

11/2/12

CONNECTIONS Clue:

How do I find the name of a worker's supervisor?

Need to contact the supervisor of a worker assigned to one of your cases, but don't know who it is? Since CONNECTIONS transformation all users can now view security. This allows you to look up a worker's information, including the name of the approver in their unit – which is usually their supervisor!

To do this:

- Click on the Search/Maintain drop-down menu in the upper right of the CONX screen, just under the Log Out link
- Choose Staff/Security
- Enter the worker's agency code.
 - If you don't know the agency code, you can find it by looking at the list of workers assigned to your stage.
 - Highlight the stage on your workload
 - Click the Assign link in the common section of the left navigation pane
 - Locate the code in the Agency column for that worker
- On the Staff/Security window, enter the first few letters of the worker's last name
- Click the search button
- Highlight the worker's name
- The name of that person's unit approver appears in the lower left corner of the Detail tab
- You can then use the Staff/Security window to search for the approver and find a phone number (if one has been entered).