

**U.S. COAST GUARD
Work Life Information Management System (WIMS)**

**Special Needs Program
User Guide**

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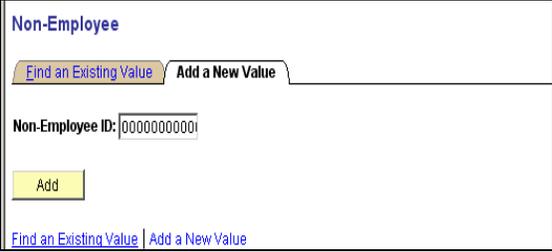
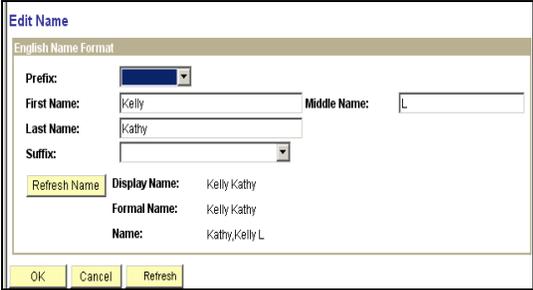
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How to Add a Non Employee

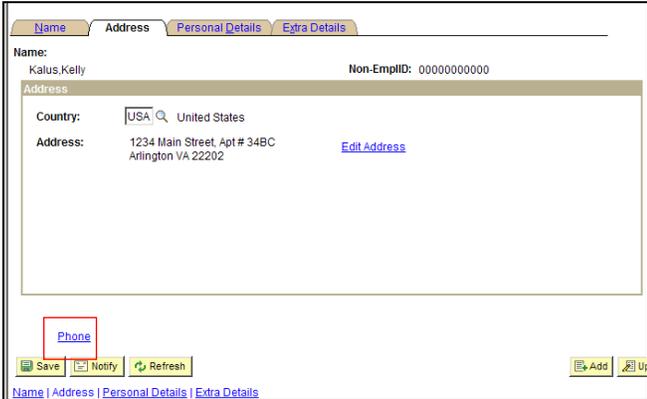
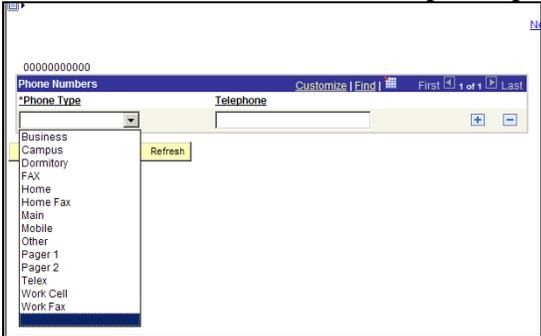
Use When there is an incident involving a non-USCG member, they must be added to the system. The user will take the following actions to add a non-employee.

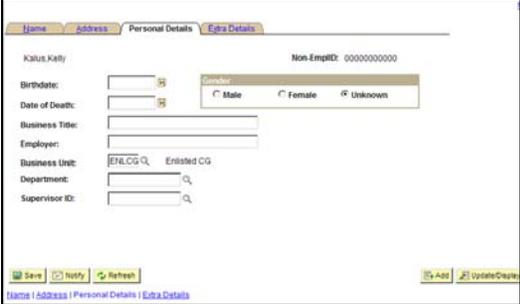
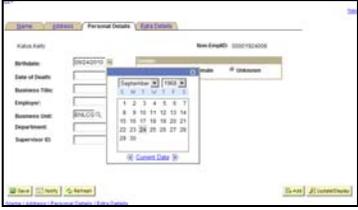
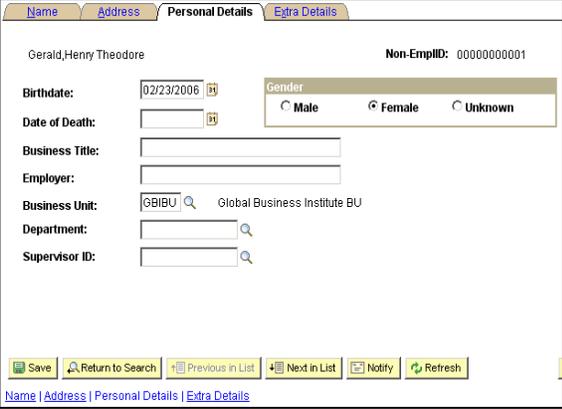
- Pages**
- Name
 - Address
 - Personal Details
 - Extra Details

