

> Job Aid: Verifying Employee Cell Numbers for Mobile Investigator

The CPS Mobile Investigator app includes the ability for CPS supervisors to receive safety notifications from their staff. CPS staff can check in and check out of locations to alert supervisors of their safety. For the CPS supervisors to be properly notified, the supervisors must have their correct cell phone number listed as their primary number on the person profile record associated to their active Employee ID.

This job aid is for LOSCs to verify employees' cell phone numbers. There could be situations where an employee has multiple employee records and you will need to verify all employee records are linked to the same Person ID. These steps are outlined below.

Search for an Employee

First, you will need to search for the employee record.

1. From the Home screen, click search. The Person Search screen appears. Click the **Employee Search** tab. The Employee Search screen appears.

OR

From the Home screen, click **Administration** > **Staff**. Click Maintain Staff in the left-hand menu. The Employee Search screen appears.

2. Enter search criteria and click **Search**. The matching employees appear in the search results.

In the search results, an employee may have more than one employee record depending on their organization. In this situation, you will need to view each active employee record to determine what Person ID is associated to them. ***Please continue to step 3 if there are multiple employee records for a person.*** If not, please jump to the **Verify the Cell Phone Number** section on the next page.

3. Click select beside the first instance of the employee record; this takes you to the Employee Basic Information screen. At the top of the screen, click the name of the employee.



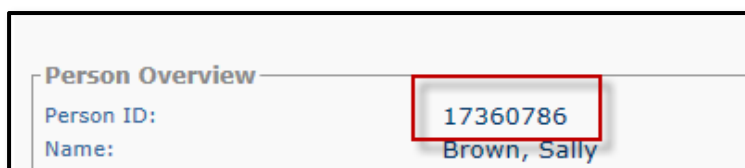
Maintain Staff

Basic

Employee Name: Brown, Sally

Employee Information

4. This link takes you to the Person Overview screen, where you will find the Person ID. Write down the Person ID that displays for the employee.



Person Overview

Person ID: 17360786

Name: Brown, Sally

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5. Verify on the Person Overview screen that they are an active employee.

Person Overview			
Person ID:	17360786	Gender:	Female
Name:	Brown, Sally	DOB:	10/26/1981
Address:	200 ANTIOCH PIKE BLDG 200, Lansing, MI 48933	Age:	37 years
Phone/Contact:	Ingham (555) 555-5555	Employee:	Active

6. Cancel out of the screens until you are back to the Employee Search screen. Search for the employee again and use steps 3 – 6 to verify all associated Person IDs for the employee records match the one you wrote down.



Note

If multiple employee records are active and **not** associated to the same Person ID, please contact the MiSACWIS Help Desk for assistance.

Verify the Cell Phone Number

Next, you need to verify the employee's cell phone number on the person profile of the Person ID associated to the active employee record.

1. In the employee search results, click select beside the employee record.
2. At the top of the Employee Basic Information screen, click the name of the employee.

Maintain Staff	
Basic	
Employee Name:	<u>Brown, Sally</u>
Employee Information	

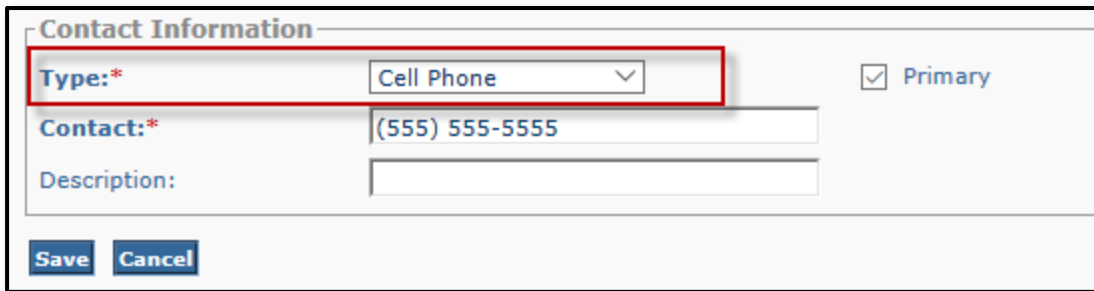
3. On the Person Overview screen, navigate to Person Profile > **Address** tab.
4. Under the Person Phone/Email section, verify the employee's cell phone information.

