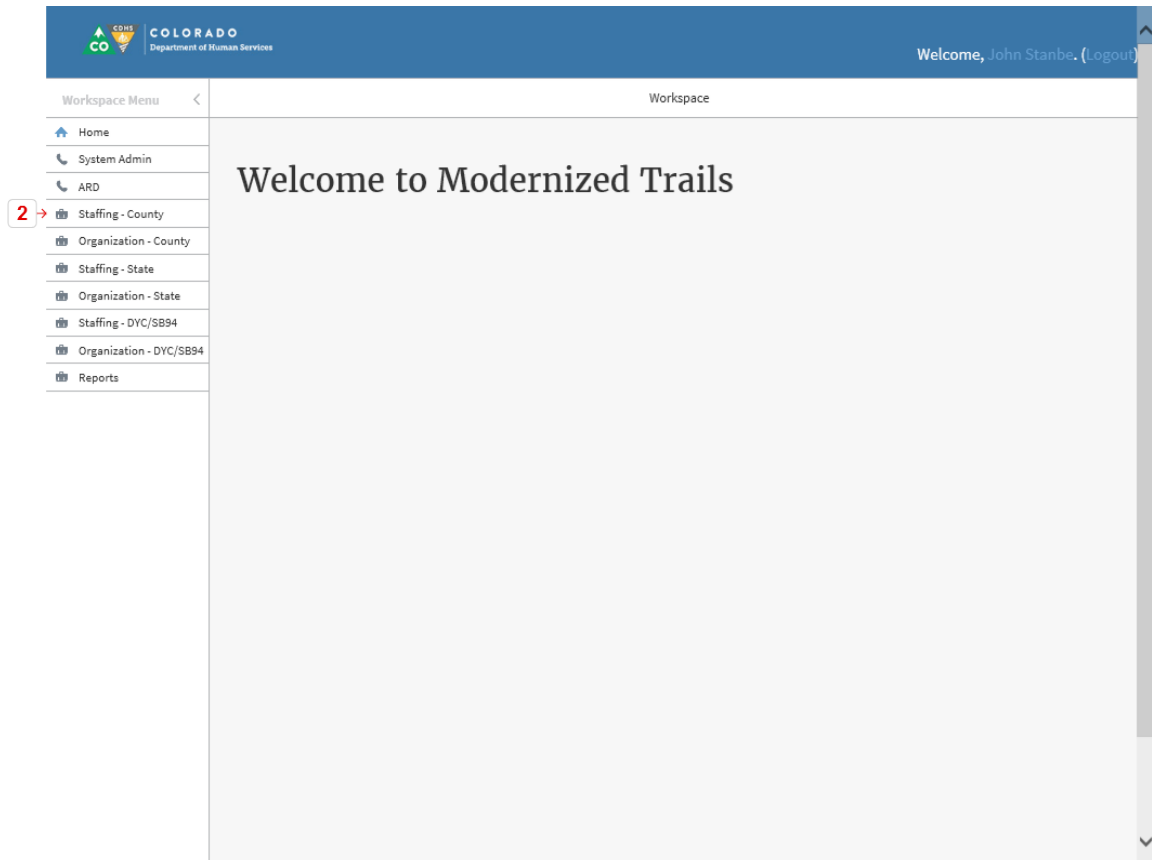
Purpose

This Job Aid provides you with a document that describes how to perform the task. You can print this document or save it to your local hard drive.

