



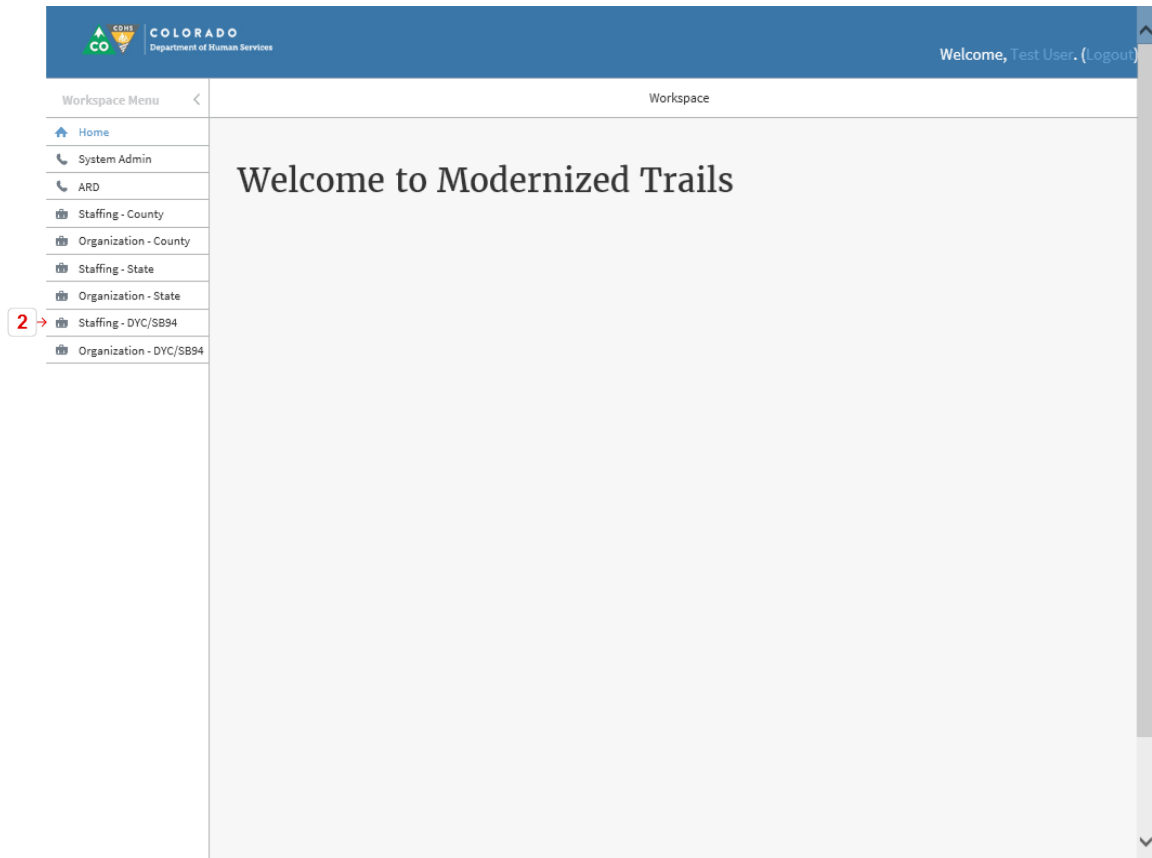
Purpose

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:

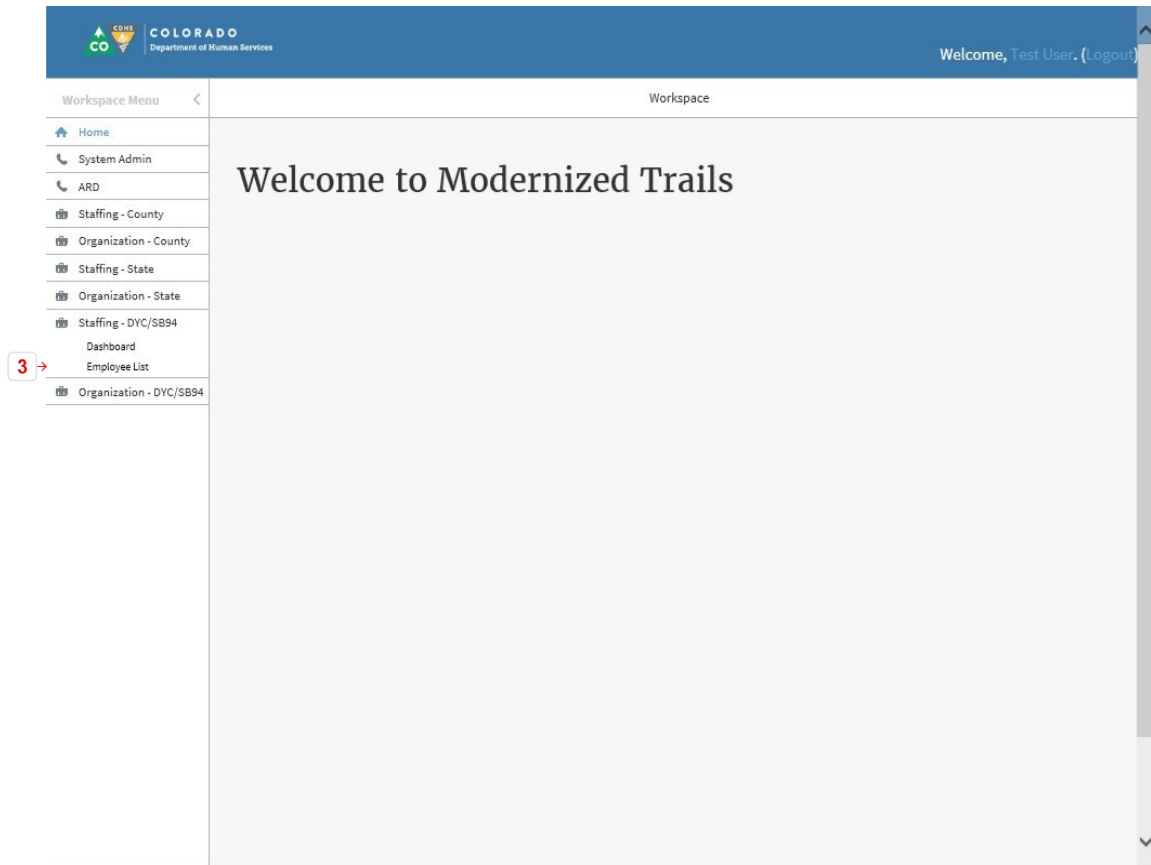
<https://trails-dev.state.co.us/> - Internet Explorer



