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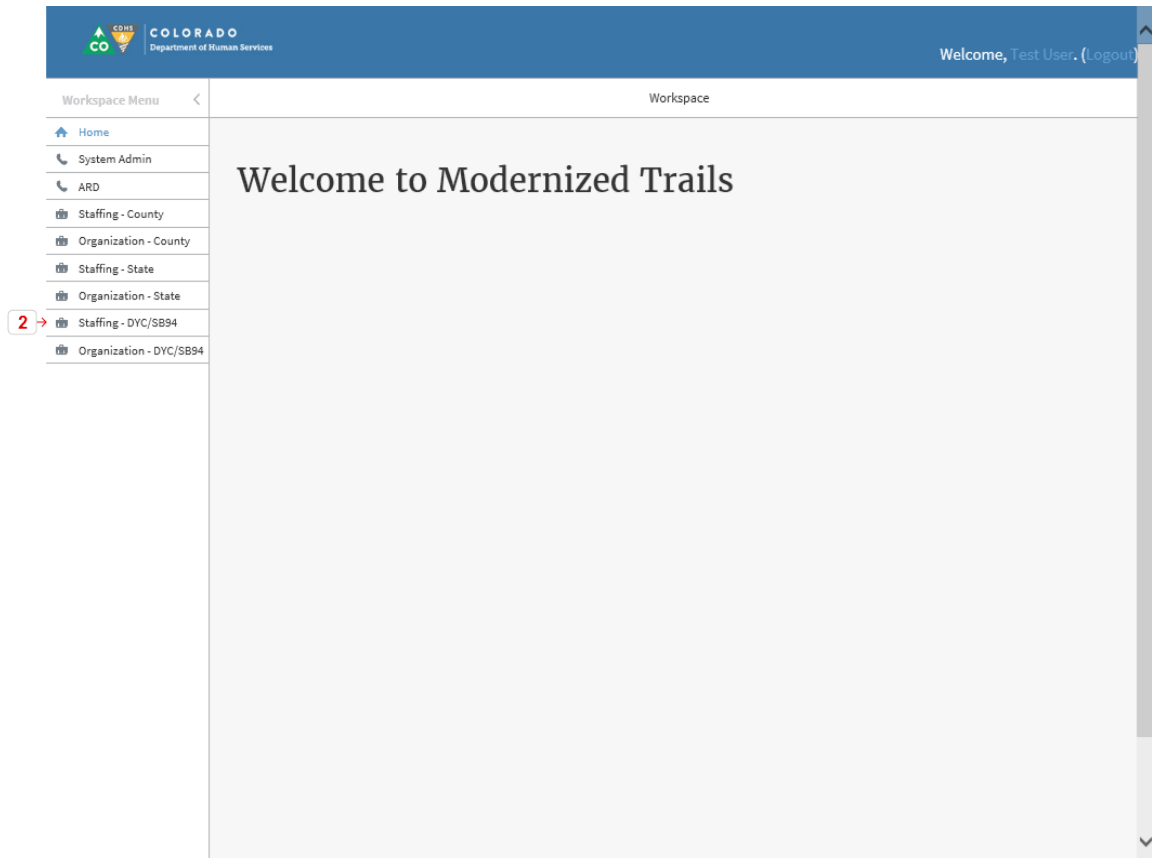
## Purpose

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:

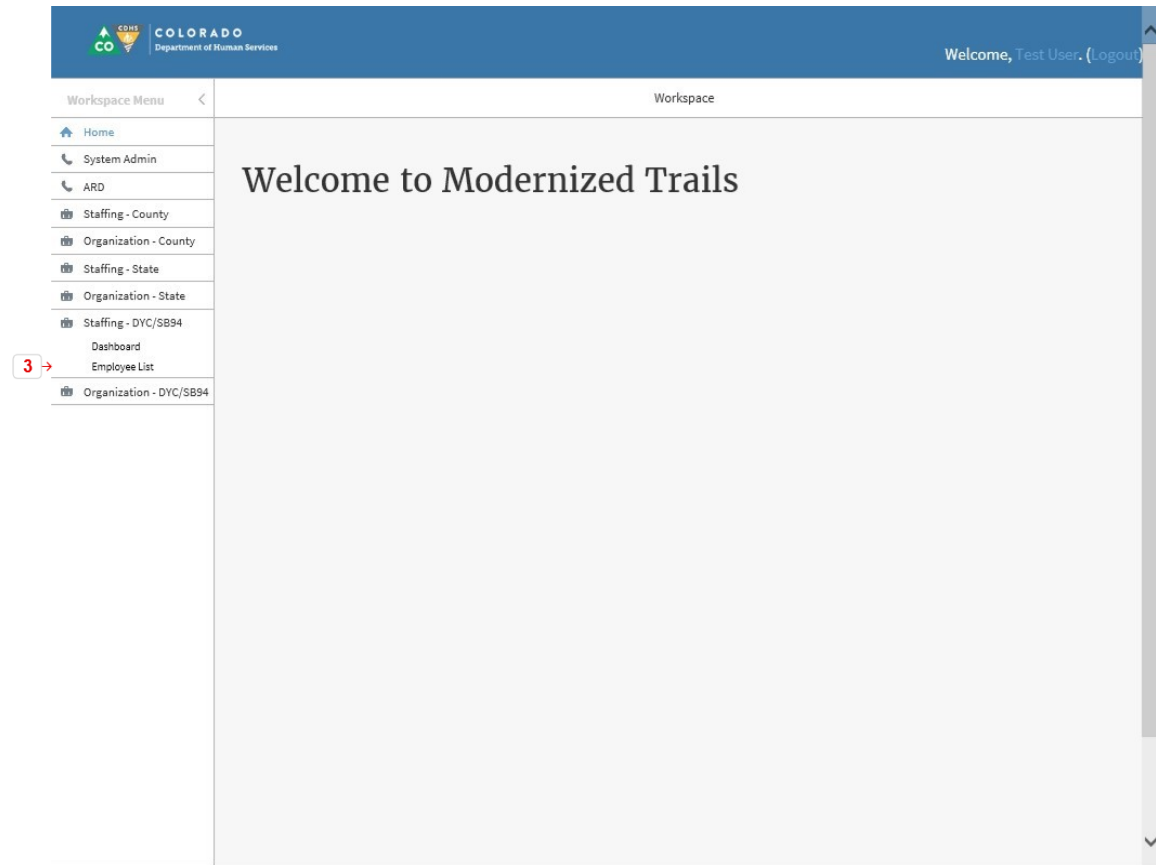
<https://trails-dev.state.co.us/> - Internet Explorer