Procedure

1. Follow the steps below to complete the task:

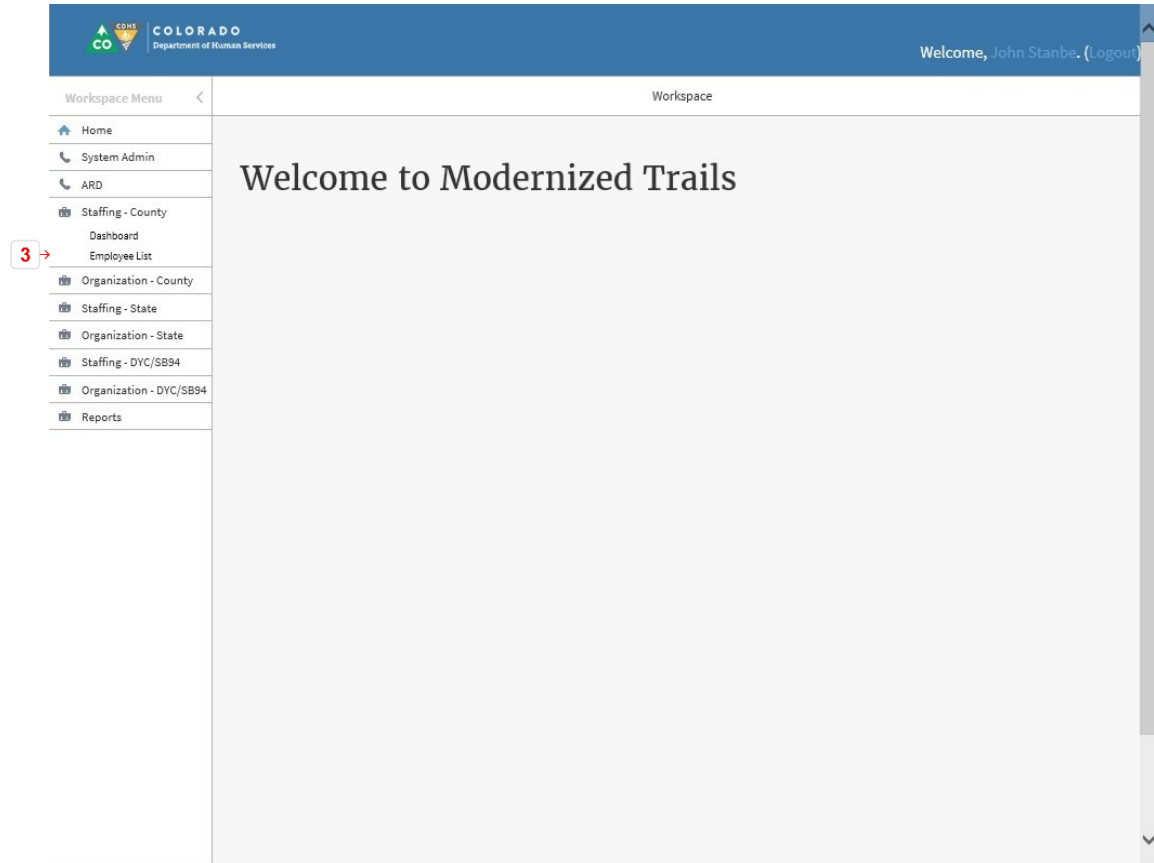
Colorado Trails



2. Click the **Staffing - County** menu item.  Staffing - County



Colorado Trails



3. Click the **Employee List** menu item. Employee List



Employee List

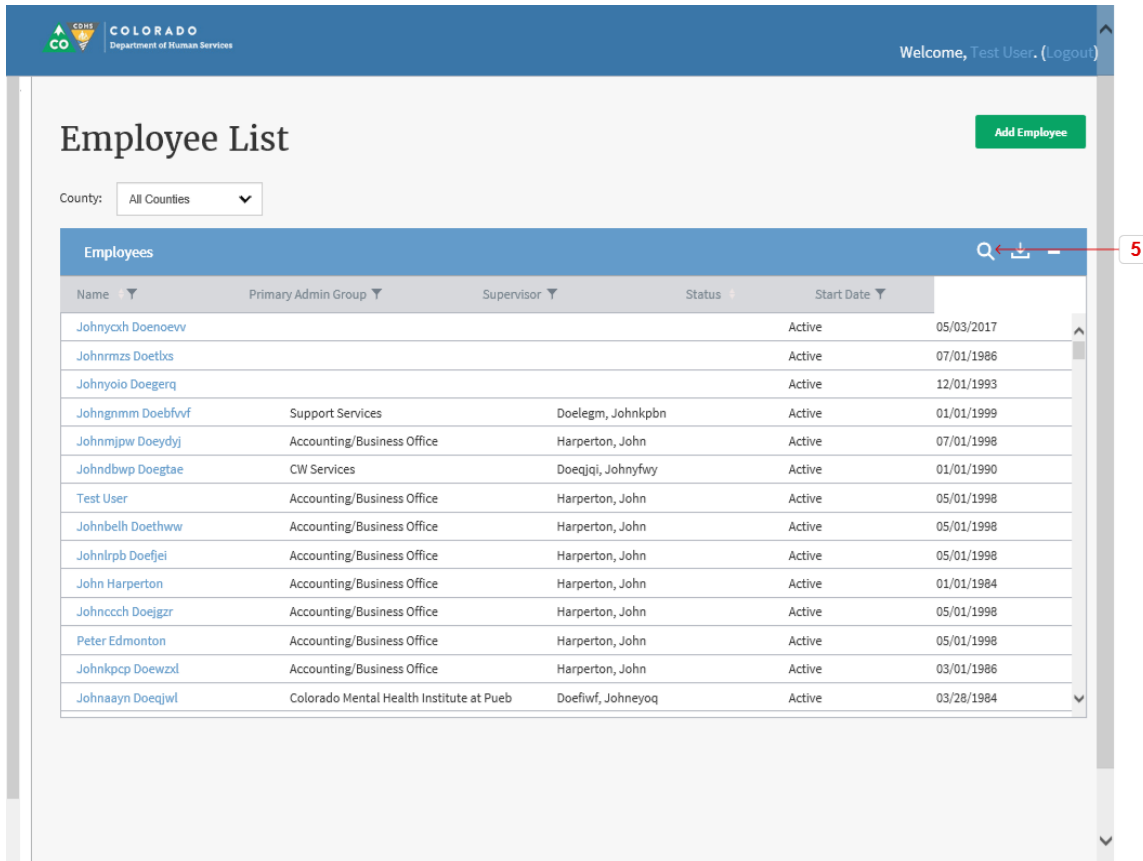
County: All Counties

| Name | Primary Admin Group | Supervisor | Status | Start Date |
|------------------|--|-------------------|--------|------------|
| Johnyxcx Doenoev | | | Active | 05/03/2017 |
| Johnmzs Doetxs | | | Active | 07/01/1986 |
| Johnyio Doegerq | | | Active | 12/01/1993 |
| Johnmmm Doebfvf | Support Services | Doelegm, Johnkpbn | Active | 01/01/1999 |
| Johnmjpw Doedyj | Accounting/Business Office | Harperton, John | Active | 07/01/1998 |
| Johndbwp Doegtae | CW Services | Doejqil, Johnyfwy | Active | 01/01/1990 |
| Test User | Accounting/Business Office | Harperton, John | Active | 05/01/1998 |
| Johnbelh Doethww | Accounting/Business Office | Harperton, John | Active | 05/01/1998 |
| Johnlrpb Doefjei | Accounting/Business Office | Harperton, John | Active | 05/01/1998 |
| John Harperton | Accounting/Business Office | Harperton, John | Active | 01/01/1984 |
| Johnccch Doejgzz | Accounting/Business Office | Harperton, John | Active | 05/01/1998 |
| Peter Edmonton | Accounting/Business Office | Harperton, John | Active | 05/01/1998 |
| Johnkpcp Doewzdl | Accounting/Business Office | Harperton, John | Active | 03/01/1986 |