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

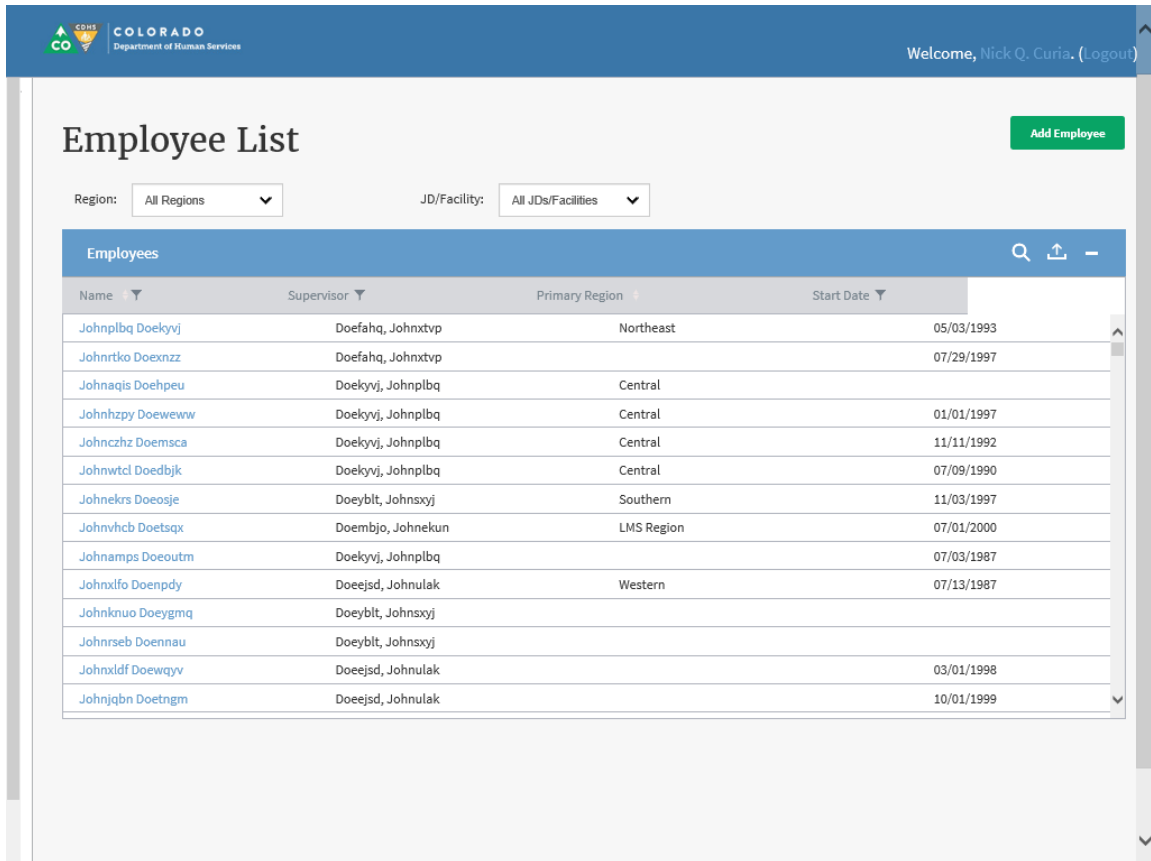
Employees

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 Doemsca	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, Johnekun	LMS Region	07/01/2000
Johnamps Doeoutm	Doekyvj, Johnplbq		07/03/1987
Johnxifo Doenpdy	Doeejsd, Johnulak	Western	07/13/1987
Johnknuo Doeygmq	Doeybit, Johnsxyj		
Johnrseb Doennau	Doeybit, Johnsxyj		
Johnxldf Doewqyv	Doeejsd, Johnulak		03/01/1998
Johnjqbn Doetngm	Doeejsd, Johnulak		10/01/1999

4. Employee List

 The Employee List page displays.


Employee List




Region: All Regions JD/Facility: All JDs/Facilities

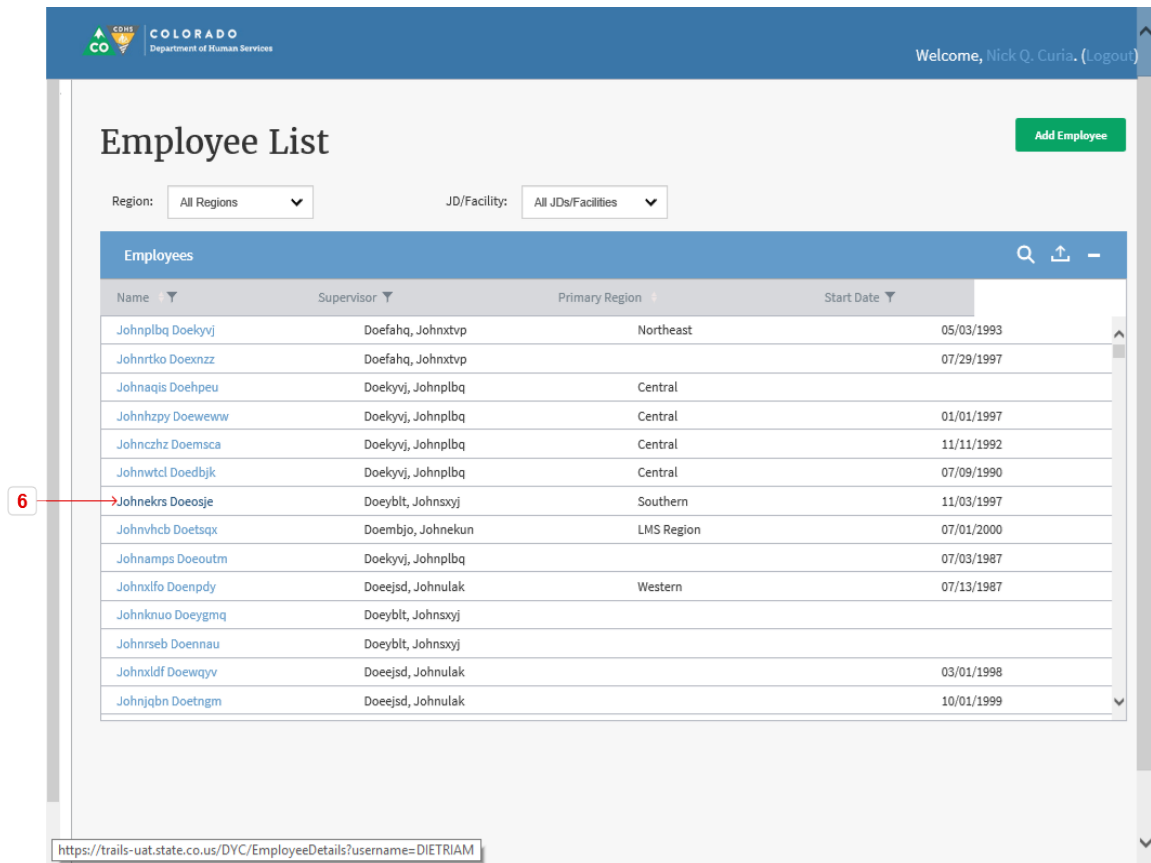
Name	Supervisor	Primary Region	Start Date
Johnplbq Doekyvj	Doefahq, Johnxtvp	Northeast	05/03/1993
Johnrtko Doexnzz	Doefahq, Johnxtvp		07/29/1997
Johnaqis Doehpeu	Doekyvj, Johnplbq	Central	
Johnhzpy Doeweww	Doekyvj, Johnplbq	Central	01/01/1997
Johnczhz Doemsca	Doekyvj, Johnplbq	Central	11/11/1992
Johnwtcl Doedbjk	Doekyvj, Johnplbq	Central	07/09/1990
Johnekrs Doeosje	Doeybit, Johnsxjy	Southern	11/03/1997
Johnvhcb Doetsqx	Doembjo, Johnnekun	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



