



Purpose

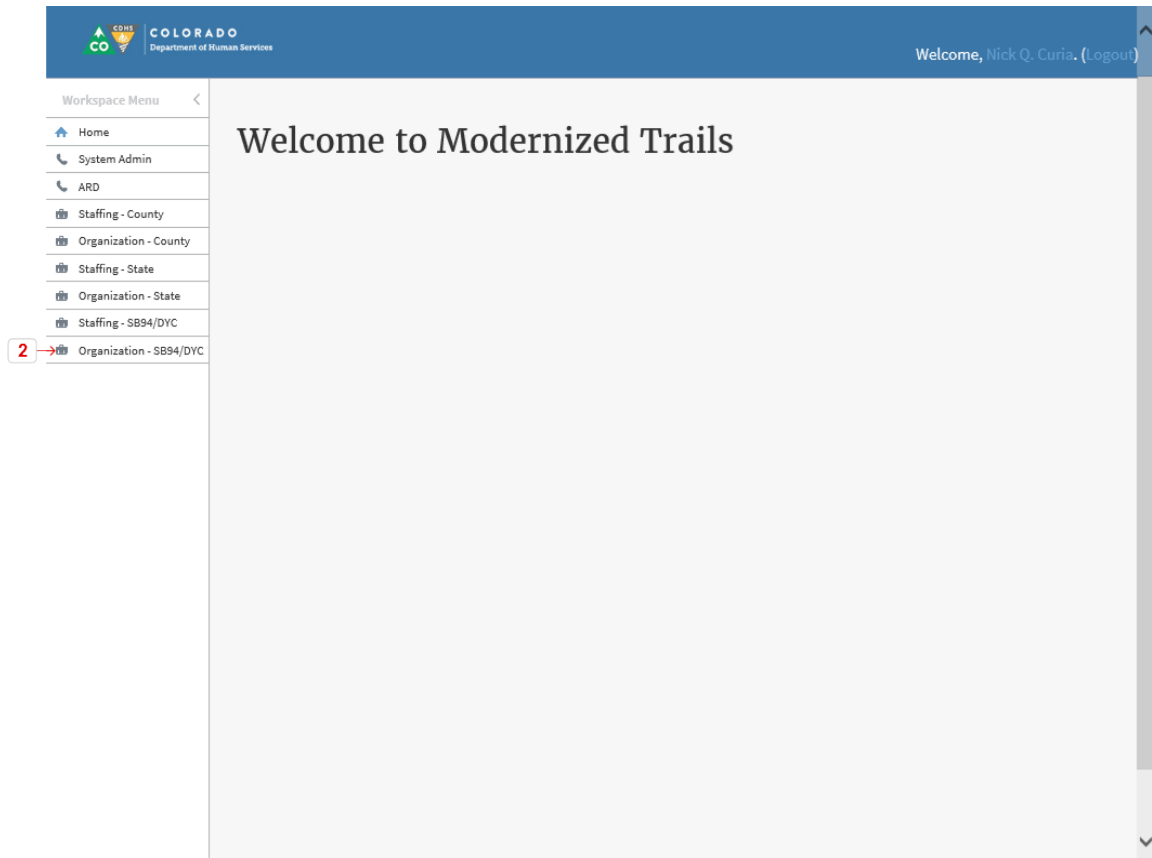
This Job Aid provides you with a document that describes how to perform the task. You can print this document or save it to your local hard drive.



Procedure

1. Follow the steps below to complete the task:

Colorado Trails



2. Click the **Organization - SB94/DYC** menu item.  Organization - SB94/DYC



Colorado Trails

Workspace Menu <

- Home
- System Admin
- ARD
- Staffing - County
- Organization - County
- Staffing - State
- Organization - State
- Staffing - SB94/DYC
- Organization - SB94/DYC
- 3** → SB94/DYC Organization

Welcome to Modernized Trails

Welcome, Nick Q. Curia. (Logout)