| Johnaayn Doejqwl | Colorado Mental Health Institute at Pueb | Doefiwf, Johneyoq | Active | 03/28/1984 |

4. The Employee List screen displays.

 The **Employee List** screen displays.

Employee List



Employees

| Name | Primary Admin Group | Supervisor | Status | Start Date |
|------------------|--|-------------------|--------|------------|
| Johnyck Doenoev | | | Active | 05/03/2017 |
| Johnmzs Doetbs | | | Active | 07/01/1986 |
| Johnyolo Doegerq | | | Active | 12/01/1993 |
| Johnnm Doebfvf | Support Services | Doelegm, Johnkpb | Active | 01/01/1999 |
| Johnmjp Doeydyj | Accounting/Business Office | Harperton, John | Active | 07/01/1998 |
| Johnbwp Doegtae | CW Services | Doeqji, Johnyfwy | Active | 01/01/1990 |
| Test User | Accounting/Business Office | Harperton, John | Active | 05/01/1998 |
| Johnbelh Doethhw | Accounting/Business Office | Harperton, John | Active | 05/01/1998 |
| Johnlrpb Doefjei | Accounting/Business Office | Harperton, John | Active | 05/01/1998 |
| John Harperton | Accounting/Business Office | Harperton, John | Active | 01/01/1984 |
| Johnccch Doejzr | Accounting/Business Office | Harperton, John | Active | 05/01/1998 |
| Peter Edmonton | Accounting/Business Office | Harperton, John | Active | 05/01/1998 |
| Johnkpcp Doewzxl | Accounting/Business Office | Harperton, John | Active | 03/01/1986 |
| Johnaayn Doeqjwl | Colorado Mental Health Institute at Pueb | Doefwif, Johnyoyq | Active | 03/28/1984 |