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



https://trails-dev.state.co.us/ - Internet Explorer



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




### Employee List

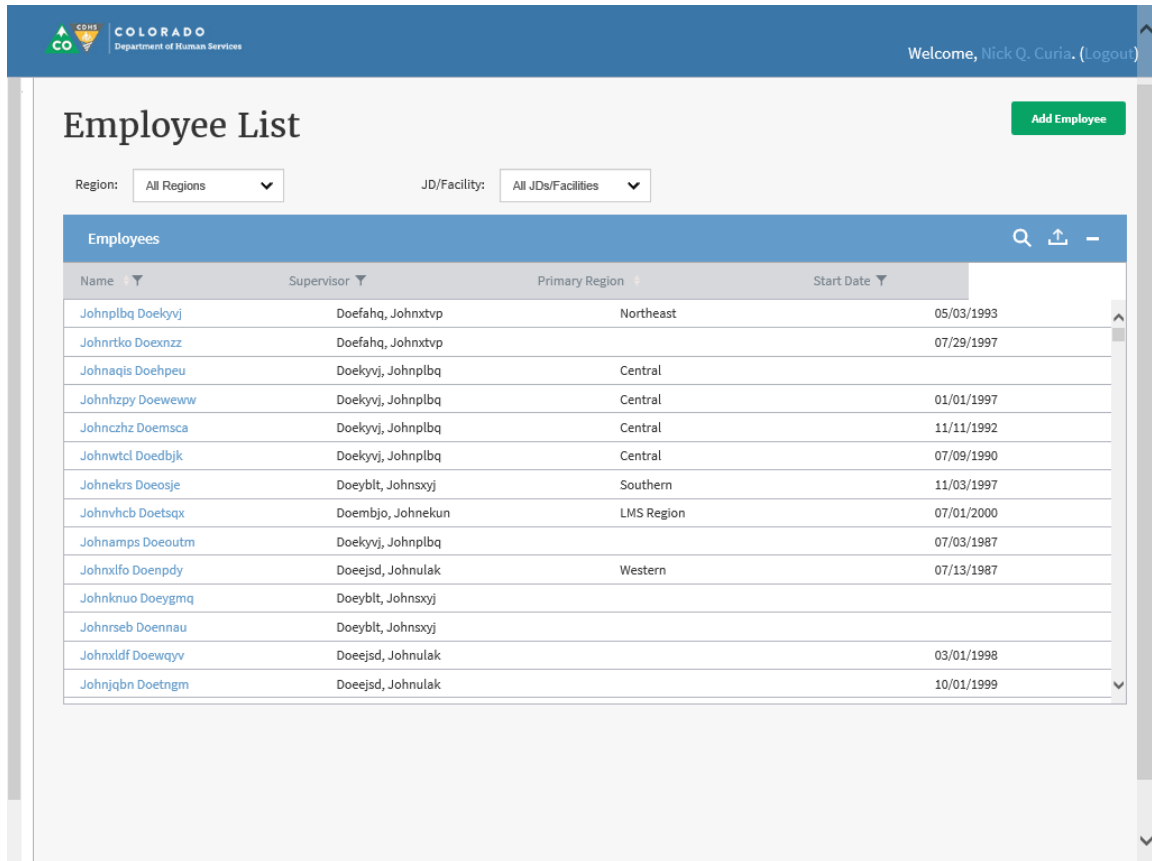
The screenshot shows the 'Employee List' page in a web application. At the top left is the Colorado Department of Human Services logo. The top right shows a user greeting: 'Welcome, Nick Q. Curia, (Logout)'. Below the header, there are two dropdown menus: 'Region: All Regions' and 'JD/Facility: All JDs/Facilities'. A green 'Add Employee' button is located in the top right corner. The main content area features a table titled 'Employees' with a search icon, an upload icon, and a minus sign. The table has four columns: 'Name', 'Supervisor', 'Primary Region', and 'Start Date'. The table contains 15 rows of employee data.

