



## SYSTEM ADMINISTRATION SUPPLEMENTAL SHEET

Reviewed 08/14/09 with build 1.80.1 validation

### **SA-1, Build an organizational hierarchy**

Task 4. Add a unit under Kim P. 8

Step 4. After searching for existing units the County field name will be highlighted, click off to the side of the screen to remove the highlighting (if not already done). Proceed with the exercise as written. This is a defect in the training database and will work properly in production.

Task 5. Assign Kim to a user group P. 10

Step 7. After clicking Search, the system lists all state and agency defined User Groups.

Step 8. Select the check box for Super User Group AGENCY-DEFINED Franklin County Children Services Board (on page 8 of the Search Results).

Proceed with the exercise as written.

Task 8. Add a unit under Pat P. 14

Step 4. After searching for existing units the County field name will be highlighted, click off to the side of the screen to remove the highlighting(if not already done). Proceed with the exercise as written. This is a defect in the training database and will work properly in production.

Task 9. Assign Pat to a user group P. 16

Step 7. After clicking Search, the system lists all the state and agency defined User Groups.

Step 8. Select the check box for Super User Group AGENCY-DEFINED Franklin County Children Services Board (on page 8 of the Search Results).

Proceed with the exercise as written.

Task 12. Add a unit under Chris P. 19

Step 4. After searching for existing units the County field name will be highlighted, click off to the side of the screen to remove the highlighting(if not already done). Proceed with the exercise as written. This is a defect in the training database and will work properly in production.

Task 13. Assign Chris to appropriate user groups P. 21

Step 7. After clicking Search, the system lists all the state and agency defined User Groups.

Step 8. Select the following two user groups:

Super User Group AGENCY-DEFINED Franklin County Children Services Board  
Supervisor Group STATE-DEFINED Ohio Department of Job and Family Service

Proceed with the exercise as written.



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Task 16. Assign Fran to a user group P. 24

Step 7. After clicking Search, the system lists all the state and agency defined User Groups.

Step 8. Select the check box for Case Worker User Group AGENCY-DEFINED Franklin County Children Services Board (on page 2 of the Search Results). Proceed with the exercise as written.

### **SA-4, Perform other basic administrative tasks**

Task 2. Merge duplicate person records P. 43

Step 9. Grid. Select the following values: You cannot select the Person ID.