5. Click the **Search** button. 



Employee List

Employees

Search

| Name | Primary Admin Group | Supervisor | Status | Start Date |
|------------------|--|-------------------|--------|------------|
| Johnyck Doenoev | | | Active | 05/03/2017 |
| Johnrmzs Doetbs | | | Active | 07/01/1986 |
| Johnyoio Doegerq | | | Active | 12/01/1993 |
| Johnnmnm Doebfvf | Support Services | Doelegm, Johnkpbm | Active | 01/01/1999 |
| Johnmjpw Doeydyj | Accounting/Business Office | Harperton, John | Active | 07/01/1998 |
| Johndbwp Doegtae | CW Services | Doeqaj, Johnyfwy | Active | 01/01/1990 |
| Test User | Accounting/Business Office | Harperton, John | Active | 05/01/1998 |
| Johnbelh Doethww | Accounting/Business Office | Harperton, John | Active | 05/01/1998 |
| Johnlrpb Doefjei | Accounting/Business Office | Harperton, John | Active | 05/01/1998 |
| John Harperton | Accounting/Business Office | Harperton, John | Active | 01/01/1984 |
| Johnccch Doejgzz | Accounting/Business Office | Harperton, John | Active | 05/01/1998 |
| Peter Edmonton | Accounting/Business Office | Harperton, John | Active | 05/01/1998 |
| Johnkpcp Doewzdl | Accounting/Business Office | Harperton, John | Active | 03/01/1986 |
| Johnaayn Doeqjwl | Colorado Mental Health Institute at Pueb | Doefiwf, Johneyoq | Active | 03/28/1984 |

6. As required, complete/review the following fields:

| Field | Description |
|--------|--------------------------|
| Search | Example: Edmon |



Employee List

Employee List

County: All Counties

| Name | Primary Admin Group | Supervisor | Status | Start Date |
|--------------------------------|----------------------------|-----------------|--------|------------|
| Peter Edmonton | Accounting/Business Office | Harperton, John | Active | 05/01/1998 |

<https://trails-dev.state.co.us/Organization/EmployeeDetails?username=EDMONSPX>

- 7. Click the **Peter Edmonton** link.
[Peter Edmonton](#)



Employee Details - Colorado Trails

CDHS COLORADO Department of Human Services Welcome, Test User. (Logout)

[Back To Employee List](#)


Peter Edmonton [Unlock User](#) [Cancel](#) [Save Changes](#)

Lock Reason: On leave of Absence until 06/01/2017.

