
Program Staff List Screen

Updated on May 2017

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Business Purpose:

The Program Management Staff page displays a tabular listing of the Staff from the Shelter Program.

How to:

1. A search can be performed by filtering the Program's staff records by entering full or partial name in the **First Name** and/or **Last Name** field at the top of the screen. Beware that for most of the staff (users), the last name is just an initial with a period (e.g. B.) in the system.
2. A displayed Record per page dropdown is available at the upper top right corner of the **Staff** tab. If the number of staff is larger than the lowest value on the dropdown list (that minimum default is currently set at 20)
3. For each staff record, the **User No**, full **Name** and **Role** are displayed.
4. Each of the column headings are clickable and will execute a sort alternating between ascending and descending based upon the column heading. (For example, when you click on the **Name**, the staff listing are then sorted in ascending order, with the last name of A's at the top of the list.)

Important Notes:

1. The total number of records are shown at the top & bottom of every page.
2. Page selection are available also if there are more than one page of records.