3. Click the **SB94/DYC Organization** menu item. [SB94/DYC Organization](#)




Organization

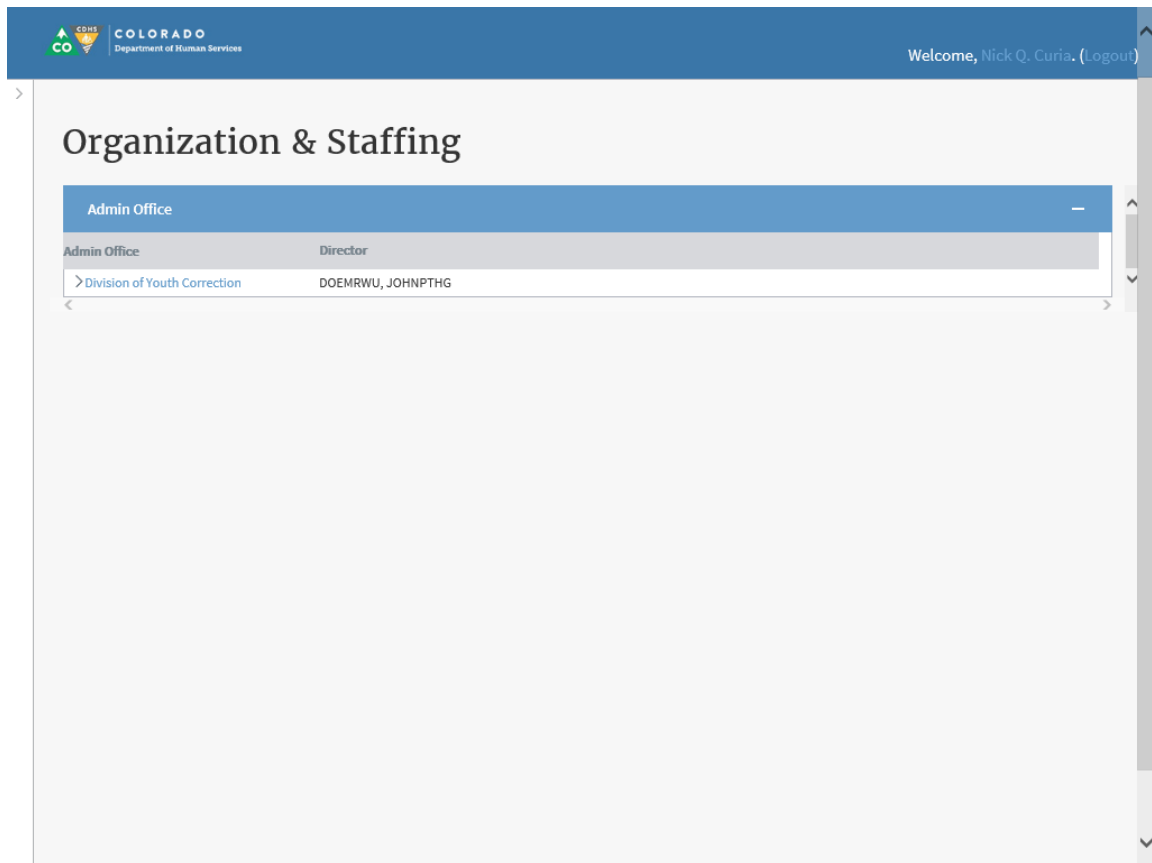
The screenshot shows a web application interface for 'Organization & Staffing'. At the top, there is a blue header with the Colorado Department of Human Services logo on the left and a user greeting 'Welcome, Nick Q. Curia, (Logout)' on the right. Below the header, the main content area is titled 'Organization & Staffing'. A blue tab labeled 'Admin Office' is active. Below the tab, there is a table with two columns: 'Admin Office' and 'Director'. The table contains one row with the following data:

Admin Office	Director
> Division of Youth Correction	DOEMRWU, JOHNPHTG

4. Organization & Staffing

 The Organization & Staffing page displays.


Organization



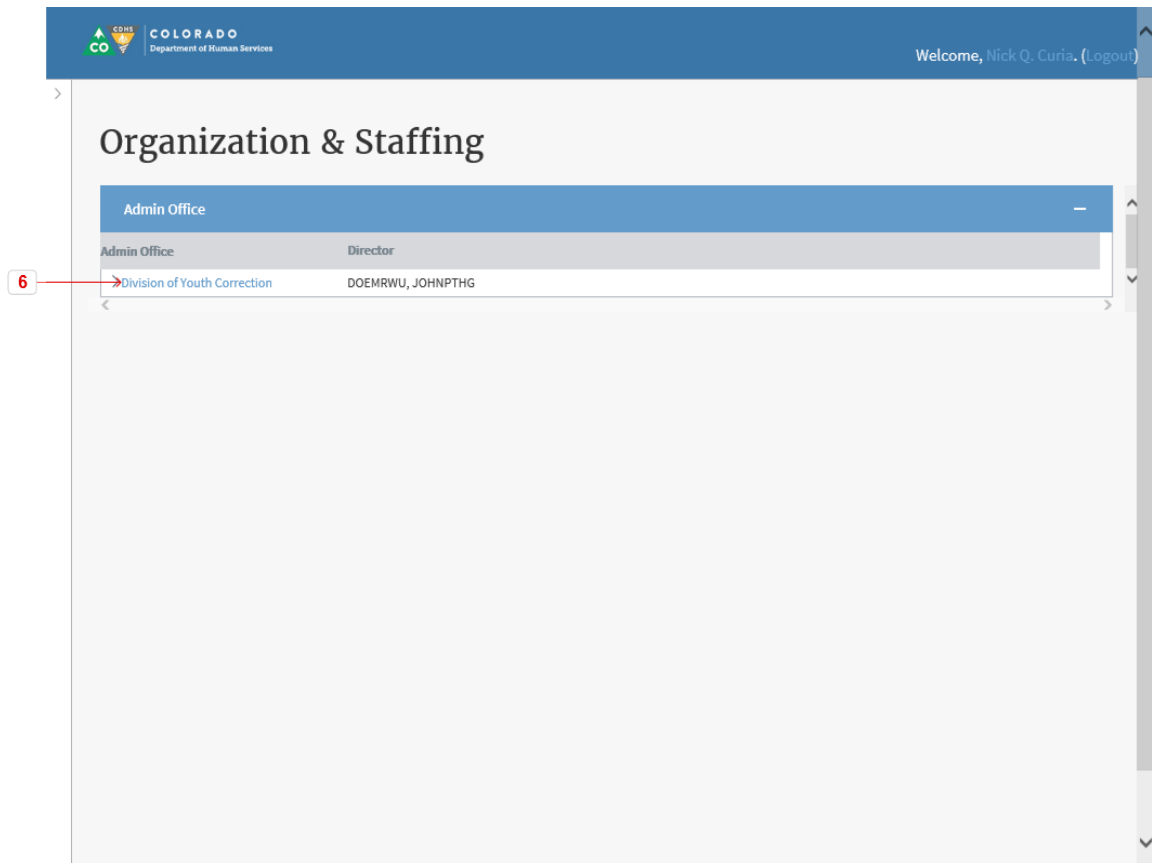
The screenshot shows a web application interface for managing an organization. At the top, there is a blue header bar with the Colorado Department of Human Services logo on the left and a user greeting "Welcome, Nick Q. Curia, (Logout)" on the right. Below the header, the main content area is titled "Organization & Staffing". A blue expandable menu is open, showing a tree structure of the organization. The menu items are:

- Admin Office
 - Admin Office
 - Director
 - Division of Youth Correction
 - DOEMRWU, JOHNPTHG

5. Admin Office

 A list of all Admin Offices will display in a list.

Organization



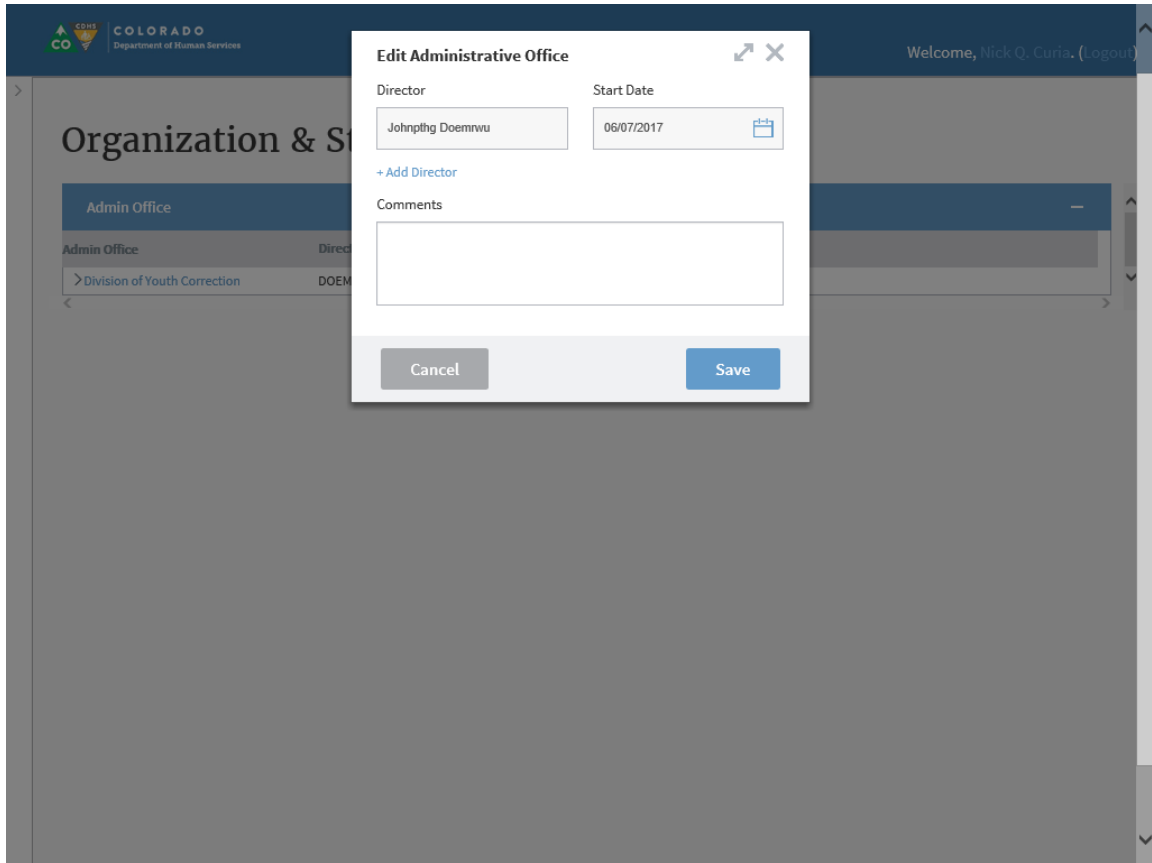
The screenshot displays the 'Organization & Staffing' page. At the top, there is a blue header with the Colorado Department of Human Services logo and the text 'Welcome, Nick Q. Curia. (Logout)'. Below the header, the main content area is titled 'Organization & Staffing'. A table is shown with the following data:

Admin Office	Director
Division of Youth Correction	DOEMRWU, JOHNPTHG

A red arrow points to the 'Division of Youth Correction' link in the 'Admin Office' column, which is highlighted with a red box and the number '6'.