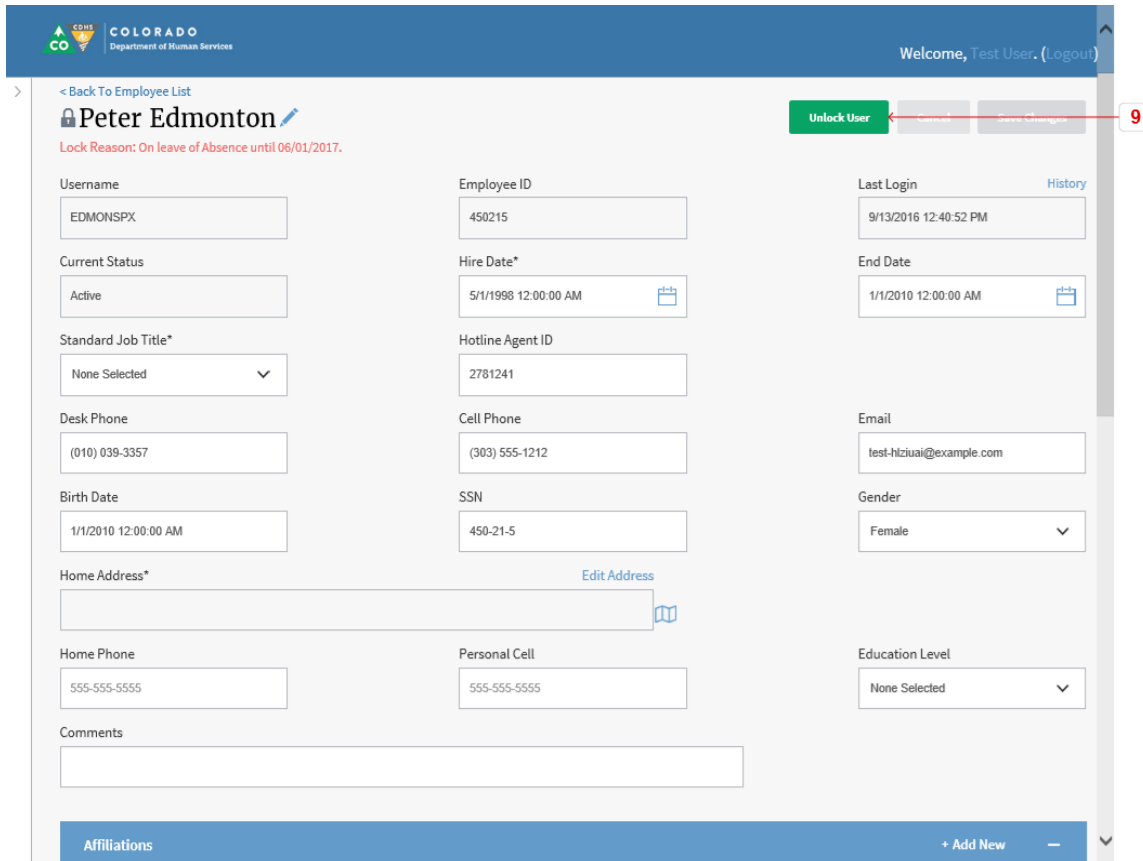
| | | |
|---|---|--|
| Username <input type="text" value="EDMONSPX"/> | Employee ID <input type="text" value="450215"/> | Last Login History <input type="text" value="9/13/2016 12:40:52 PM"/> |
| Current Status <input type="text" value="Active"/> | Hire Date* <input type="text" value="5/1/1998 12:00:00 AM"/> | End Date <input type="text" value="1/1/2010 12:00:00 AM"/> |
| Standard Job Title* <input type="text" value="None Selected"/> | Hotline Agent ID <input type="text" value="2781241"/> | |
| Desk Phone <input type="text" value="(010) 039-3357"/> | Cell Phone <input type="text" value="(303) 555-1212"/> | Email <input type="text" value="test-hizuai@example.com"/> |
| Birth Date <input type="text" value="1/1/2010 12:00:00 AM"/> | SSN <input type="text" value="450-21-5"/> | Gender <input type="text" value="Female"/> |
| Home Address* <input type="text"/> | Edit Address | |
| Home Phone <input type="text" value="555-555-5555"/> | Personal Cell <input type="text" value="555-555-5555"/> | Education Level <input type="text" value="None Selected"/> |
| Comments <input type="text"/> | | |

Affiliations [+ Add New](#)

8. Lock Reason is displayed for locked account.

 The **Lock Reason** is displayed for a locked account.

Employee Details - Colorado Trails



Colorado Trails Department of Human Services

Welcome, Test User. (Logout)

< Back To Employee List

Peter Edmonton

Lock Reason: On leave of Absence until 06/01/2017.

