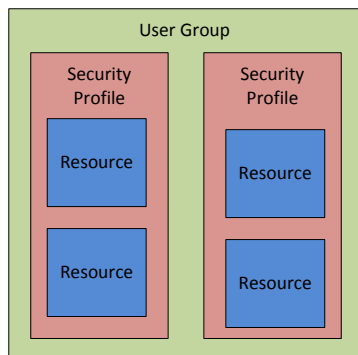


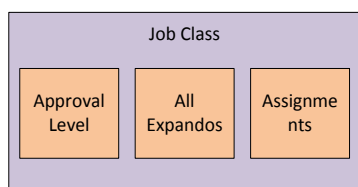
Security Hierarchy



User Group - A complete picture of different accesses that a worker has or group of workers have

Security Profile - A group of accesses to like areas, for example access to enter placements

Resource - A single access, for example access to open the access report page



Job Class—Determines three things in pre-set profiles

Approval Level—1 (Worker), 2 (Supervisor), 3 (Supervisor w/Financial)

All Expando—Ability to access the all County expandos for Access Reports and Home Inquiries

Assignments—Access to change case assignments

Helpful User Groups

-County specific user groups start with the county name, i.e. “ Adams - User Group”

-County specific user groups can be added/removed/changed at any time.

-The state maintains some user groups that are not county specific and can be used by any county:

- Read Only - Case Notes
- Read Only - Child Support
- No Access At All
- eW Reports Access Only
- County Executive - Clinical

Audit Reports

CM22-a01 (Report by County)

CM22-a02 (Report by Work Type)

Tips and Tricks

- New workers can be created by supervisors, but only security delegates can assign and approve access. Departing workers can be marked inactive by supervisors, but security delegates must approve access removal.
- Workers can request access to a page if they attempt to open a page they do not have access to. This will show up as a request for the security delegate in the request queue.
- eWReports security is managed independently. eWReports authorizers (typically security delegates) can add or remove access to any available report on an individual worker basis.
- Use the notes field in the security request screen to keep track of why access is granted or changed. This is a great resource should a delegate need to justify an access change.
- State eWiSACWIS Liaisons are always happy to help with any security questions.

Worker Security Search

Maintain -> Security -> Worker Security Search

The screenshot shows the 'Worker Security Search' web application interface. The title bar reads 'Worker Security Search - Internet Explorer'. The main header is 'eWiSACWIS'. Below the header is a 'Search Criteria' section with various input fields: County (dropdown), Site (dropdown), Assigned To (dropdown), First Name (text), Last (text), User Group (dropdown), Email (text), Filter (dropdown), Profile (text), Worker ID (text), Job Class (dropdown), Resource (text), Supvr ID (text), Status (dropdown), WAMS (dropdown), and Action (dropdown). There are 'Clear' and 'Search' buttons. Below the search criteria is a 'Search Results' section that currently displays 'No results found'. At the bottom right of the search results area are 'Continue' and 'Close' buttons. The browser's status bar shows '100%' zoom.

Search by any combination of multiple factors including user group, access to certain resources, supervisor, site, and status (active or inactive)