



Purpose

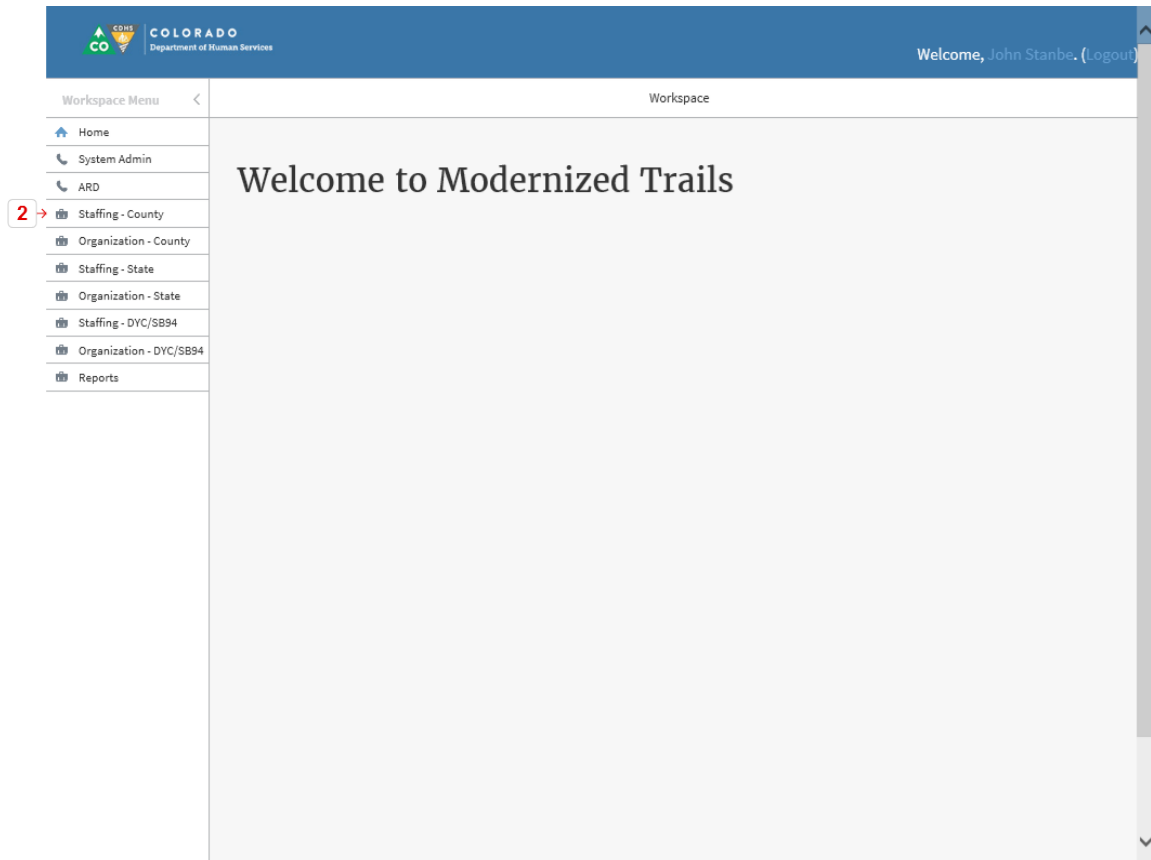
This Job Aid provides you with a document that describes how to perform the task. You can print this document or save it to your local hard drive.



Procedure

1. Follow the steps below to complete the task:

Colorado Trails



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



Colorado Trails

Workspace Menu < | Workspace

Home
System Admin
ARD
Staffing - County Dashboard
3 → Employee List
Organization - County
Staffing - State
Organization - State
Staffing - DYC/SB94
Organization - DYC/SB94
Reports