6. To view and edit an admin office's details, click the admin office name link. For this example, click the **Division of Youth Correction** link. [Division of Youth Correction](#)

Organization





The screenshot shows a web application interface for managing administrative offices. A modal window titled "Edit Administrative Office" is open, allowing for the editing of an office's details. The modal contains the following fields and controls:

- Director:** A text input field containing "Johnplthg Doemrwu".
- Start Date:** A date picker field showing "06/07/2017".
- + Add Director:** A blue link to add a new director.
- Comments:** A large text area for entering notes.
- Buttons:** "Cancel" and "Save" buttons at the bottom.

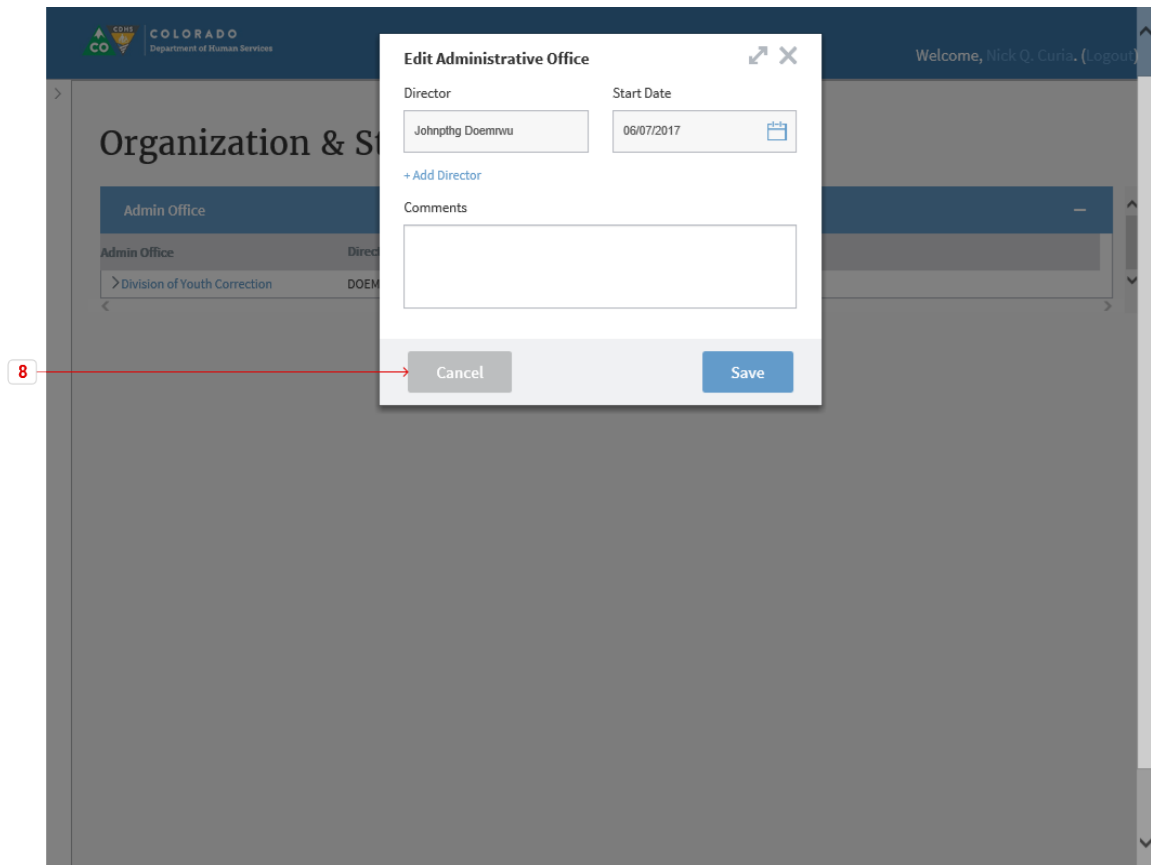
The background interface shows the "Organization & Staff" section with a table of administrative offices. The table has columns for "Admin Office" and "Director". One entry is visible: "Division of Youth Correction" with the director "DOEM".

7. Edit Administrative Office

 The Edit Administrative Office pop-up window displays.

 You can view, add, and edit details for the admin office in this window.

