

USML - User Maintenance List

This screen will display a list of all workers that have access to the CAPS system. Search criteria on the list include region, county, staff type and starting last name.

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CAFSUSML                USER MAINTENANCE LIST                02/28/2007    13:51
USER ID : CS4566                PAGE NO:    3

REGION :          COUNTY :
STAFF TYPE :                STARTING LAST NAME :
DISPLAY THE WORKER HISTORY FOR USER-ID :
TO SELECT, ENTER I=INQUIRE, M=MODIFY OR D=DELETE
SEL USERID  NAME                STAFF TYPE        RGN COUNTY----- PHONE
_ C7TR34    THIRTYFOUR, TRAINEE    CWA COUNTY OFFIC 4 025 LEWIS & CL
_ C7TR39    THIRTYNINE, TRAINEE    CWA COUNTY OFFIC 4 025 LEWIS & CL
_ C7TR31    THIRTYONE, TRAINEE    CWA COUNTY OFFIC 4 025 LEWIS & CL
_ C7TR37    THIRTYSEVEN, TRAINEE  CWA COUNTY OFFIC 4 025 LEWIS & CL
_ C7TR36    THIRTYSIX, TRAINEE    CWA COUNTY OFFIC 4 025 LEWIS & CL
_ C7TR33    THIRTYTHREE, TRAINEE  CWA COUNTY OFFIC 4 025 LEWIS & CL
_ C7TR32    THIRTYTWO, TRAINEE    CWA COUNTY OFFIC 4 025 LEWIS & CL
_ C7TR20    TWENTY, TRAINEE        CWA COUNTY OFFIC 4 025 LEWIS & CL
_ C7TR28    TWENTYEIGHT, TRAINEE  CWA COUNTY OFFIC 4 025 LEWIS & CL
_ C7TR25    TWENTYFIVE, TRAINEE   CWA COUNTY OFFIC 4 025 LEWIS & CL
_ C7TR24    TWENTYFOUR, TRAINEE   CWA COUNTY OFFIC 4 025 LEWIS & CL
_ C7TR29    TWENTYNINE, TRAINEE   CWA COUNTY OFFIC 4 025 LEWIS & CL
_ C7TR21    TWENTYONE, TRAINEE    CWA COUNTY OFFIC 4 025 LEWIS & CL
_ C7TR27    TWENTYSEVEN, TRAINEE  CWA COUNTY OFFIC 4 025 LEWIS & CL

                                PATH:
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Field Descriptions (F12) indicates code lookup is available.

REGION (F12)

Enter a region number if you want to generate a list of all workers located in a particular region.

COUNTY (F12)

Enter a county number if you want to generate a list of all workers located in a particular county.

STAFF TYPE (F12)

Enter a staff type if you want to generate a list of all workers who are a particular type of worker.

STARTING LAST NAME

Enter the last name (or partial last name) of a worker if you are looking for a specific worker in the system.

DISPLAY THE WORKER HISTORY FOR USER-ID

Enter a specific C# if you want to view a history of workers assigned to that C#.

SEL

Enter "I" if you want to inquire on a worker's information, "M" if you want to modify a worker's information or "D" if you want to terminate a worker's access to the system. *Only certain staff types have the authority to modify and/or delete a worker. A worker cannot be deleted if they have clients, reports, facilities or supervisor/approval tasks assigned to them.*

USERID

This field will display the assigned C number for the worker.

NAME

This field will display the name of the worker.

STAFF TYPE (F12)

This field will display the assigned staff type code for the worker, along with a partial staff type description.

RGN (F12)

This field will display the region code for where the worker is located.

COUNTY (F12)

This field will display the county code, along with a description or partial description, for where the worker is located.

PHONE

This field will display the phone number for the worker.

Additional Information

None.