Welcome to Modernized Trails

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

Employee List



Employee List

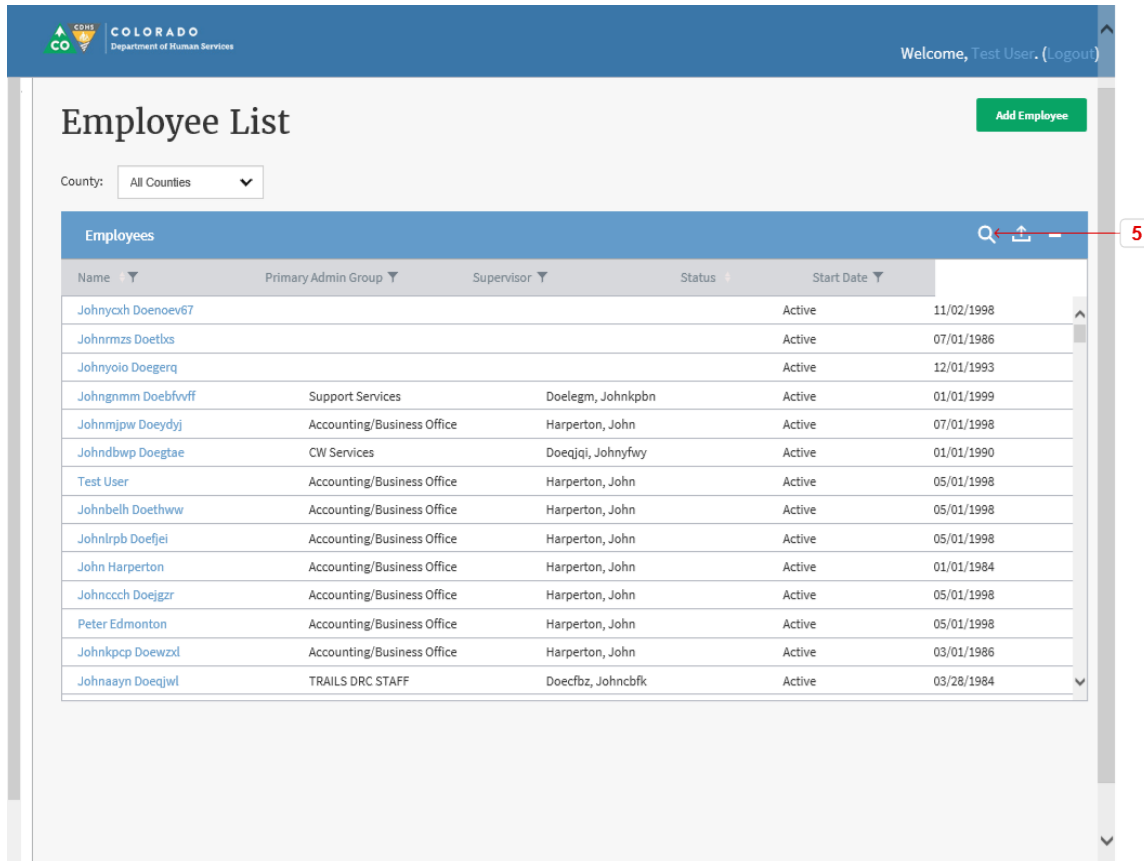
County: All Counties

Name	Primary Admin Group	Supervisor	Status	Start Date
Johnyxxh Doenoev			Active	11/02/1998
Johnmzs Doetxs			Active	07/01/1986
Johnyoi Doegerq			Active	12/01/1993
Johngmm Doebfv	Support Services	Doevyno, Johnapht	Active	01/01/1999
Johnmjpw Doeydj	Accounting/Business Office	Harperton, John	Active	07/01/1998
Johndbwp Doegtae	CW Services	Doeqjq, 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 Doeifei	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 Doewzd	Accounting/Business Office	Harperton, John	Active	03/01/1986
Johnaayn Doejiwl	TRAILS DRC STAFF	Doecfbz, Johncbfk	Active	03/28/1984

4. The Employee List screen displays.

 The **Employee List** screen displays.


Employee List



Employee List

County:

Name	Primary Admin Group	Supervisor	Status	Start Date
Johnyckh Doenov67			Active	11/02/1998
Johnrmzs Doetbs			Active	07/01/1986
Johnyolo Doegerq			Active	12/01/1993
Johnnmm Doebfvff	Support Services	Doelegm, Johnkpbm	Active	01/01/1999
Johnmjpw Doeydyj	Accounting/Business Office	Harperton, John	Active	07/01/1998
Johnbwp Doegtae	CW Services	Doejqji, 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 Doejgzz	Accounting/Business Office	Harperton, John	Active	05/01/1998
Peter Edmorton	Accounting/Business Office	Harperton, John	Active	05/01/1998
Johnkpcp Doewzdl	Accounting/Business Office	Harperton, John	Active	03/01/1986
Johnaayn Doeqjwl	TRAILS DRC STAFF	Doecfbz, Johncbfk	Active	03/28/1984

5. Click the **Search** button to find an employee by name. 



Employee List

Employee List

County: All Counties

Employees

Name	Primary Admin Group	Supervisor	Status	Start Date
Johnyck Doenov67			Active	11/02/1998
Johnmzs Doetbs			Active	07/01/1986
Johnyoio Doegerq			Active	12/01/1993
Johnnmnm Doebfvff	Support Services	Doelegm, Johnkpbm	Active	01/01/1999
Johnmjpw Doeydyj	Accounting/Business Office	Harperton, John	Active	07/01/1998
Johndbwp Doegtae	CW Services	Doeqjqi, 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
Johncchc Doejgzz	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	TRAILS DRC STAFF	Doecfbz, Johncbfk	Active	03/28/1984

