


Log in to the system as an Administrator. Upon successful login, you will be directed to the Administrator Dashboard, which serves as the home page



Home

Users

Security Management

Chat

Help

DoHS Administrator

EnglishFrank

Search

Case ID

Search Case ID

Child's First Name

Child's First Name

Child's Last Name

Child's Last Name

Date of Birth

Select Date of Birth

Person ID

Person ID

Child's Legal County

Select a County

Clear

Search


Search Result

Child Name	Case ID	Case Stage	Assigned Date	Foster Placement	Jurisdiction	County	Action
Search Child Name	Search Case ID	Search Case Stage	Search Assigned Date Pr...	Search Foster Placement	Search Jurisdiction	Search County	
No Data							

10

Page 1 of 1 (0 items)

Click on the "Users" icon in the side menu




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Search

Search Case ID

Child's First Name

Child's First Name

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Select Date of Birth

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Clear

Search

Search Result

Child Name	Case ID	Case Stage	Assigned Date	Foster Placement	Jurisdiction	County	Action
Search Child Name	Search Case ID	Search Case Stage	Search Assigned Date Press ALT...	Search Foster Placement	Search Jurisdiction	Search County	
No Data							

10

Page 1 of 1 (0 items)

Click on "Manage Users" from the dropdown menu.

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Search

USER ACCESS & MIGRATION

Manage Users
 Test User Config

Manage Users Page

Person ID

Child's First Name
 Child's Last Name
 Date of Birth

Child's Legal County

Select a County

Clear

Search

Search Result

Child Name	Case ID	Case Stage	Assigned Date	Foster Placement	Jurisdiction	County	Action
Search Child Name	Search Case ID	Search Case Stage	Search Assigned Date Press ALT...	Search Foster Placement	Search Jurisdiction	Search County	
No Data							

10

Page 1 of 1 (0 items)

In the "Manage Users" page, select the useraccount that is locked

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UsersDeactivated Users

Search by User name

elammad df

lasttry@mailto.plus

Deactivate

simi_test7.17 erm

wiyiw41121@simerm.com

Deactivate

tracy willams

gavaskar@cardyai.com

Deactivate

john Bio m

kumaresan.s@particleblack.com

Deactivate

wislonkumar GV

wilson@mailto.plus

Deactivate

fosterparent template

fosterparenttemplate@mailto.plus

Deactivate

testcasemanager3 3

tvupsu@mailto.plus

Deactivate

testparent 42

tzynya@mailto.plus

Deactivate

mynewadmin testadmin

nihon37002@mytaemin.com

Deactivate

elixir gaw

ebxyxgu@mailto.plus

Deactivate

cqosh sin

cqwos@mailto.plus

Deactivate

newusersuper m

notify1@mailto.plus

Deactivate

sindhu5 alan

upload5@mailto.plus

Deactivate

User Details

PROFILE DETAILS

First Name *

Enter First Name

Middle Name

Enter Middle Name

Last Name *

Enter Last Name

User Name

Enter User Name

DOB

Select Date Of Birth

Email ID *

Enter Email ID

Role *

Select a Role

Person ID *

Enter Person ID

PHONE NUMBERS

Direct Line Phone

Direct Line Phone

Mobile Number

Mobile Number

ADDRESS

State

Select a State

Jurisdiction

Select a Jurisdiction


County

Select a County

Cancel

Add User

In the "User Details" section, uncheck the "Locked" checkbox.

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Deactivated Users

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tvupsu@mailto.plus

Deactivate

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tzynya@mailto.plus

Deactivate

mynewadmin testadmin
nihon37002@mytaemin.com

Deactivate

elixir gaw
ebxyxgu@mailto.plus

Deactivate

cqosh sin
cqws@mailto.plus

Deactivate

newusersuper m
notify1@mailto.plus

Deactivate

sindhu5 alan
upload5@mailto.plus

Deactivate

User Details

PROFILE DETAILS

First Name *

wislonkumar

Middle Name

Enter Middle Name

Last Name *

GV

User Name

wilson@mailto.plus

DOB

Select Date Of Birth

Email ID *

wilson@mailto.plus

Role *

DoHS Case Manager

Person ID *

19277494

PHONE NUMBERS

Direct Line Phone

Direct Line Phone

Mobile Number

Mobile Number

ADDRESS

State

Select a State

Jurisdiction

Select a Jurisdiction

County


Select a County

Locked

Cancel

Update

Click the "Update" button to save changes.

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cqosh sin
cqvos@mailto.plusDeactivate

newusersuper m
notify1@mailto.plusDeactivate

sindhu5 alan
upload5@mailto.plusDeactivate

User Details

PROFILE DETAILS

First Name *
wislonkumar

Middle Name
Enter Middle Name

Last Name *
GV

User Name
wilson@mailto.plus

DOB
Select Date Of Birth

Email ID *
wilson@mailto.plus

Role *
DoHS Case Manager

Person ID *
19277494

PHONE NUMBERS

Direct Line Phone
Direct Line Phone

Mobile Number
Mobile Number

ADDRESS

State
Select a State

Jurisdiction
Select a Jurisdiction


County
Select a County

☐ Locked

Cancel


Update

User is unlocked successfully and should be able to login with the old credentials.

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cqosh sin
cqvos@mailto.plus

Deactivate

newusersuper m
notify1@mailto.plus

Deactivate

sindhu5 alan
upload5@mailto.plus

Deactivate

User Details

PROFILE DETAILS

First Name *

wislonkumar

Middle Name

Enter Middle Name

Last Name *

GV

User Name

wilson@mailto.plus

DOB

Select Date Of Birth

Email ID *

wilson@mailto.plus

Role *

DoHS Case Manager

Person ID *

19277494

PHONE NUMBERS

Direct Line Phone

Direct Line Phone

Mobile Number

Mobile Number

ADDRESS

State

Select a State

Jurisdiction

Select a Jurisdiction

County

Select a County

☐ Locked

Cancel

Update

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