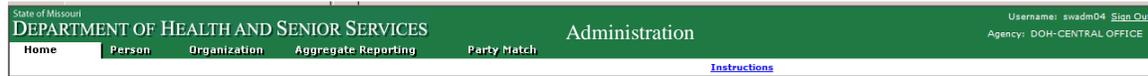


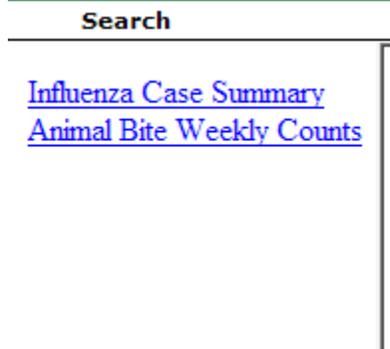
# Admin – Worker Numbers

## Application Menu Bar



Add a menu item for ADMIN which will only be used by STD ADMIN users at this time.

## Task Listing in Left Frame



Add a task item to the left frame for “Manage Workers”

## Manage Workers Screen

**Manage Workers (at initial load)**

Active Only

**Add Worker**

	<u>Number</u>	<u>Name</u>	<u>Status</u>	<u>Last Changed Date</u>	<u>Entry Date</u>	<u>Entered By</u>
<a href="#">Edit</a>	041	FORBIS, AMY	ACTIVE		05/26/2010	BUSCHM
<a href="#">Edit</a>	045	HERBERT, MIKE	ACTIVE		05/26/2010	BUSCHM
<a href="#">Edit</a>	066	STITH, ZANA	ACTIVE		05/26/2010	BUSCHM

Manager Workers Screen will initially load with “Active Only” checked and the grid will only include the Active Users. Grid will be sorted Number Ascending.

Uncheck of Active Only will load all workers into the grid.

When the user clicks ADD WORKER button or the Edit Link in the grid, the entry fields will be shown (populated for the edits).

## Admin – Worker Numbers

### Add Worker

Last Name: \*  First Name: \*   
Worker Number: \*  Status: \*  |v|  
Begin Date:  |v| End Date:  |v|  
Group: \*  |v| Reviewer: \*  |v|

	<u>Name</u>	<u>Number</u>	<u>Status</u>	<u>Status Date</u>	<u>Entry Date</u>	<u>Entered By</u>
<a href="#">Edit</a>	FORBIS, AMY	045	ACTIVE		05/26/2010	BUSCHM
<a href="#">Edit</a>	HERBERT, MIKE	041	ACTIVE		05/26/2010	BUSCHM
<a href="#">Edit</a>	STITH, ZANA	066	ACTIVE		05/26/2010	BUSCHM

Last Name and First Name fields are alpha numeric – no edit checks

Worker Number is alpha numeric – but only allow numbers to be entered (leading zeros needed)

Begin Date – default to system date

Validations:

- Last Name and First Name are required.
- Worker Number is required.
- Status is required.
- Begin Date is required.
- Group is required.
- The worker id already exists.
- The last name, first name and worker id already exists.
- The worker number must contain at least three digits.

STATUS – will default to ACTIVE – Dropdown will include ACTIVE and INACTIVE  
(list name: active inactive)

GROUP – what values? Program will send. (list name: WORKER GROUP)

REVIEWER – YES, NO – Required (list name: YES NO)

At SAVE, the new worker (or changed information) will be displayed in the grid.

## Admin – Worker Numbers

If editing, Worker Number will be disabled; it cannot be edited.

### Edit Worker

(Validation message here)

**Last Name:**     **First Name:**   
**Worker Number:**     **Status:**    
**Begin Date:**      **End Date:**    
**Group:**      **Reviewer: \***

	<u>Name</u>	<u>Number</u>	<u>Status</u>	<u>Status Date</u>	<u>Entry Date</u>	<u>Entered By</u>
<a href="#">Edit</a>	BUSCHJOST, MARY	300	ACTIVE		03/03/2011	BUSCHM
<a href="#">Edit</a>	FORBIS, AMY	045	ACTIVE		05/26/2010	BUSCHM
<a href="#">Edit</a>	HERBERT, MIKE	041	ACTIVE		05/26/2010	BUSCHM
<a href="#">Edit</a>	STITH, ZANA	066	ACTIVE		05/26/2010	BUSCHM

TABLE NAME: SURVWEB\_WORKER\_NUMBERS

Column	Description
SURVWEB_CASE_WORKER_NUMBER_ID	PK
LAST_NAME	Last Name (can't be null)
FIRST_NAME	First Name (can't be null)
WORKER_NUMBER	Worker Number (can't be null, must be unique)
STATUS	Status (can't be null)
BEGIN_DATE	Begin Date (can't be null)
END_DATE	End Date
GROUP	Group - Used in reporting (can't be null)
REVIEWER	Does this person review interview records?
ENTRY_DATETIME	Datetime of entry (can't be null)
ENTRY_USERID	Userid of person entering case (can't be null)
LAST_CHANGED_DATETIME	Datetime when record was last changed
LAST_CHANGED_USERID	Userid of person who last changed the record.

Approved by Amy Forbis 3-8-2011