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

Field	R/O/C	Description
Search	R	Example: Peter



Employee List

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



Employee Details - Colorado Trails

COHS COLORADO Department of Human Services

Welcome, Test User. (Logout)

< Back To Employee List

Peter Edmonton

Lock User **8**

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	
Desk Phone (010) 039-3357	Cell Phone (303) 555-1212	Email test-hizuai@example.com
Birth Date 1/1/2010 12:00:00 AM	SSN 450-21-5	Gender Female
Home Address* Edit Address		
Home Phone 555-555-5555	Personal Cell 555-555-5555	Education Level None Selected
Comments		

Affiliations [+ Add New](#)

8. Click the **Lock User** button.





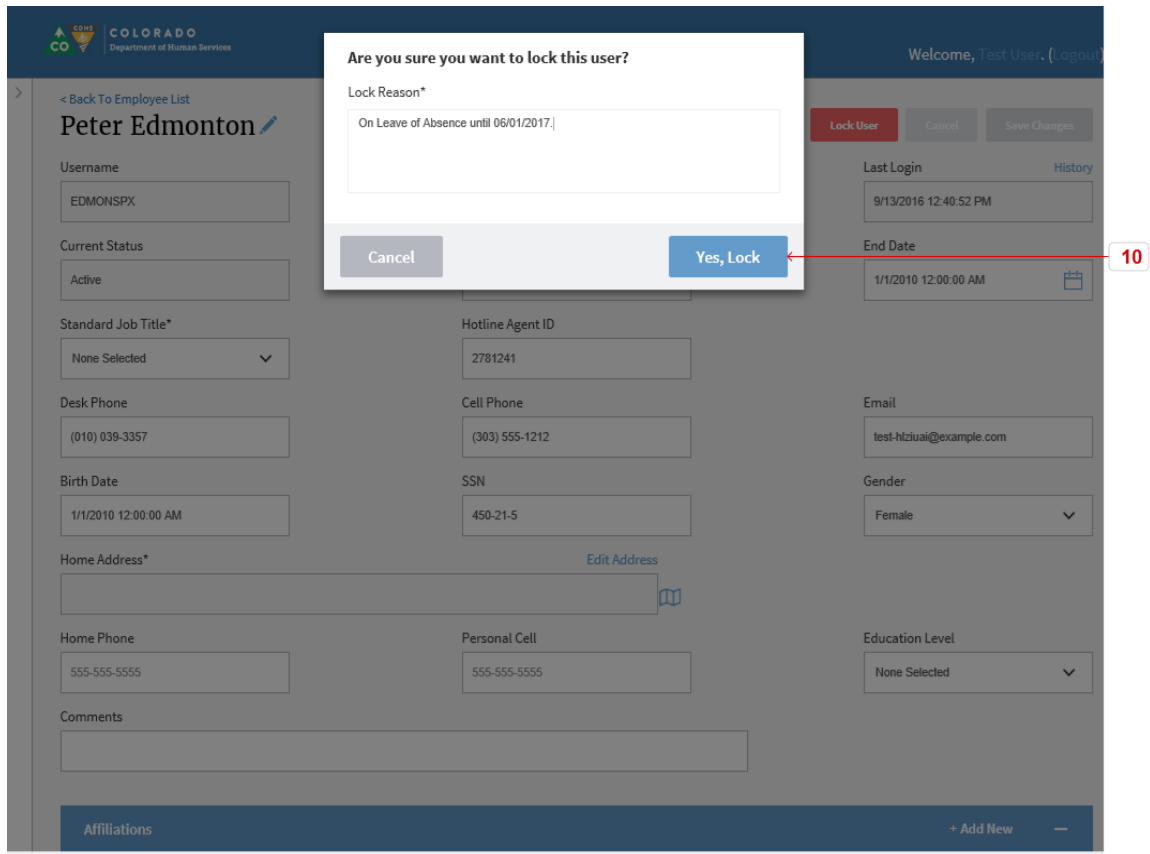
Employee Details - Colorado Trails

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

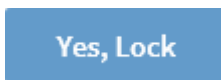
Field	R/O/C	Description
Lock Reason*	R	Example: On Leave of Absence until 06/01/2017.

Employee Details - Colorado Trails



The screenshot shows the 'Employee Details' page for Peter Edmonton. A modal dialog box is open, asking 'Are you sure you want to lock this user?'. The 'Lock Reason' field contains 'On Leave of Absence until 06/01/2017.'. The 'Yes, Lock' button is highlighted with a red circle and the number 10.

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





Employee Details - Colorado Trails

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