

Program Staff List Screen

Updated on March 2016

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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.
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**, **First Name**, **Last 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 **First Name**, the staff listing are then sorted in ascending order, with the last name of A's at the top of the list.)
5. An **Export to Excel** download icon is displayed to allow users to export the staff list.

Search Staff by entering search criteria below

First Name:	<input type="text"/>
Last Name:	<input type="text"/>

Staff 

User No	First Name	Last Name	Role
30573	TestUser	Mgr	Manager / Executive Director
28894	Jennifer	chdiujf	Supervisor

Record per page | 20 |

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.