Name	Supervisor	Primary Region	Start Date
Johnplbq Doekyvj	Doefahq, Johnxtvp	Northeast	05/03/1993
Johnrtko Doexnzz	Doefahq, Johnxtvp		07/29/1997
Johnaqis Doehpeu	Doekyvj, Johnplbq	Central	
Johnhzpy Doeweww	Doekyvj, Johnplbq	Central	01/01/1997
Johnczhz Doemscs	Doekyvj, Johnplbq	Central	11/11/1992
Johnwtcl Doedbjk	Doekyvj, Johnplbq	Central	07/09/1990
Johnekrs Doeosje	Doeybit, Johnsxyj	Southern	11/03/1997
Johnvhcb Doetsqx	Doembjo, Johnnekun	LMS Region	07/01/2000
Johnamps Doeoutm	Doekyvj, Johnplbq		07/03/1987
Johnxifo Doenpdy	Doeejsd, Johnnolak	Western	07/13/1987
Johnknuo Doeygmq	Doeybit, Johnsxyj		
Johnrseb Doennau	Doeybit, Johnsxyj		
Johnxdf Doewqyv	Doeejsd, Johnnolak		03/01/1998
Johnjqbn Doetngm	Doeejsd, Johnnolak		10/01/1999

4. Employee List

 The Employee List page displays.


### Employee List




Employees

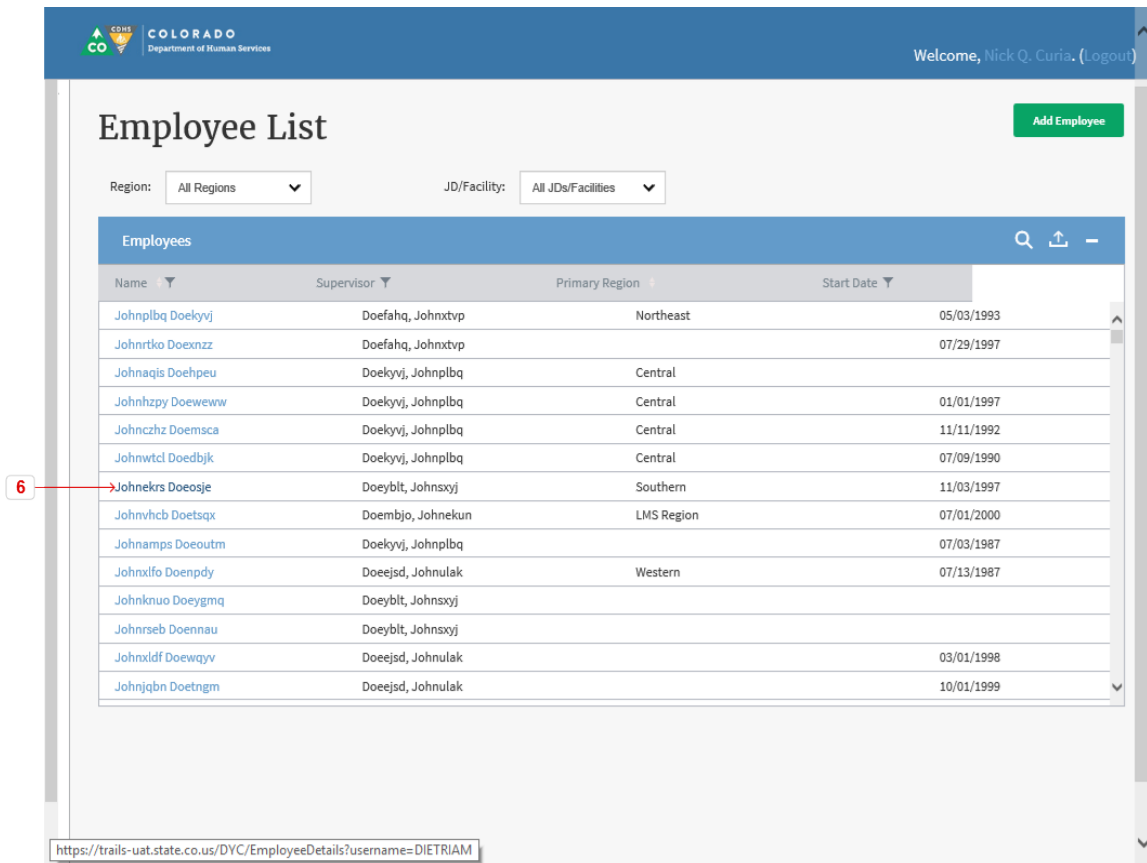
Name	Supervisor	Primary Region	Start Date
Johnplbq Doekyvj	Doefahq, Johnxtvp	Northeast	05/03/1993
Johnrtko Doexnzz	Doefahq, Johnxtvp		07/29/1997
Johnaqis Doehpeu	Doekyvj, Johnplbq	Central	
Johnhzpy Doeweww	Doekyvj, Johnplbq	Central	01/01/1997
Johnczhz Doemscs	Doekyvj, Johnplbq	Central	11/11/1992
Johnwtcl Doedbjk	Doekyvj, Johnplbq	Central	07/09/1990
Johnekrs Doeosje	Doeybit, Johnsxjy	Southern	11/03/1997
Johnvhcb Doetsqx	Doembjo, Johnekun	LMS Region	07/01/2000
Johnamps Doeoutm	Doekyvj, Johnplbq		07/03/1987
Johnxifo Doenpdy	Doeejsd, Johnulak	Western	07/13/1987
Johnknuo Doeygmq	Doeybit, Johnsxjy		
Johnrseb Doennau	Doeybit, Johnsxjy		
Johnxldf Doewqyv	Doeejsd, Johnulak		03/01/1998
Johnjqbn Doetngm	Doeejsd, Johnulak		10/01/1999