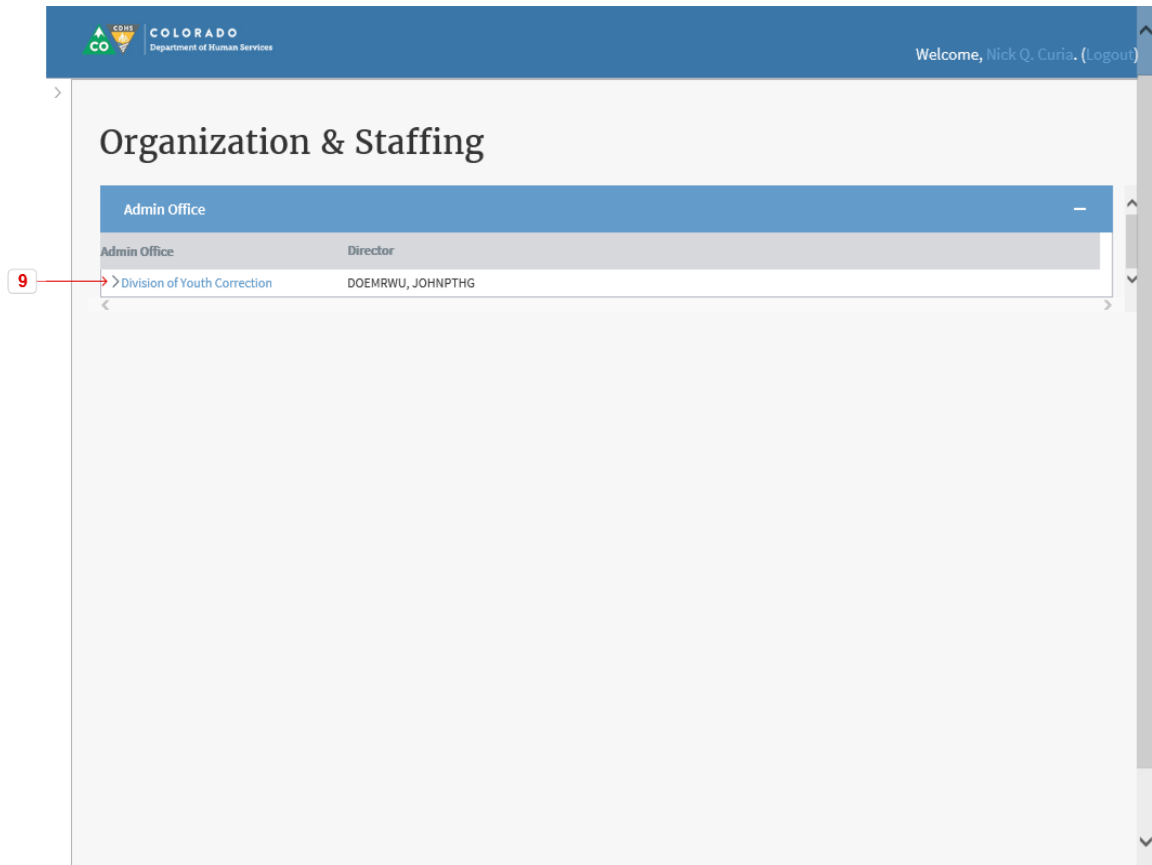
Organization



8. As no changes were made to the details you can cancel out of the window. If edits had been made, you would need to save them. Click the **Cancel** button.