Employee List

Region: All Regions JD/Facility: All JDs/Facilities

Name	Supervisor	Primary Region	Start Date
Johnplbq Doekyvj	Doefahq, Johnxtvp	Northeast	05/03/1993
Johnrtko Doexnzz	Doefahq, Johnxtvp		07/29/1997
Johnaqtis Doehpeu	Doekyvj, Johnplbq	Central	
Johnhzpy Doeweww	Doekyvj, Johnplbq	Central	01/01/1997
Johnczhz Doemscs	Doekyvj, Johnplbq	Central	11/11/1992
Johnwtcl Doedbijk	Doekyvj, Johnplbq	Central	07/09/1990
Johnekr's Doeosje	Doeyblt, Johnsyxj	Southern	11/03/1997
Johnvhcb Doetsqx	Doembjo, Johnekun	LMS Region	07/01/2000
Johnamps Doeoutm	Doekyvj, Johnplbq		07/03/1987
Johnxifo Doenpdy	Doeesjd, Johnulak	Western	07/13/1987
Johnknuo Doeygmg	Doeyblt, Johnsyxj		
Johnrseb Doennau	Doeyblt, Johnsyxj		
Johnxidf Doewqyv	Doeesjd, Johnulak		03/01/1998
Johnjqbn Doetngm	Doeesjd, 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 the [Johnekr's Doeosje](#) link.



Colorado Trails

CDHS COLORADO Department of Human Services

Welcome, Nick Q. Curia, (Logout)