### 5. Employee Filter/Search

 You can use the filters to limit the number of employees in the list.

 You can use the search function to locate specific employees.

### Employee List



Employees

Name	Supervisor	Primary Region	Start Date
<a href="#">Johnplbq Doekyvj</a>	Doefahq, Johnxtvp	Northeast	05/03/1993
<a href="#">Johnrtko Doexnzz</a>	Doefahq, Johnxtvp		07/29/1997
<a href="#">Johnaqis Doehpeu</a>	Doekyvj, Johnplbq	Central	
<a href="#">Johnhzpy Doeweww</a>	Doekyvj, Johnplbq	Central	01/01/1997
<a href="#">Johnczhz Doemscs</a>	Doekyvj, Johnplbq	Central	11/11/1992
<a href="#">Johnwtcl Doedbijk</a>	Doekyvj, Johnplbq	Central	07/09/1990
<a href="#">Johnekr's Doeosje</a>	Doeyblt, Johnsyj	Southern	11/03/1997
<a href="#">Johnvhcb Doetsqx</a>	Doembjo, Johnnekun	LMS Region	07/01/2000
<a href="#">Johnamps Doeoutm</a>	Doekyvj, Johnplbq		07/03/1987
<a href="#">Johnxifo Doenpdy</a>	Doeejsd, Johnulak	Western	07/13/1987
<a href="#">Johnknuo Doeygmg</a>	Doeyblt, Johnsyj		
<a href="#">Johnrseb Doennau</a>	Doeyblt, Johnsyj		
<a href="#">Johnxidf Doewqyv</a>	Doeejsd, Johnulak		03/01/1998
<a href="#">Johnjqbn Doetngm</a>	Doeejsd, Johnulak		10/01/1999

6 → [Johnekr's Doeosje](#)

<https://trails-uat.state.co.us/DYC/EmployeeDetails?username=DIETRIAM>

- To view the details for an employee, click the employee name link. For this example, click [Johnekr's Doeosje](#) link.



Colorado Trails

CDHS COLORADO Department of Human Services

Welcome, Nick Q. Curia, (Logout)

< Back To Employee List


### Johnekr's Doesje

**Lock User** Cancel Save Changes

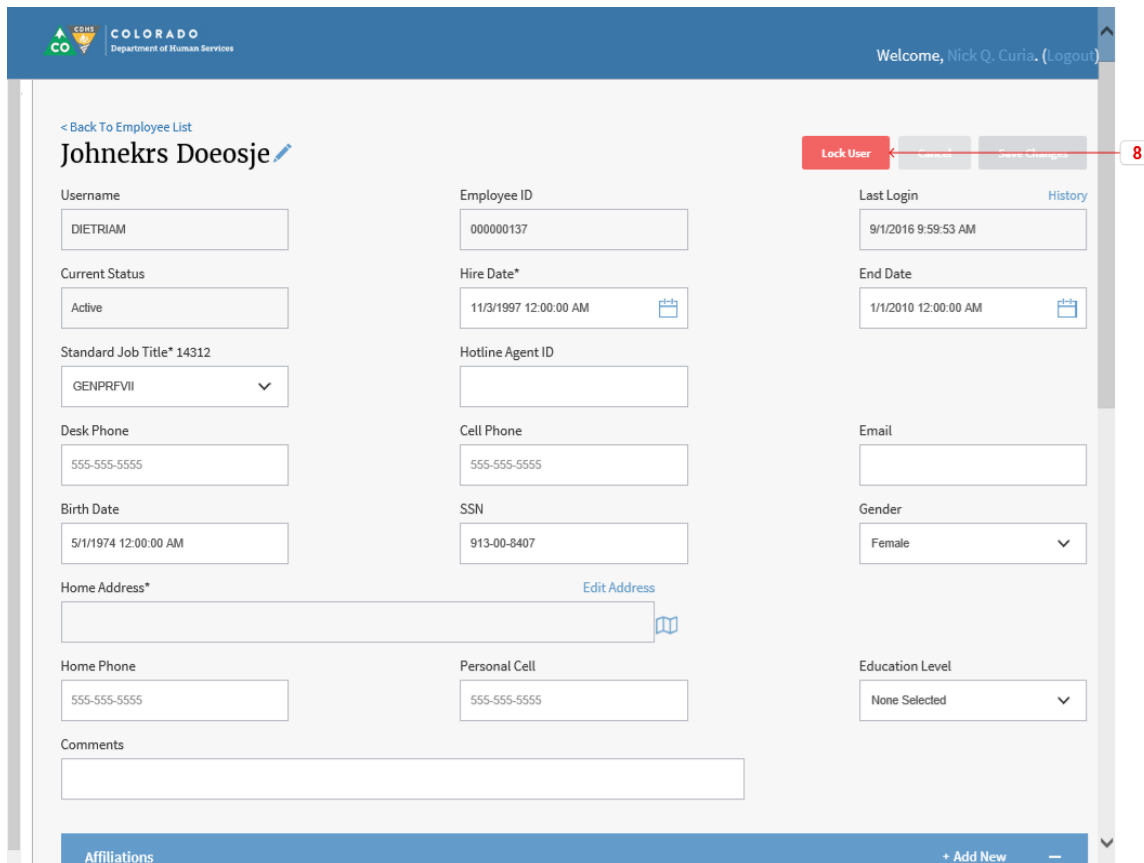
Username DIETRIAM	Employee ID 00000137	Last Login 9/1/2016 9:59:53 AM <a href="#">History</a>
Current Status Active	Hire Date* 11/3/1997 12:00:00 AM	End Date 1/1/2010 12:00:00 AM
Standard Job Title* 14312 GENPRFVII	Hotline Agent ID	
Desk Phone 555-555-5555	Cell Phone 555-555-5555	Email
Birth Date 5/1/1974 12:00:00 AM	SSN 913-00-8407	Gender Female
Home Address* <input type="text"/>	<a href="#">Edit Address</a>	
Home Phone 555-555-5555	Personal Cell 555-555-5555	Education Level None Selected
Comments <input type="text"/>		