Organization



Organization & Staffing

Admin Office	Director
> Division of Youth Correction	DOEMRWU, JOHNPTHG

9. To view regions associated to the specific admin office, click the **Arrow** next to the admin office name.






Organization

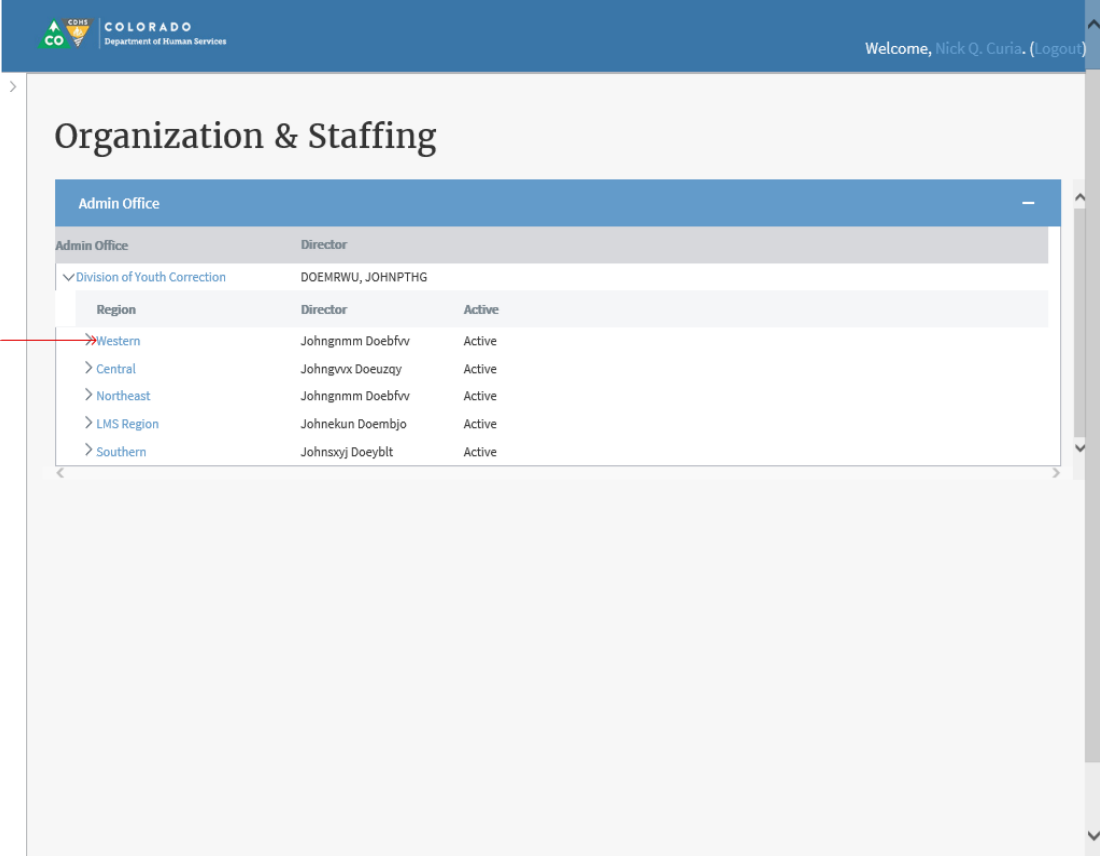
The screenshot shows the 'Organization & Staffing' page in a web application. The header includes the Colorado Department of Human Services logo and a user greeting: 'Welcome, Nick Q. Curia, (Logout)'. The main content area displays a tree view of the organization structure:

- Admin Office
 - Admin Office
 - Director
 - Division of Youth Correction
 - Director: DOEMRWU, JOHNPTHG
 - Region
 - Western: Johngnmm Doebfv, Active
 - Central: Johngvxx Doeuzqy, Active
 - Northeast: Johngnmm Doebfv, Active
 - LMS Region: Johnekun Doembjo, Active
 - Southern: Johnsxyj Doeyblt, Active

10. Region

 The regions associated to the admin office display in a list.