< Back To Employee List


Johnekr's Doeosje

Lock Reason: Employee suspension

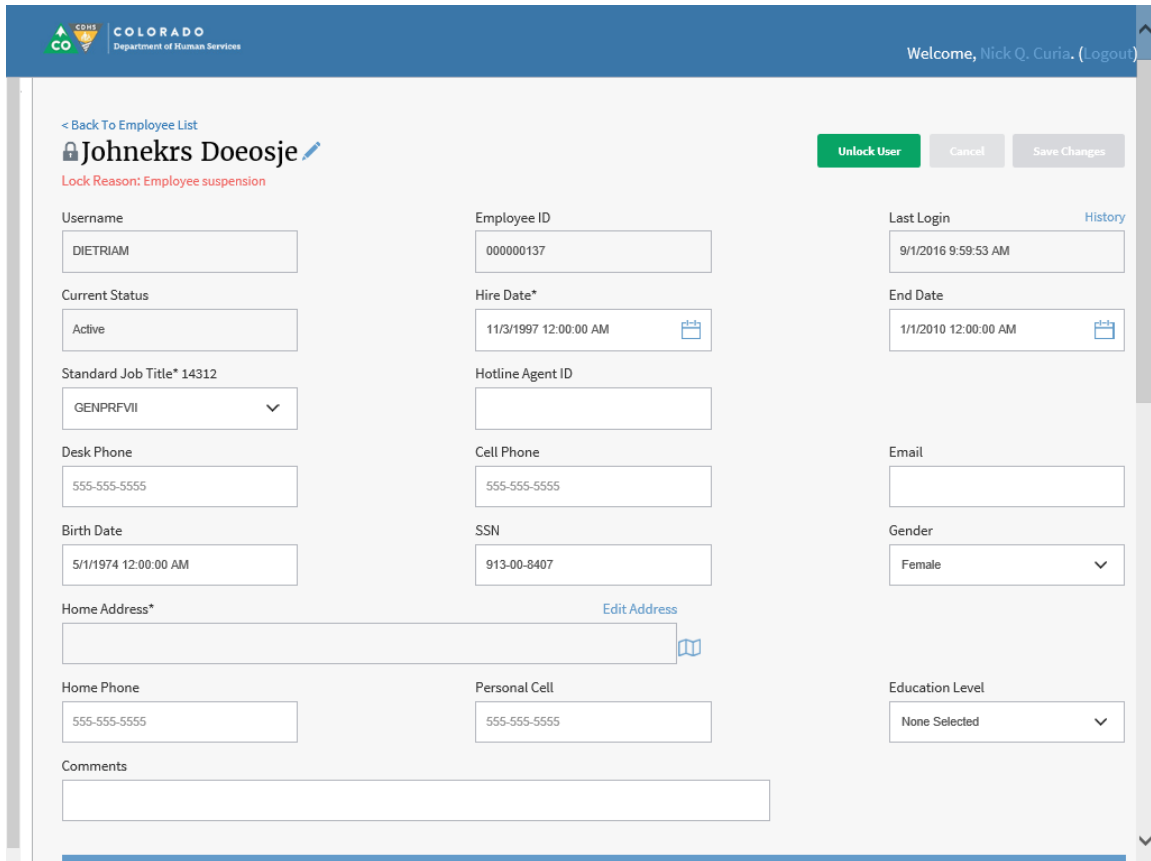
Unlock User Cancel Save Changes

Username DIETRIAM	Employee ID 000000137	Last Login 9/1/2016 9:59:53 AM History
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*	Edit Address	
Home Phone 555-555-5555	Personal Cell 555-555-5555	Education Level None Selected
Comments		







7. Employee Detail

 The Employee Detail page displays.

Colorado Trails



The screenshot shows the 'Employee Detail' page for Johnekrs Doosje. The page header includes the Colorado Department of Human Services logo and a user greeting: 'Welcome, Nick Q. Curia, (Logout)'. The employee's name is 'Johnekrs Doosje' with a lock icon and a red note: 'Lock Reason: Employee suspension'. A green 'Unlock User' button is visible, along with 'Cancel' and 'Save Changes' buttons. The form contains the following fields:

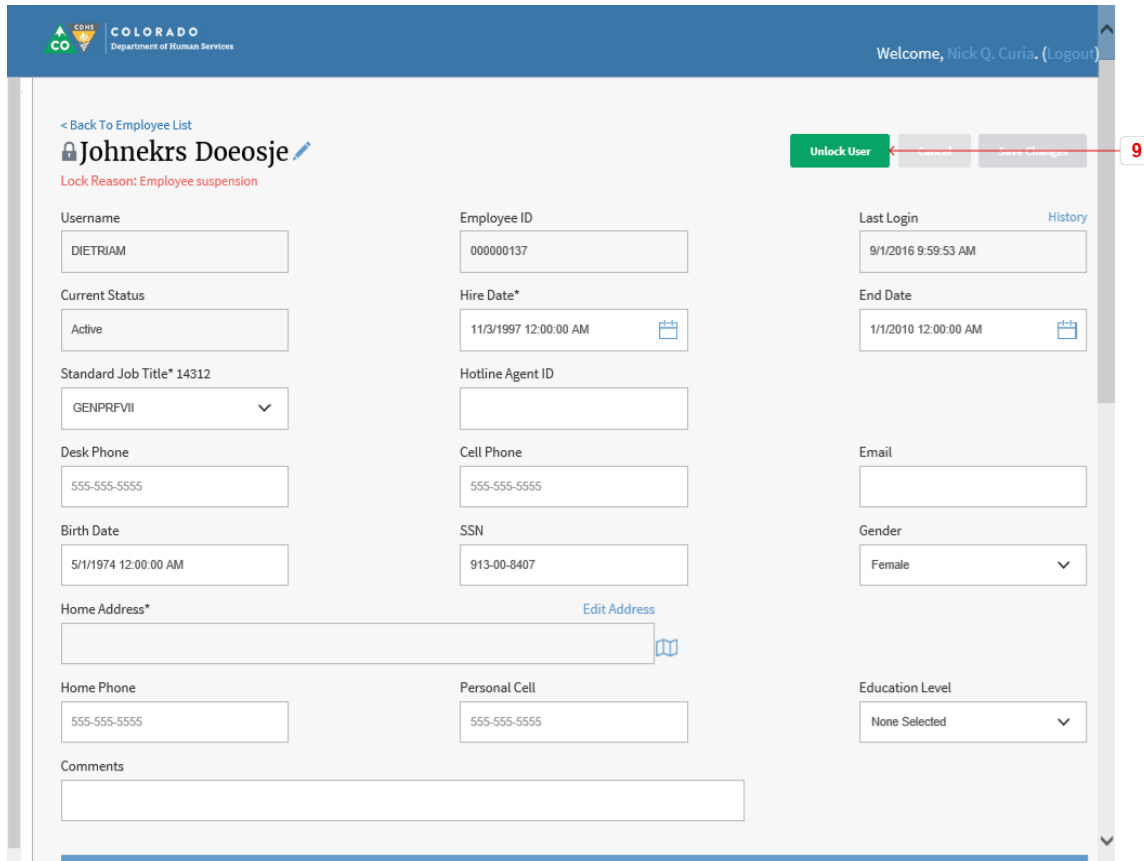
Username: DIETRIAM	Employee ID: 00000137	Last Login: 9/1/2016 9:59:53 AM History
Current Status: Active	Hire Date*: 11/3/1997 12:00:00 AM 	End Date: 1/1/2010 12:00:00 AM 
Standard Job Title* 14312: GENPRFVII 	Hotline Agent ID: <input type="text"/>	
Desk Phone: 555-555-5555	Cell Phone: 555-555-5555	Email: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