Unlock User

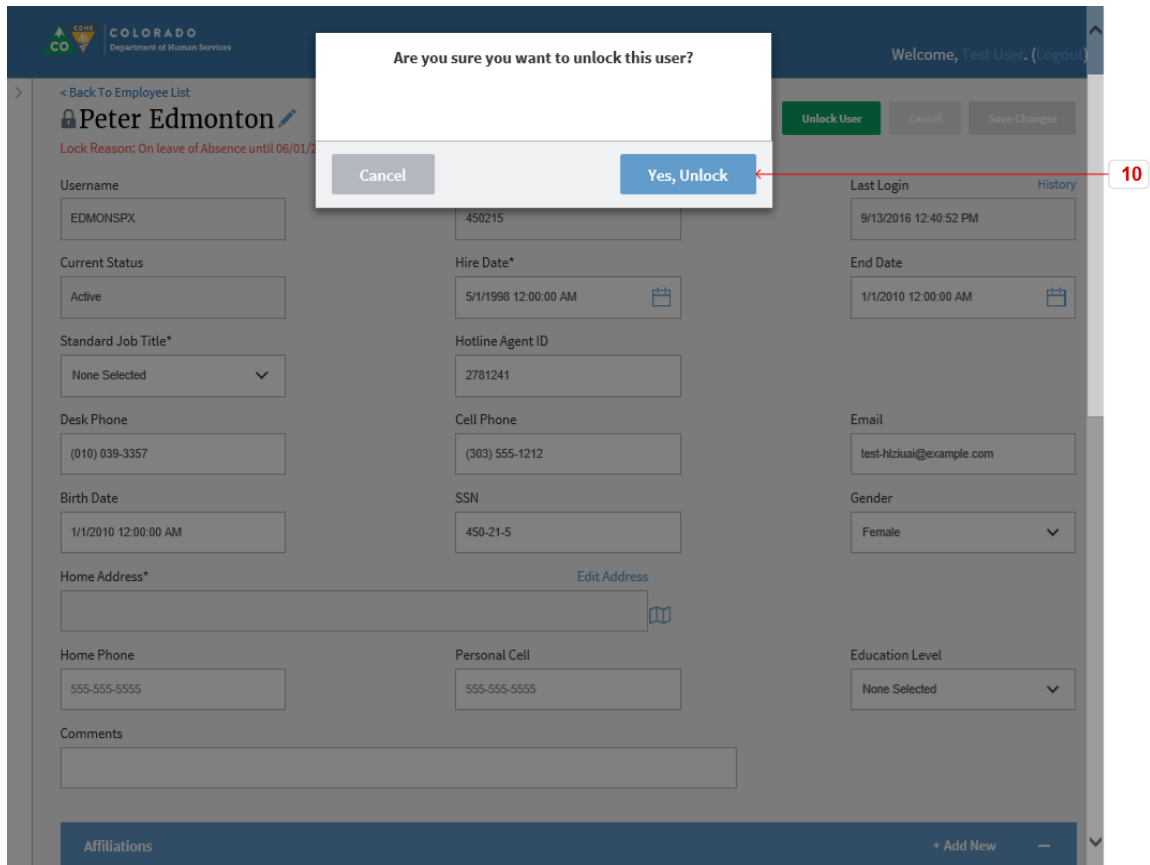
| | | |
|----------------------|------------------------------|--------------------------|
| Username | Employee ID | Last Login |
| EDMONSPX | 450215 | 9/13/2016 12:40:52 PM |
| Current Status | Hire Date* | End Date |
| Active | 5/1/1998 12:00:00 AM | 1/1/2010 12:00:00 AM |
| Standard Job Title* | Hotline Agent ID | |
| None Selected | 2781241 | |
| Desk Phone | Cell Phone | Email |
| (010) 039-3357 | (303) 555-1212 | test-hiziuai@example.com |
| Birth Date | SSN | Gender |
| 1/1/2010 12:00:00 AM | 450-21-5 | Female |
| Home Address* | Edit Address | |
| | | |
| Home Phone | Personal Cell | Education Level |
| 555-555-5555 | 555-555-5555 | None Selected |
| Comments | | |
| | | |

Affiliations [+ Add New](#)

9. Click the **Unlock User** button.

Unlock User

Employee Details - Colorado Trails



10. Click the **Yes, Unlock** button.





Employee Details - Colorado Trails

11 → [Back To Employee List](#)

Peter Edmonton

Lock User **Cancel** **Save Changes**

Welcome, Test User. (Logout)

| | | |
|---------------------------------------|------------------------------------|---|
| Username EDMONSPX | Employee ID 450215 | Last Login 9/13/2016 12:40:52 PM History |
| Current Status Active | Hire Date* 5/1/1998 12:00:00 AM | End Date 1/1/2010 12:00:00 AM |
| Standard Job Title* None Selected | Hotline Agent ID 2781241 | Email test-hizual@example.com |
| Desk Phone (010) 039-3357 | Cell Phone (303) 555-1212 | Gender Female |
| Birth Date 1/1/2010 12:00:00 AM | SSN 450-21-5 | Education Level None Selected |
| Home Address* <input type="text"/> | Edit Address | |
| Home Phone 555-555-5555 | Personal Cell 555-555-5555 | |
| Comments <input type="text"/> | | |

Affiliations [+ Add New](#)

| County | Admin Group | Unit | Comments | Primary | Start Date | End Date |
|--------|-------------|------|----------|---------|------------|----------|
|--------|-------------|------|----------|---------|------------|----------|

11. Click the < **Back To Employee List** link. [< Back To Employee List](#)