Organization

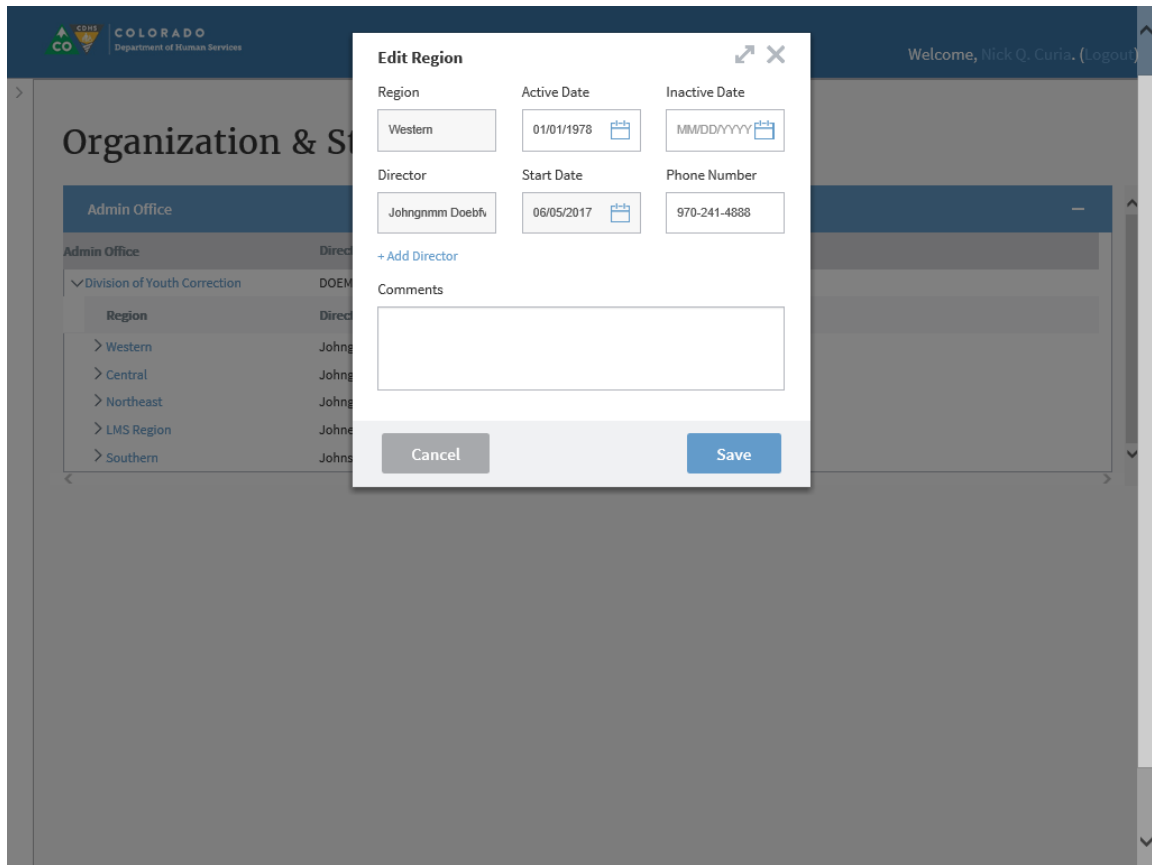


The screenshot shows the 'Organization & Staffing' page in a web application. At the top, there is a blue header with the Colorado Department of Human Services logo and the text 'Welcome, Nick Q. Curia. (Logout)'. Below the header, the main content area is titled 'Organization & Staffing'. A blue box labeled 'Admin Office' is visible. Underneath, there is a table with columns for 'Admin Office', 'Director', 'Region', 'Director', and 'Active'. The table lists the 'Division of Youth Correction' with its director 'DOEMRWU, JOHNPHTG'. Below this, a list of regions is shown: Western, Central, Northeast, LMS Region, and Southern. Each region has a corresponding director and is marked as 'Active'. A red callout box with the number '11' points to the 'Western' region link.

Admin Office	Director	Region	Director	Active
Division of Youth Correction	DOEMRWU, JOHNPHTG	Western	Johngnmm Doebfv	Active
		Central	Johngvxx Doeuzqy	Active
		Northeast	Johngnmm Doebfv	Active
		LMS Region	Johnekun Doembjo	Active
		Southern	Johnsxjy Doeyblt	Active

11. To view and edit a region's details, click the region name link. For this example, click the **Western** link. [Western](#)

Organization





The screenshot shows a web application interface for managing an organization. A modal window titled "Edit Region" is open, allowing for the configuration of a region. The modal contains the following fields:

- Region:** A dropdown menu with "Western" selected.
- Active Date:** A date picker showing "01/01/1978".
- Inactive Date:** A date picker showing a placeholder "MM/DD/YYYY".
- Director:** A dropdown menu with "Johnmm Doebf" selected.
- Start Date:** A date picker showing "06/05/2017".
- Phone Number:** A text input field containing "970-241-4888".
- Comments:** A large text area for entering notes.

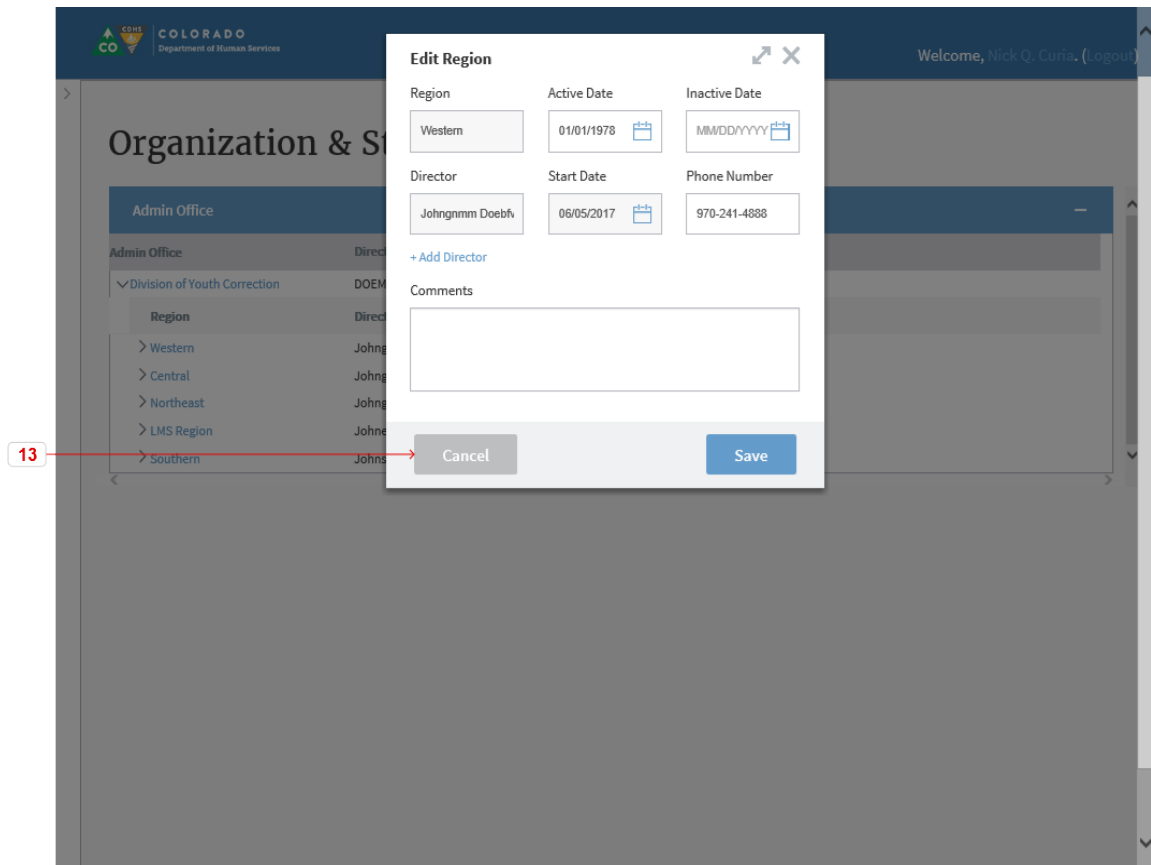
At the bottom of the modal are "Cancel" and "Save" buttons. The background shows a sidebar with a tree view of the organization structure, including "Admin Office", "Division of Youth Correction", and a "Region" list with options like "Western", "Central", "Northeast", "LMS Region", and "Southern".