Affiliations + Add New

7. Employee Detail

 The Employee Detail page displays.

## Colorado Trails



The screenshot shows the 'Employee Detail' page for 'Johnekrs Doesje'. The page is titled 'Colorado Trails' and includes the Colorado Department of Human Services logo. The user is logged in as 'Welcome, Nick Q. Curia. (Logout)'. The page contains a form with the following fields:

- Username: DIETRIAM
- Employee ID: 000000137
- Current Status: Active
- Hire Date\*: 11/3/1997 12:00:00 AM
- Standard Job Title\*: 14312 (GENPRFVII)
- Hotline Agent ID: (empty)
- Desk Phone: 555-555-5555
- Cell Phone: 555-555-5555
- Birth Date: 5/1/1974 12:00:00 AM
- SSN: 913-00-8407
- Home Address\*: (empty)
- Home Phone: 555-555-5555
- Personal Cell: 555-555-5555
- Comments: (empty)
- Last Login: 9/1/2016 9:59:53 AM
- End Date: 1/1/2010 12:00:00 AM
- Email: (empty)
- Gender: Female
- Education Level: None Selected

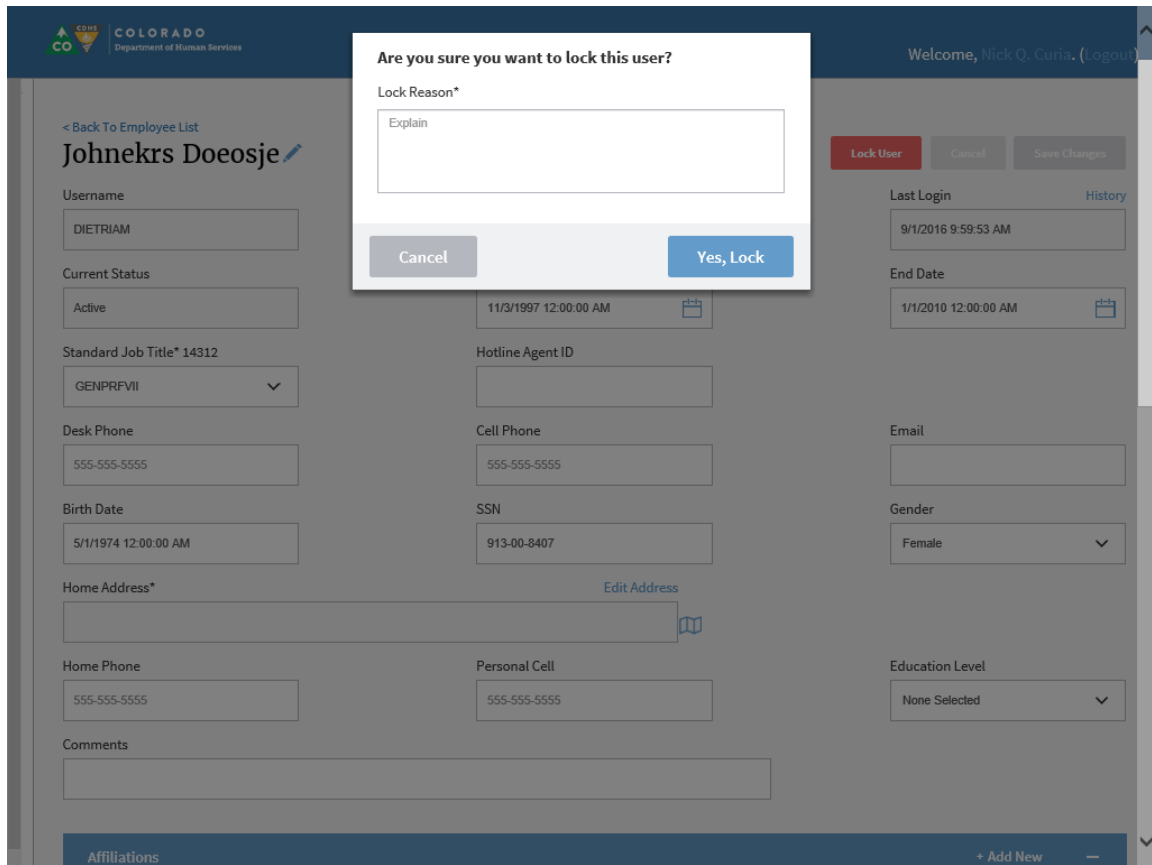
A red 'Lock User' button is located in the top right corner of the form area, highlighted with a red circle and the number 8.