8. Locked Employee




The lock icon and lock reason signifies that this employee is locked out of Trails.

Colorado Trails









Welcome, Nick Q. Curia. (Logout)

< Back To Employee List

Johnekr's Doesje 

Lock Reason: Employee suspension

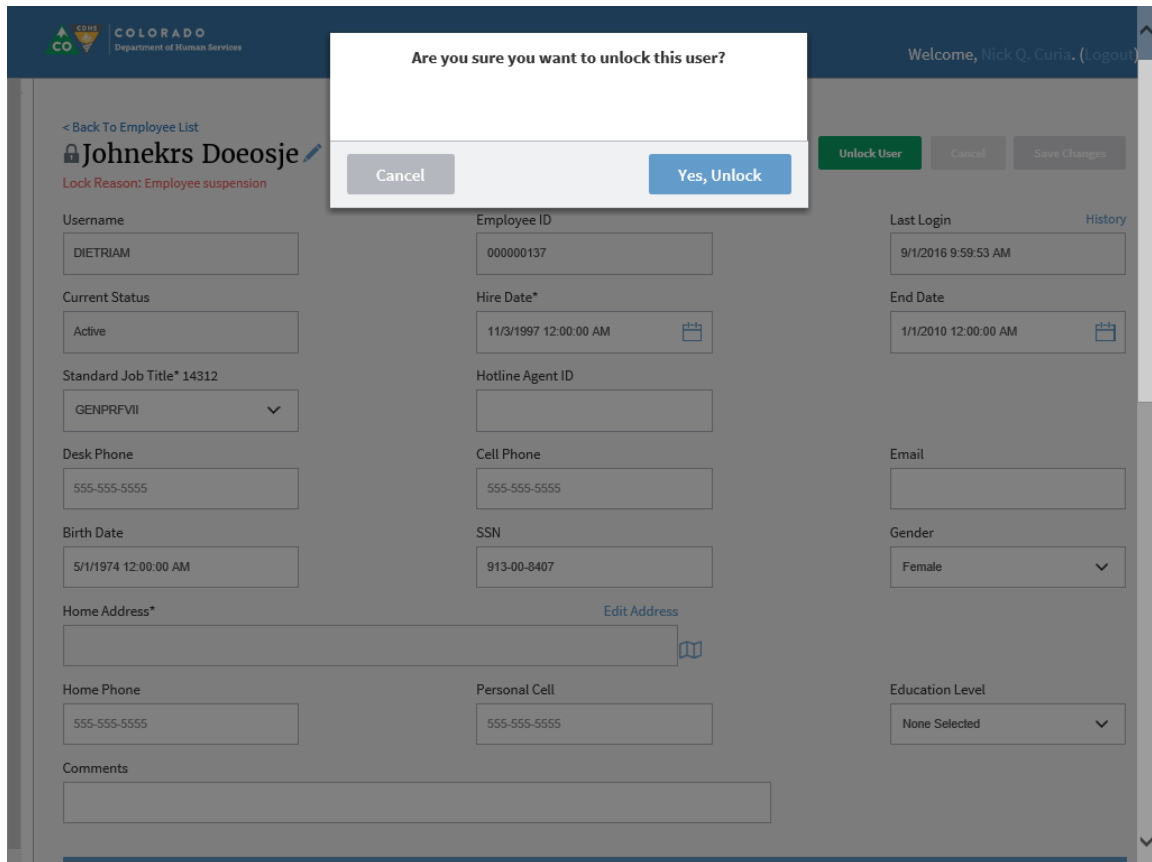
Unlock User 9

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

9. To unlock the employee and allow access to Trails once again, click the **Unlock User** button.



Colorado Trails




The screenshot shows the Colorado Trails employee management interface. A confirmation dialog box is centered on the screen, asking "Are you sure you want to unlock this user?". The dialog has two buttons: "Cancel" and "Yes, Unlock".