12. Edit Region

 You can view, add, and edit details for the region in this window.

 The Edit Region pop-up window displays.

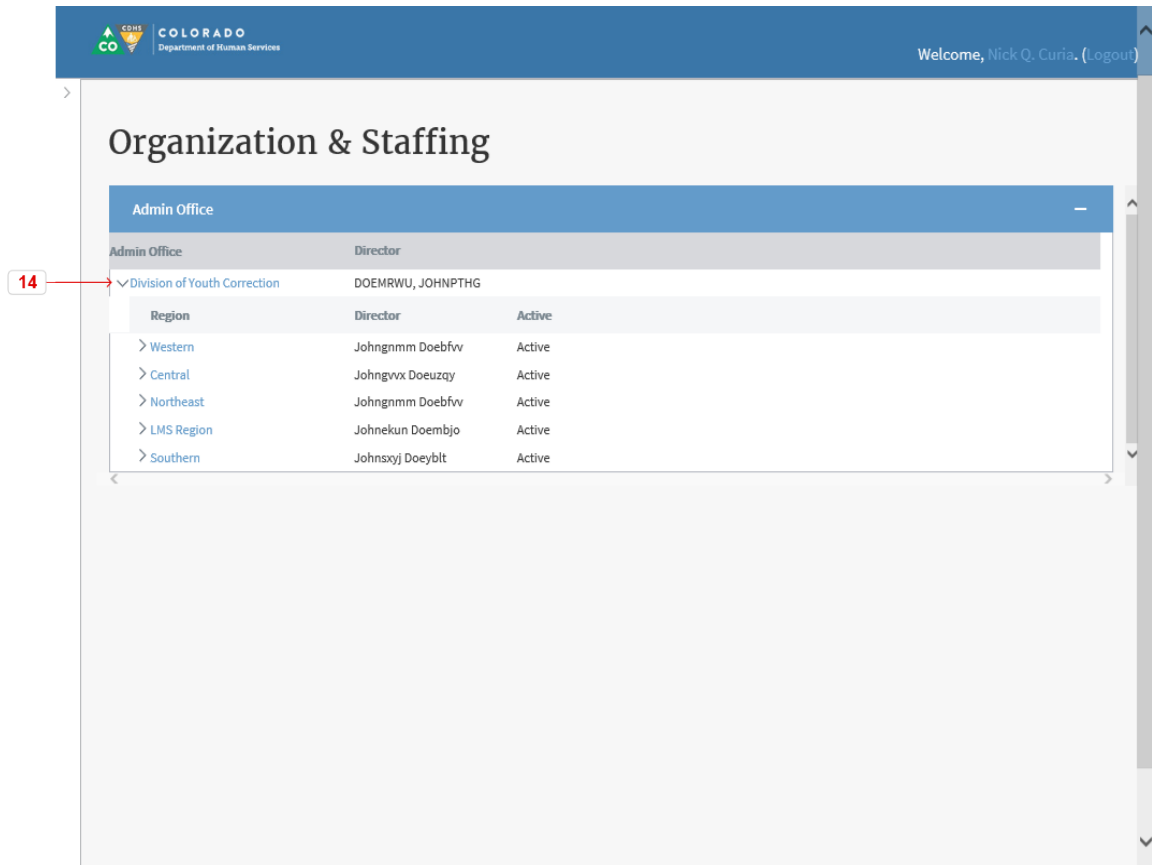
Organization



- 13.** As no changes were made to the details you can cancel out of the window. If edits had been made, you would need to save them. Click the **Cancel** button.

Cancel

Organization



Organization & Staffing

Admin Office		
Admin Office	Director	
▼ Division of Youth Correction	DOEMRWU, JOHNPTHG	
Region	Director	Active
> Western	Johngmm Doebfv	Active
> Central	Johngvx Doeuzqy	Active
> Northeast	Johngmm Doebfv	Active
> LMS Region	Johnekun Doembjo	Active
> Southern	Johnsxjy Doeyblt	Active

14. Click the admin office's **Arrow** to hide the associated regions. ▼