8. To lock the employee out of the Trails system, click the **Lock User** button.

**Lock User**



Colorado Trails



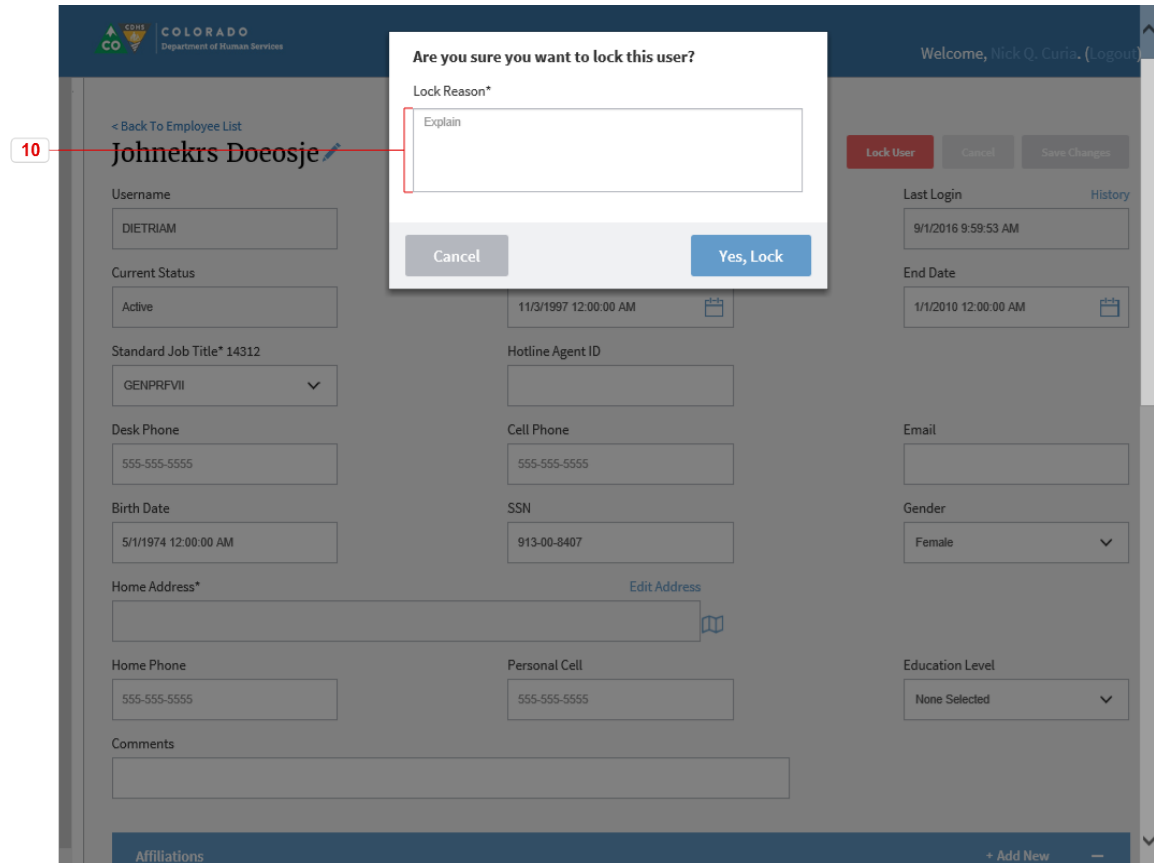
The screenshot shows the 'Colorado Trails' employee management interface. A modal dialog box is open in the center, asking 'Are you sure you want to lock this user?'. The dialog has a 'Lock Reason\*' field with the placeholder text 'Explain'. Below the field are two buttons: 'Cancel' and 'Yes, Lock'. The background interface is dimmed and shows the profile for 'Johneks Doesje'. The profile includes fields for Username (DIETRIAM), Current Status (Active), Standard Job Title (GENPRFVII), Desk Phone (555-555-5555), Birth Date (5/1/1974 12:00:00 AM), Home Address, Home Phone (555-555-5555), Hotline Agent ID, Cell Phone (555-555-5555), SSN (913-00-8407), Email, Gender (Female), and Education Level (None Selected). There are also buttons for 'Lock User', 'Cancel', and 'Save Changes' in the top right of the interface.

