

## USMD - User Maintenance Detail

This screen will display detailed information about a specific worker in the CAPS system. Workers can enter any USER ID and obtain information regarding that ID. This screen can be accessed directly by typing USMD in the PATH and can also be accessed by selecting a worker from the USML (User Maintenance List) screen.

```
CAFSUSMD                USER MAINTENANCE DETAIL                06/29/2016    13:48
USER ID : C81285        MODIFY

    USER ID              : C74142Sw                START DATE: 01/01/1990
                                                                TERMINATION DATE: 99/99/9999
    FIRST NAME           : TWEEDLE
    MIDDLE NAME          :
    LAST NAME            : DEE

    STAFF TYPE           : CwA    CHILD PROTECTIVE SER
    SUPERTASKS           : N      DAY CARE ACCESS: Y

    SUPERVISOR ID        : C74142CS    DUM, TWEEDLE
    SERVICE REGION       : 4    SOUTHWESTERN REGION
    RGN ACCESS           : Y
    SERVICE COUNTIES     : 025
    LOCATION             :

    TITLE                : TEST CPIS WORKER
    TELEPHONE            : (406) 443-8638    EXT: 1
    CONTACT COUNTY       : 025    LEWIS & CLARK
    EMAIL ADDRESS        : TDEE@EMAIL.COM

SHFT+F5=SATD                                                    PATH: _
```

**Field Descriptions** (F12) indicates code lookup is available.

### *USER ID*

This field will display the C number for the worker.

### *START DATE*

This field will display the date the worker was activated as a CAPS system user.

### *TERMINATION DATE*

This field will display the date the worker was terminated as a CAPS system user.

### *FIRST NAME*

This field will display the first name of the worker.

### *MIDDLE NAME*

This field will display the middle name of the worker.

### *LAST NAME*

This field will display the last 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.

*SUPERVISOR AND APPROVAL TASKS*

This field will display a “Y” if the worker has assigned supervisor/approval tasks or an “N” if the worker does not have assigned supervisor/approval tasks.

*DAY CARE ACCESS*

This field will display a “Y” if the worker has access to view/update daycare licensing information or an “N” if the worker does not have access to view/update daycare licensing information.

*SUPERVISOR ID*

This field will display the C number and name of the worker’s supervisor.

*SERVICE REGION (F12)*

This field will display the region the worker is located in.

*RGN ACCESS*

This field will display a “Y” if the worker has regional system access or an “N” if the worker does not have regional system access.

*SERVICE COUNTIES (F12)*

This field will display all of the counties the worker has access to.

*LOCATION (F12)*

This field will display if the worker is associated to a juvenile correctional facility (Billings Transition Center, Great Falls Youth Evaluation/Transition Center, Pine Hills or Riverside) or if the worker has no access to CAPS.

*TITLE*

This field will display the worker’s title.

*TELEPHONE*

This field will display the worker’s primary phone number.

*CONTACT COUNTY (F12)*

This field will display the worker’s primary county.

*EMAIL ADDRESS*

This field will display the worker’s email address.

## **Additional Information**

If the Supervisor and Approval Tasks field displays a “Y”, press SHIFT+ F5 on USMD to access the SATD (Supervisor/Approval Tasks Detail) screen. This screen will show you what supervisor/approval tasks are assigned to this particular worker.