Person Phone/Email			
	Type	Detail	Primary
<u>select</u>	Cell Phone	(555) 555-5555	Yes

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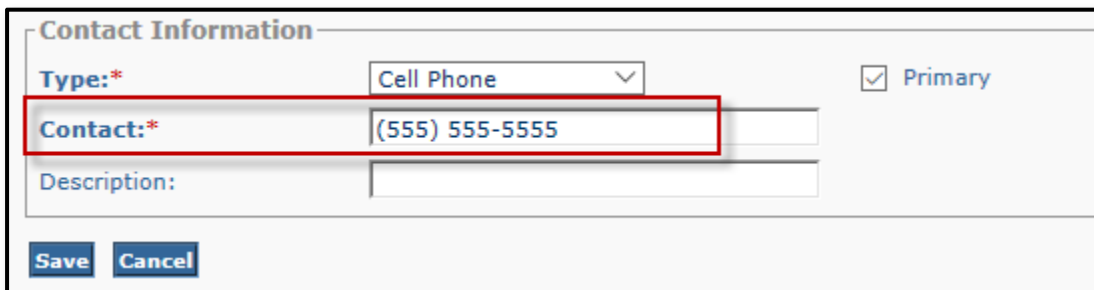
5. If you need to make any updates to the cell phone information, click select and verify the following.

- The **Type** is **Cell Phone**.



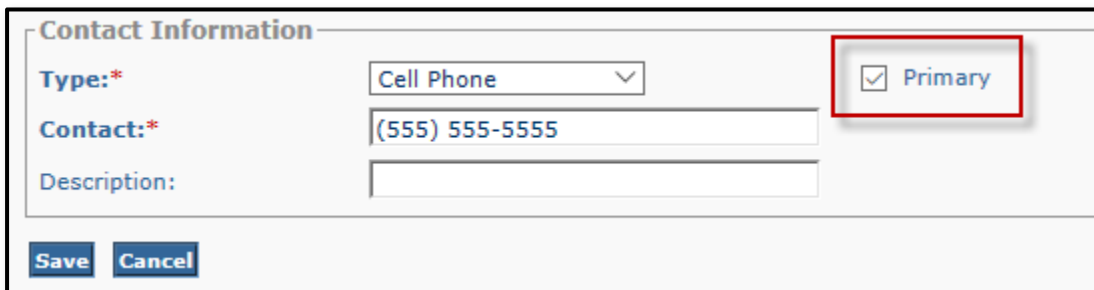
The screenshot shows the 'Contact Information' form. The 'Type:' dropdown menu is highlighted with a red box and contains the text 'Cell Phone'. To the right of the dropdown is a checked checkbox labeled 'Primary'. Below the dropdown is the 'Contact:' field containing '(555) 555-5555' and a 'Description:' field. At the bottom are 'Save' and 'Cancel' buttons.

- The Contact number is correct and up to date.



The screenshot shows the 'Contact Information' form. The 'Contact:' text input field is highlighted with a red box and contains the text '(555) 555-5555'. The 'Type:' dropdown is set to 'Cell Phone' and the 'Primary' checkbox is checked. The 'Description:' field is empty. At the bottom are 'Save' and 'Cancel' buttons.

- The Primary check box is selected.



The screenshot shows the 'Contact Information' form. The 'Primary' checkbox is highlighted with a red box and is checked. The 'Type:' dropdown is set to 'Cell Phone' and the 'Contact:' field contains '(555) 555-5555'. The 'Description:' field is empty. At the bottom are 'Save' and 'Cancel' buttons.

6. Be sure to save any updates you make. The CPS staff **must** have a **Primary** contact type of **Cell Phone** in order to receive notifications from the CPS Mobile Investigator app regarding worker check in/out. Notifications will not be received if this information is not documented in MiSACWIS as described.