

STAFF SEARCH RECORD

1-7 ASSET STAFF SEARCH FUNCTION

The Staff Search function allows an ASSET user to find information about other ASSET users. The Staff Search function is accessed from the ASSET Menu Tree and appears as follows:



To perform a search, a response is required in the Criteria section. If left blank, an error message will appear that states: **Please correct the following. Criteria is required for a search.**

The Field Descriptions are:

FIELD	REQUIRED FIELD	FIELD DEFINITION
<ul style="list-style-type: none"> Field 	Default	Drop-down field with 3 selections to search by: <ul style="list-style-type: none"> Last Name Logon ID First Name
<ul style="list-style-type: none"> Operator 	Default	Drop-down field with 4 selections to search by: <ul style="list-style-type: none"> Begins With Contains Exact Match Sounds Like
<ul style="list-style-type: none"> Criteria 	Yes	A user will enter the information related to the Field and Operator selections.

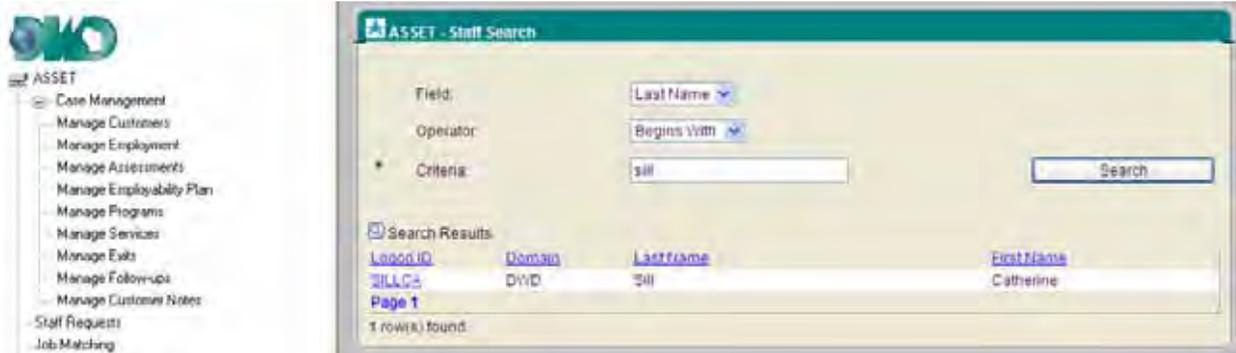
Click on the Search button and the page will appear as follows on the next page:



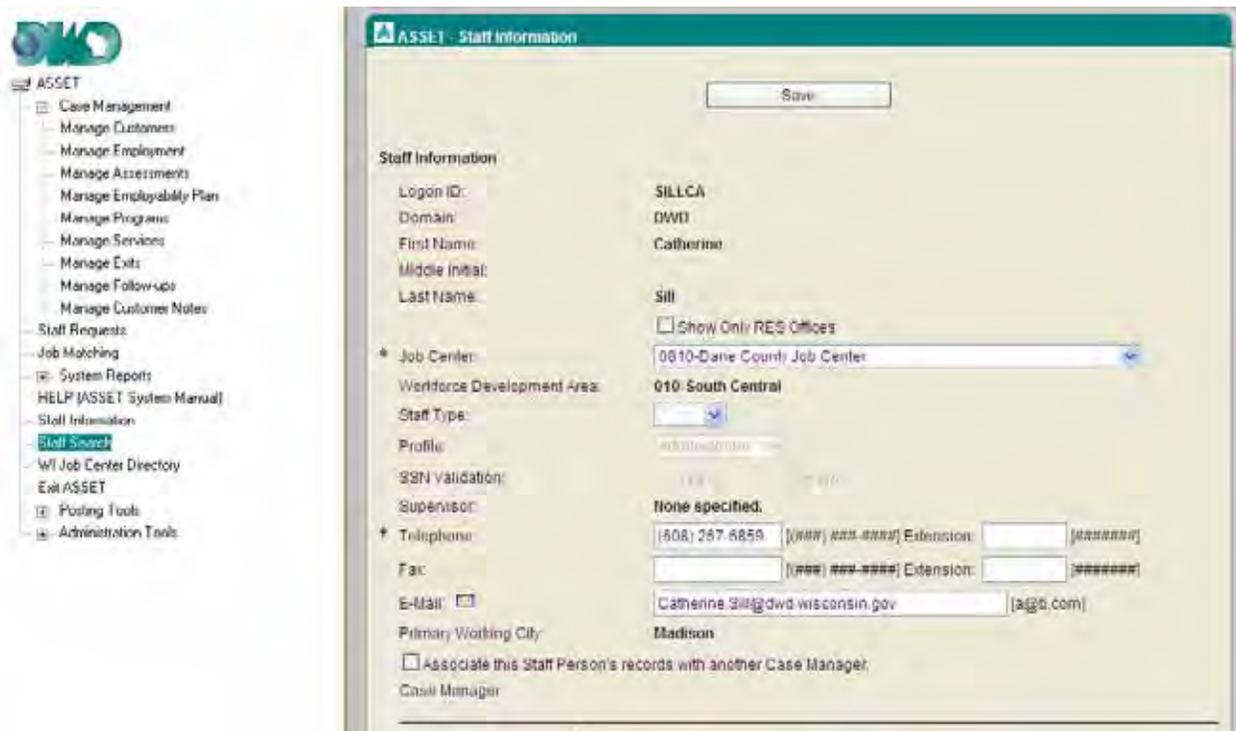
Users' Guide

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When a worker clicks on the Logon ID (highlighted and underlined in blue) the following page displays:



The information on this page reflects the most recent information provided to DWD. At the bottom of the page is a Check Mark box that a worker may use to designate that the staff person's record be associated with another Case Manager.

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