9. Confirm Lock User



The system will ask you to confirm that you would like to lock the employee.

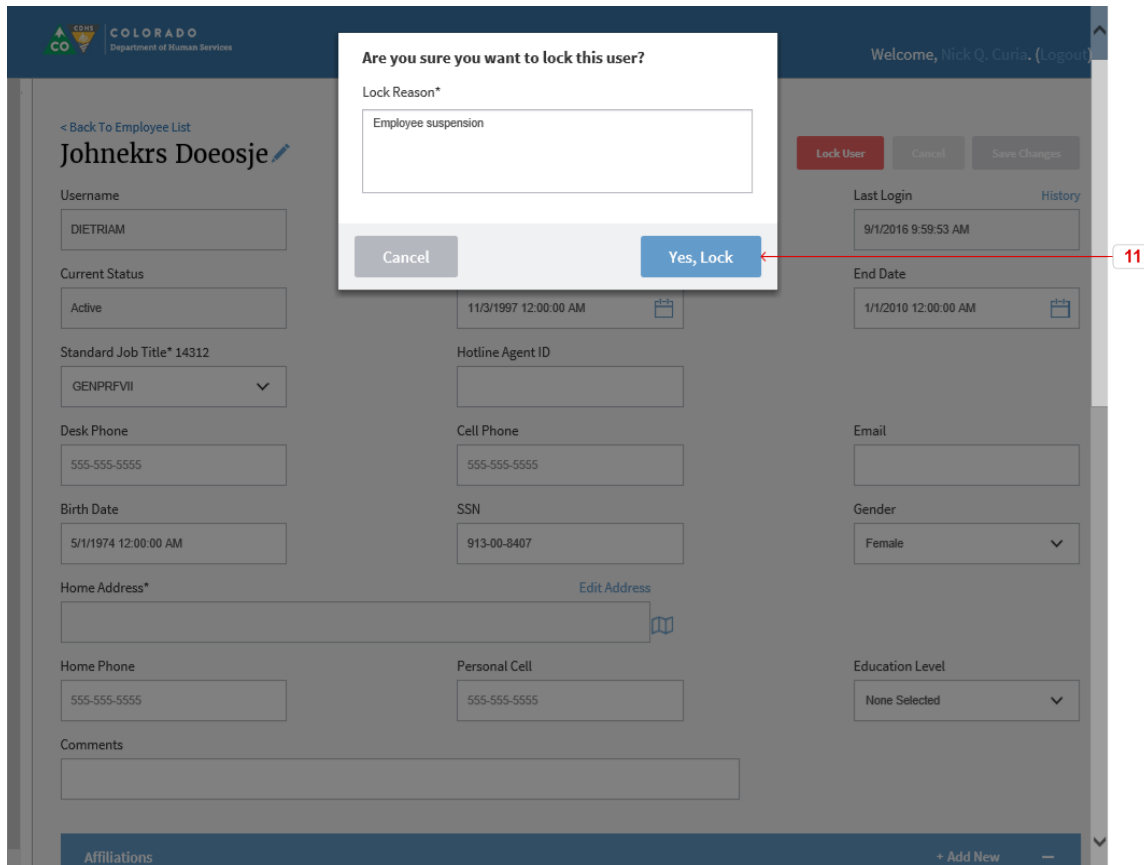
Colorado Trails



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

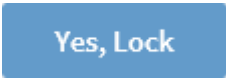
Field	R/O/C	Description
Lock Reason*	R	<b>Example:</b> Employee suspension

## Colorado Trails



The screenshot shows the 'Colorado Trails' employee management interface. A modal dialog box is open, asking 'Are you sure you want to lock this user?'. The dialog contains a 'Lock Reason\*' field with the text 'Employee suspension'. Below the field are 'Cancel' and 'Yes, Lock' buttons. A red arrow points from a circled '11' to the 'Yes, Lock' button. The background interface shows the employee profile for 'Johnekr's Doosje' with fields for Username (DIETRIAM), Current Status (Active), Standard Job Title (GENPRFVII), Desk Phone (555-555-5555), Birth Date (5/1/1974 12:00:00 AM), Home Address, Home Phone (555-555-5555), Hotline Agent ID, Cell Phone (555-555-5555), SSN (913-00-8407), Last Login (9/1/2016 9:59:53 AM), End Date (1/1/2010 12:00:00 AM), Email, Gender (Female), and Education Level (None Selected). Buttons for 'Lock User', 'Cancel', and 'Save Changes' are visible at the top right of the dialog area.