The background interface shows the employee profile for **Johnekr's Doesje**. The profile includes the following fields:

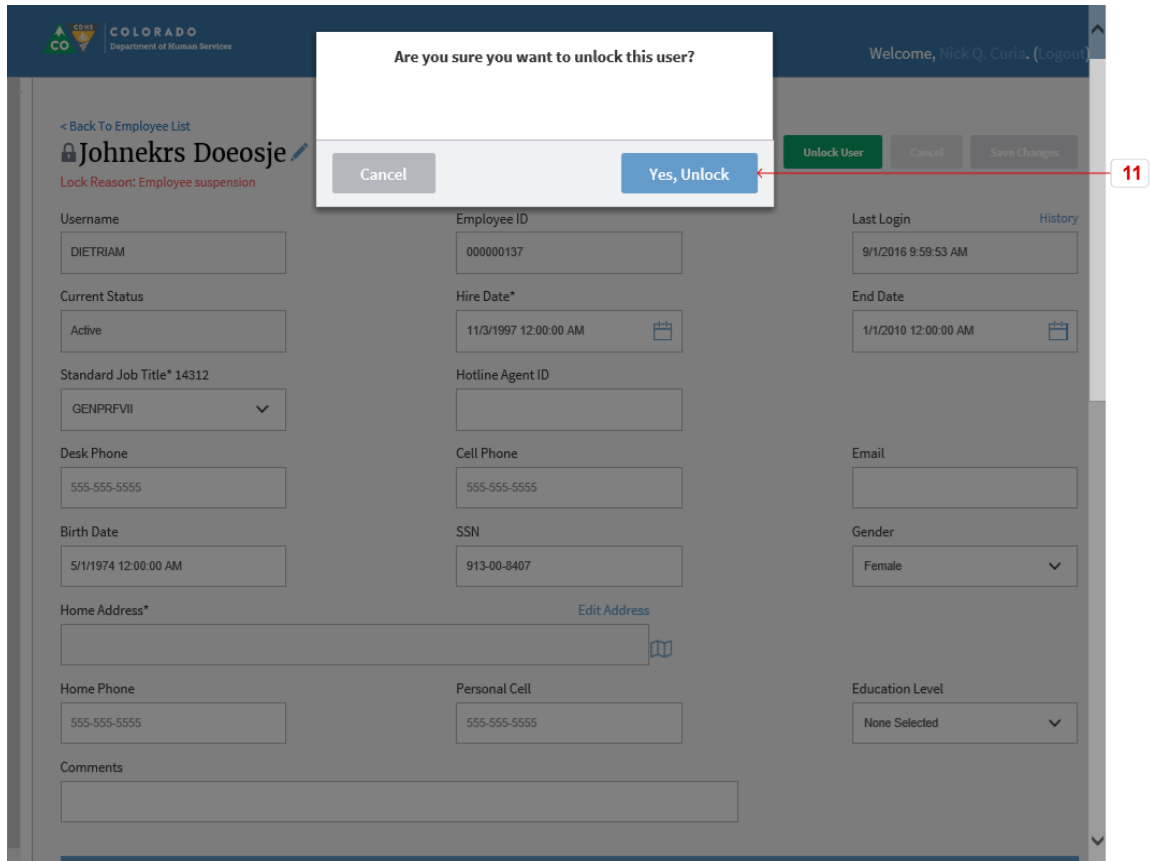
- Username: DIETRIAM
- Employee ID: 00000137
- Current Status: Active
- Hire Date*: 11/3/1997 12:00:00 AM
- Standard Job Title* 14312: GENPRFVII
- Hotline Agent ID: [Empty]
- Desk Phone: 555-555-5555
- Cell Phone: 555-555-5555
- Birth Date: 5/1/1974 12:00:00 AM
- SSN: 913-00-8407
- Home Address*: [Empty]
- 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
- Gender: Female
- Education Level: None Selected

Buttons at the top right of the interface include "Unlock User", "Cancel", and "Save Changes".

10. Confirm Unlock

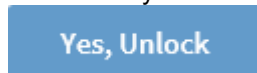
 A confirmation pop-up window displays asking you to confirm you would like to unlock the employee.

