

CLOW Screen - displays a list of cases. Cases are listed by office, worker, NCP last name and FGN. This screen may also be used to transfer cases from one worker to another or from one office to another office.

See next page for instructions on how to access CLOW.

If you want a specific status to display enter a Y next the status type. More than one may be selected. If none are selected all will be displayed

If you want a specific priority to display enter a Y next to the priority type. More than one may be selected. If none are selected all will be displayed

Enter an office code to change all the cases on the page to the entered office code

E861S01 V24 F03 OKLAHOMA DEPT. OF HUMAN SERVICES
TRANID: CLOW OCSS CASE LIST BY OFFICE AND WORKER
OFFICE: XXX WORKER: WORKER, WALLY

MATCH ON STAT 01 _ 02 _ 04 _ 06 _ 08 _ 10 _ IA _
MATCH ON PRTY 1 2 3 4 5 6 7

CHANGE ALL WORKER:

CHANGE ALL OFFICE:

CHANGE ALL:

FGN	SVC	ST	PRI	AP	LAST NM	CS	AR	PY	IR	MEO
0XX5XX2001	F	02	5		ADDAMS					
07XX2XX001	F	08	2		DUCK					
0XX9XXX001	F	02	2		FLINSTONE					
X3X72XX001	F	02	2		LIGHTYEAR					
08XX56XX01	F	10	2		MOUSE					
0XX0XXX001	F	02	3		P					
0X3X3X0X01	F	02	3		R					
X5XX4XX001	F	06	3		T					
0X5XXX9001	F	02	2		W					

This field allows the all the cases that meet the priority and/or status enter to be changed
Enter the info on the change all worker and/or change all office and enter an X
This will take you to the 2nd screen for CLOW

Enter a u number to change all the cases on the page to the entered u number

OFC - Current office code

If only one case is being changed type over the existing office code with the new office code and press enter

CASES	PAGE	TOTAL
SEARCHED	212	212
MATCHED	12	12

WORKER	WORKER NAME
XXX UXXXXX	WORKER, WALLEY
XXX UXXXXX	WORKER, WALLEY
XXX UXXXXX	WORKER, WALLEY
XXX UXXXXX	WORKER, WALLEY
XXX UXXXXX	WORKER, WALLEY
XXX UXXXXX	WORKER, WALLEY
XXX UXXXXX	WORKER, WALLEY
XXX UXXXXX	WORKER, WALLEY
XXX UXXXXX	WORKER, WALLEY
XXX UXXXXX	WORKER, WALLEY

Cases Searched Page - The number of cases searched to locate the cases displayed on the current page.

Cases Searched Total - The number of cases searched to locate the case types selected displayed on all pages.

Cases Matched Page - The number of cases displayed on the current page.

Cases Matched Total - The number of cases displayed on all pages.

Worker - Current assigned worker

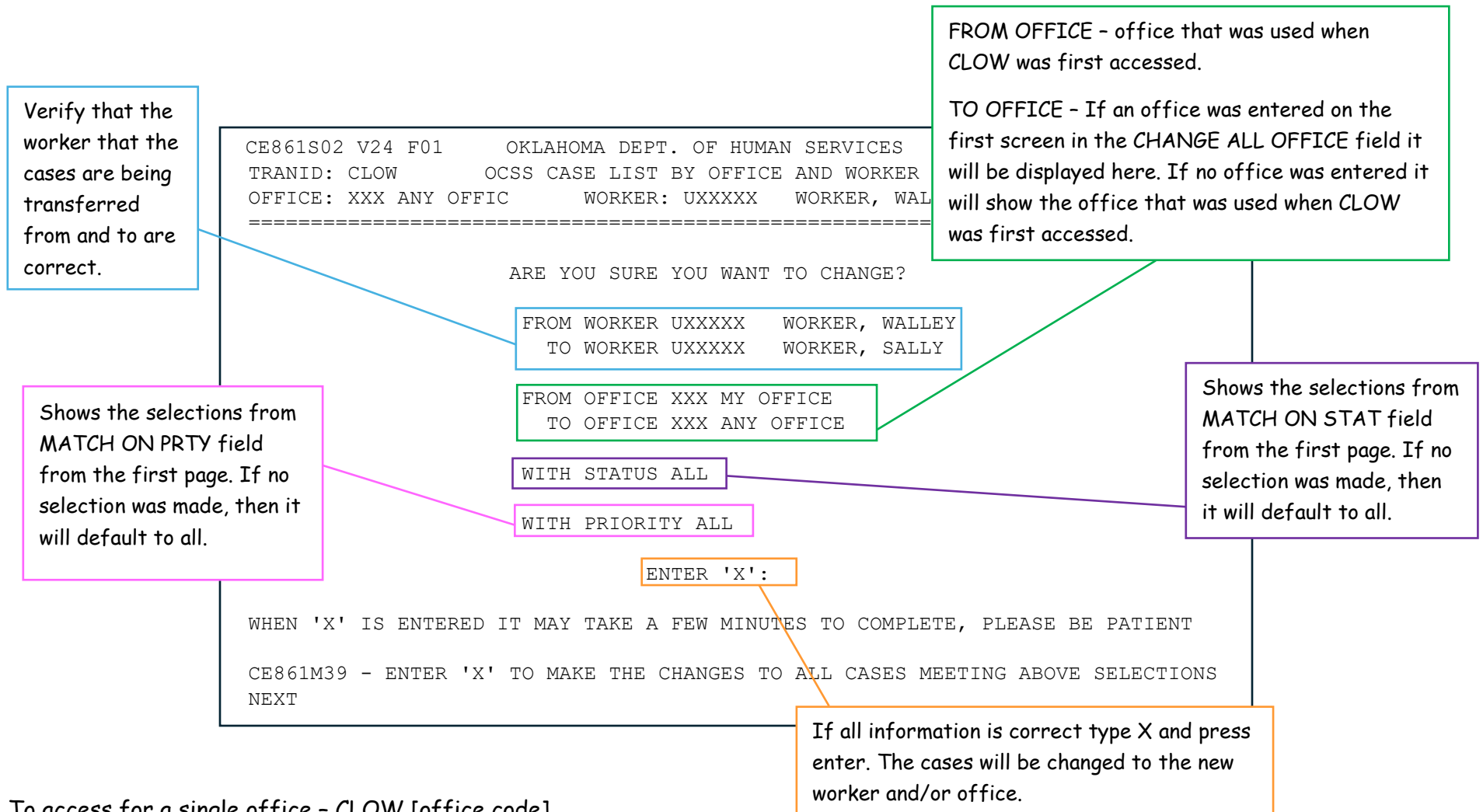
If only one case is being changed type over the existing u number with the new u number and press enter

CE861M02 - ENTER UPDA
NEXT
*WARNING-FPLS DATA-DO

T PAGE.

ZED PERSONS*

CLOW Screen 2 - when changes are requested on the first screen users will be brought to this screen to check the information and process the request.



To access for a single office - CLOW [office code]

Example: CLOW STO

To access a list of cases for a work in a specific office - CLOW [office code] [U number]

Example: CLOW STO UXXXXX

To access a list of cases for a worker at all offices - CLOW [U number]

Example: CLOW UXXXXX