11. To confirm the lock, click the **Yes, Lock** button.





Colorado Trails

Colorado Department of Human Services

Welcome, Nick Q. Curia, (Logout)

< Back To Employee List


**Johnekr's Doesje**

Lock Reason: Employee suspension

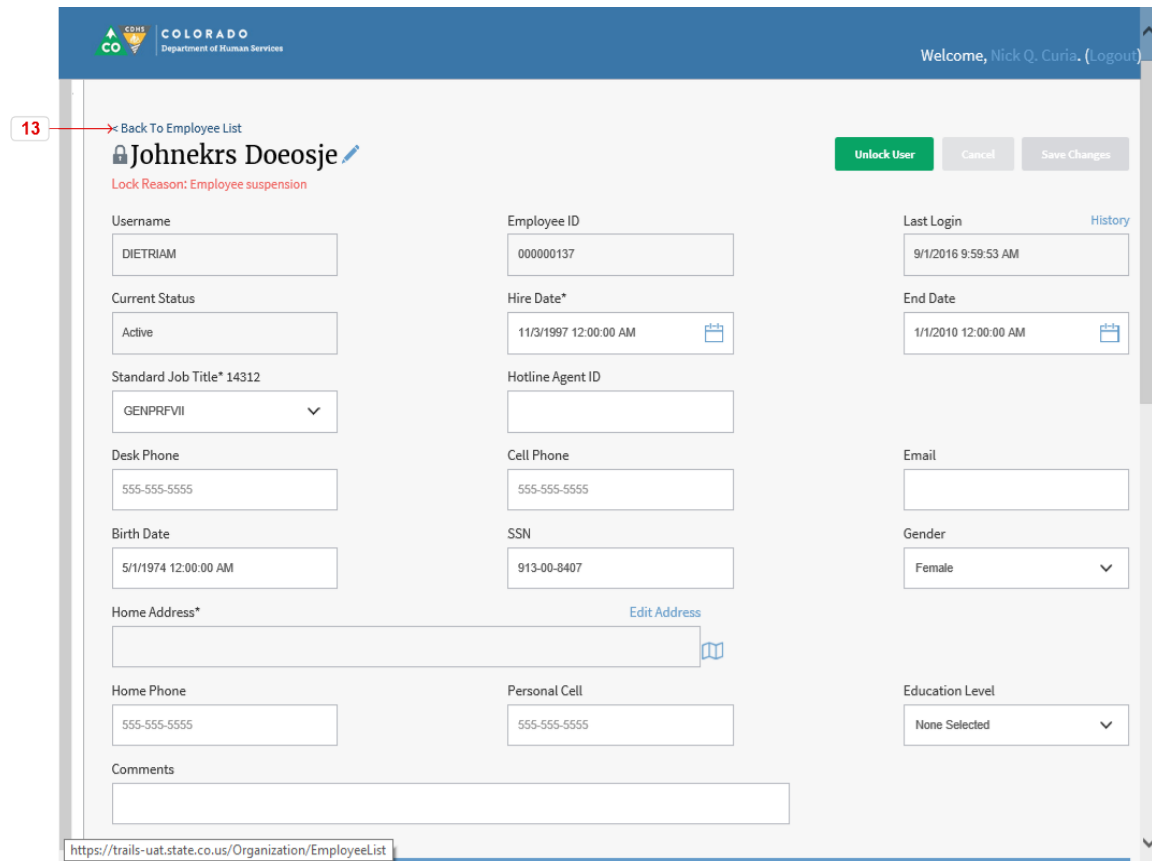
**Unlock User** Cancel Save Changes

Username DIETRIAM	Employee ID 000000137	Last Login 9/1/2016 9:59:53 AM <a href="#">History</a>
Current Status Active	Hire Date* 11/3/1997 12:00:00 AM	End Date 1/1/2010 12:00:00 AM
Standard Job Title* 14312 GENPRFVII	Hotline Agent ID	
Desk Phone 555-555-5555	Cell Phone 555-555-5555	Email
Birth Date 5/1/1974 12:00:00 AM	SSN 913-00-8407	Gender Female
Home Address*	<a href="#">Edit Address</a>	
Home Phone 555-555-5555	Personal Cell 555-555-5555	Education Level None Selected
Comments		


12. Locked Employee

 A lock icon now appears next to the employee's name at the top of the Employee Details page, and the lock reason displays below the name.



## Colorado Trails



13 → [< Back To Employee List](#)

**Johnekr's Doesje**    
Lock Reason: Employee suspension

Unlock User Cancel Save Changes

Username DIETRIAM	Employee ID 00000137	Last Login 9/1/2016 9:59:53 AM <a href="#">History</a>
Current Status Active	Hire Date* 11/3/1997 12:00:00 AM 	End Date 1/1/2010 12:00:00 AM 
Standard Job Title* 14312 GENPRFVII	Hotline Agent ID	
Desk Phone 555-555-5555	Cell Phone 555-555-5555	Email
Birth Date 5/1/1974 12:00:00 AM	SSN 913-00-8407	Gender Female
Home Address* <a href="#">Edit Address</a>		
Home Phone 555-555-5555	Personal Cell 555-555-5555	Education Level None Selected
Comments		

<https://trails-uat.state.co.us/Organization/EmployeeList>

13. Having locked the employee, you can return to the employee list. Click the **< Back To Employee List** link. [< Back To Employee List](#)