Colorado Trails



The screenshot shows the Colorado Trails employee management interface. A confirmation dialog box is displayed in the center, asking "Are you sure you want to unlock this user?". The dialog has two buttons: "Cancel" and "Yes, Unlock". A red arrow points from the "Yes, Unlock" button to a red box containing the number "11". The background interface shows the employee profile for "Johnekr's Doesje", with fields for Username (DIETRIAM), Employee ID (00000137), Last Login (9/1/2016 9:59:53 AM), Current Status (Active), Hire Date (11/3/1997 12:00:00 AM), End Date (1/1/2010 12:00:00 AM), Standard Job Title (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, Home Phone (555-555-5555), Personal Cell (555-555-5555), Education Level (None Selected), and Comments.

11. To confirm you would like the employee to access Trails again, click the **Yes, Unlock** button.





Colorado Trails

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 History
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"/>	Edit Address	
Home Phone 555-555-5555	Personal Cell 555-555-5555	Education Level None Selected
Comments <input type="text"/>		

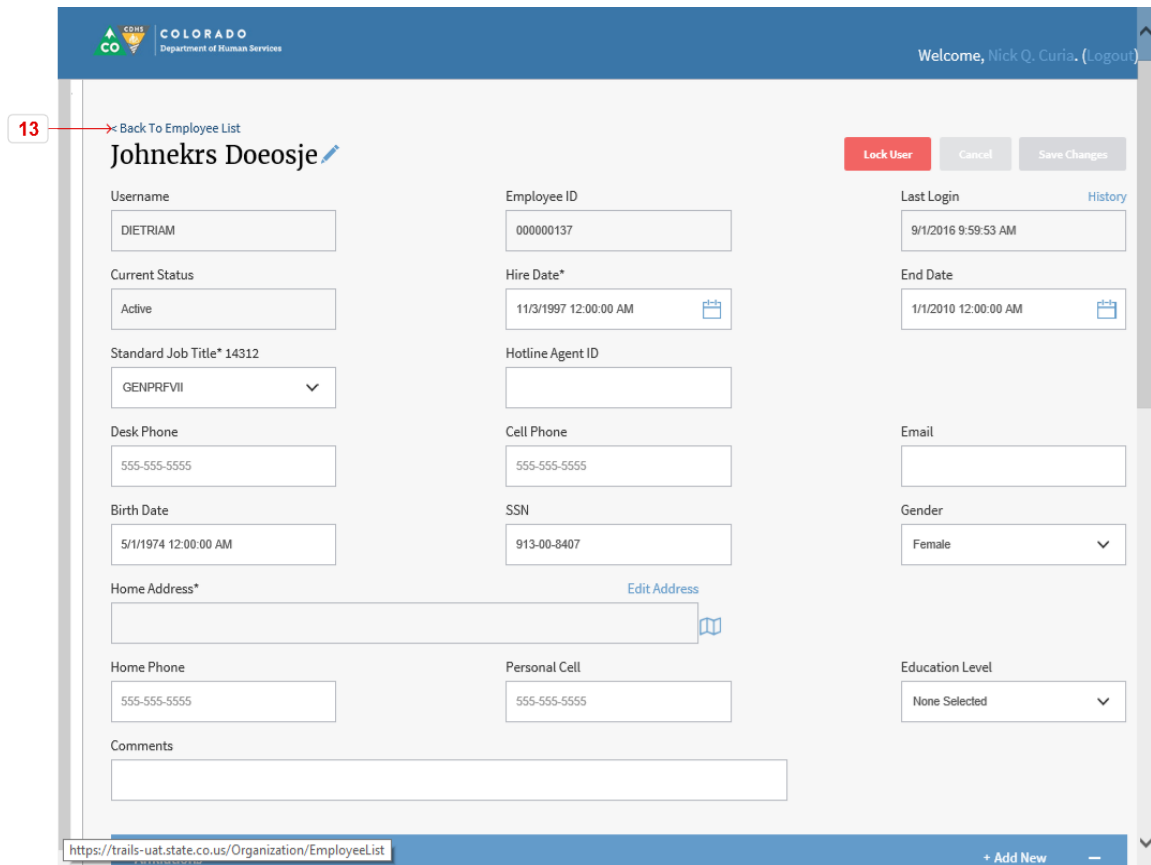
Affiliations + Add New

12. Unlocked Employee



On the Employee Detail page the lock icon and lock reason no longer appear with the employee's name, this means the user is no longer locked and can log in to Trails once more.

Colorado Trails



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