



AFGE CASETRACK User Documentation for Local Level Administrators

www.afge-casetrack.org

system development by
www.microsearch.net



AFGE CASETRACK

User Documentation for Local Level Administrators

Every local will have one or more assigned administrators. The administrators control access to the system at the local level. The administrator can also assign cases from one steward to another steward if a case is no longer being managed by that a particular steward.

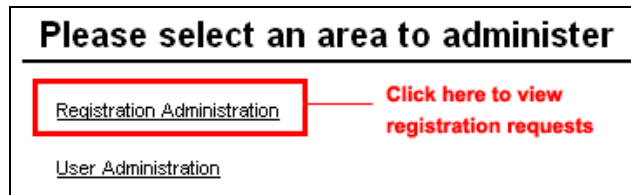
Getting Started

The AFGE CaseTrack system was designed to be very simple to administer. Administration basically revolves around managing active users and accepting or denying member registration. This tutorial will cover both. The main administration section is accessible through the top navigation menu by clicking on the "Administration" link.



New Member Registration

Once you are in the Administration section, click on the "Registration Administration" link to view any pending registration requests.



If there are any current requests, you will see the name of the person requesting the account, and have the option to either permit or deny the registration.

Registration Request For: Local 0305			
FirstName: James	MiddleName: E	LastName: Cameron	
Address: 356 Milborough Rd.	City: Somerville	State: MA	Zip: 02148
HomePhone: 781-234-5678	WorkPhone:	Fax:	
Email: james@union.net			
Accept Registration		Deny Registration	

Click here to accept the registration

User Administration

The user administration section allows you to manage active users. To begin, click on the "User Administration" link in the main Administration page.

Please select an area to administer

[Registration Administration](#)

[User Administration](#) Click here for
User Administration

Next select the local for which you wish to administer the users. Generally you will only have once choice. Make sure the local you want is selected, and click on the "Show Users" button.

Select Local

Local 0305

Show Users

Once you have selected the local, a list of all users in that local will appear. That list will allow you to view each users profile, reassign a member to a new local, or archive that member. The reassign functionality is not likely to be used for most local administrators.

User Name	Email	Current Assignment			
Afge Jim	test@test.com	Local(s): 0305	Profile	ReAssign	Archive
Bannon Race	race@bannon.com	Local(s): 0305	Profile	ReAssign	Archive

Updating a Members Profile

To view a member's profile, click on the "Profile" link in the table list of members. You will then see a screen detailing contact information for the member as well as user login and password information.

User Name	Email	Current Assignment			
Afge Jim	test@test.com	Local(s): 0305	Profile	ReAssign	Archive

Modify a field

First Name <input type="text" value="Jim"/>	Middle Name <input type="text"/>	Last Name <input type="text" value="Afge"/>
Address <input type="text" value="55 Main Street"/>	City <input type="text" value="test"/>	Zip Code <input type="text"/>
State <input type="text" value="AL"/>	Home Phone <input type="text" value="(888) - 888 - 8888"/>	Work Phone <input type="text" value="(222) - 222 - 2222"/>
Fax <input type="text" value="() - -"/>	Email <input type="text" value="test@test.com"/>	
User Name <input type="text" value="local\$"/>	Password <input type="text" value="local\$"/>	Note: A valid Password must be at least six (6) characters in length. It must also contain at least one numeric (1, 2, etc.) or special (@, #, etc.) character.

Click here to save changes

Adding a User

Users can be added manually in the administration area or via the registration request form. To add a user through the Administration interface, go to the bottom of the page, and click on the "Add a User" button.

User Name	Email	Current Assignment			
Afge Jim	test@test.com	Local(s): 0305	Profile	ReAssign	Archive
Bannon Race	race@bannon.com	Local(s): 0305	Profile	ReAssign	Archive

Add A User Click here to add a user

A new panel will appear where you can enter the contact information, user name, and password for a new user.

Add A User

First Name <input type="text"/>	Middle Name <input type="text"/>	Last Name <input type="text"/>
Address <input type="text"/>	City <input type="text"/>	Zip Code <input type="text"/>
State AL <input type="button" value="v"/>	Home Phone (<input type="text"/>) - <input type="text"/> - <input type="text"/>	Work Phone (<input type="text"/>) - <input type="text"/> - <input type="text"/>
Fax (<input type="text"/>) - <input type="text"/> - <input type="text"/>	Email <input type="text"/>	
User Name <input type="text"/>	Password <input type="text"/>	Note: A valid Password must be at least six (6) characters in length. It must also contain at least one numeric (1, 2, etc.) or special (@, #, etc.) character.

Click here once you have added all the information for your new user

Once you have entered all relevant information for your new user, click on the "Add User" button to save the new user.

Archiving a User

To archive a user, and remove the user from the active user list, simply click on the "Archive" button associated with that user in the user list. The system will prompt you to assign any active cases formerly associated with the archived user to active user(s).

Each Case in the system is associated with the user or administrator who started the cases. If a user is no longer going to be in the system, then that user's cases need to be assigned to a different user or administrator so the system doesn't have "orphaned" cases. When you attempt to archive an active user, the system will check to make sure the user does not have any active cases. If there are active cases, then you will be asked to assign the active cases to an active user. The system will allow you to assign those cases to any other user within your local. The local administrator can also reassign cases in the retrieve case area of the system.

Address <http://www.afge-casetrack.org/Administration/UserAdmin.aspx> Go Links

Show Users

User Name	Email	Current Assignment			
Afge Jim	test@test.com	Local(s): 0305	Profile	ReAssign	Archive
Current Assignment: Local 0305		Number Of Cases: 36			
Concerned Party	Case Designation	Case Agency	Case Type	Case Assigned To	
	NOC-GSA-Local 0305-40-05	GSA	NOC	Select Replacement	
	ULP-GSA-Local 0305-15-05	GSA	ULP	Select Replacement	
	ULP-GSA-Local 0305-18-05	GSA	ULP	Select Replacement	
	ULP-GSA-Local 0305-21-05	GSA	ULP	Select Replacement	
	ULP-GSA-Local 0305-24-05	GSA	ULP	Select Replacement	