Step	Action
1	First search to see that the person doesn't already exist in the system by navigating to the Non-Employee .
2	<ul style="list-style-type: none"> • Enter the person's Last Name and click the Search button. • If there are "no matching values found", select the Add a New Value tab (Step 3). • If the person exists in the system, proceed directly to the instructions for each program on entering an Incident. <div data-bbox="604 953 1110 1354" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Non-Employee Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value Add a New Value</p> <p>Non-Employee ID: begins with [] []</p> <p>Name: begins with [] []</p> <p>Last Name: begins with [SMITH] []</p> <p>First Name: begins with [] []</p> <p>Second Name: begins with [] []</p> <p>Alternate Character Name: begins with [] []</p> <p><input type="checkbox"/> Case Sensitive</p> <p>Search Clear Basic Search Save Search Criteria</p> <p>No matching values were found.</p> <p>Find an Existing Value Add a New Value</p> </div> <p><i>Note: If non-employees share the same first and last name, identify based on address or other unique information.</i></p>

Step	Action
3	<p>Select the Add button.</p>  <p>Non-Employee ID: 00000000001</p> <p>Buttons: Find an Existing Value, Add a New Value, Add</p> <p>Upon Save, the system will automatically generate the Non-Employee ID number. Please do NOT type one in.</p>
4	<p>Select the Edit Name hyperlink to add the persons name to the system.</p>  <ul style="list-style-type: none"> • Enter the First Name, Middle Name (if known) and the Last Name into each field provided. • Prefix and Suffix are optional fields.  <ul style="list-style-type: none"> • Click the OK button

Step	Action
5	<p>Select the Address tab.</p> <ul style="list-style-type: none"> • Country defaults to USA. You can click on the  magnification glass icon to change the Country if it is one other than the USA default. • Click on the Edit Address hyperlink <div data-bbox="558 426 1162 793" data-label="Image"> </div> <p>On the Edit Address page, enter the following information</p> <ul style="list-style-type: none"> • Address is the street address (and apt if applicable) for the non-employee. • City • State: Use the two letter postal abbreviation for the state or click on the  magnification glass icon and choose State. • Postal is the five-digit zip code (if known). <div data-bbox="558 1131 1162 1390" data-label="Image"> </div> <ul style="list-style-type: none"> • Select the OK button. <p><i>Note: Do not use Address 2, Address 3 or the County fields.</i></p>

Step	Action
6	<p>Select the Phone hyperlink at the bottom of the Address tab to enter the phone number (if known).</p>  <ul style="list-style-type: none"> Select the Phone Type, i.e., Work or Home, by selecting the down arrow and select from one of the options presented.  <ul style="list-style-type: none"> In the Telephone field after selecting the phone type, enter the phone number without any special characters (8027851234). The number will be reformatted automatically. Click on the “+” or “-“ buttons to add or delete telephone numbers.  <p>Select the OK button when finished adding or deleting numbers.</p>

Step	Action
7	<p>Click the Personal Details tab. There are only two fields being used on this page for non-employees: Birthdate and Gender.</p> <ul style="list-style-type: none"> In the Birthdate field, enter the birth month, day and year (092468)  <p>Or, select the calendar icon and select the date from the calendar.</p>  <ul style="list-style-type: none"> Select radio button for Gender (Male, Female or Unknown) <p><i>(note: do not enter data in the other fields)</i></p>  <ul style="list-style-type: none"> Select the Save button.

Step	Action
8	<p>Click the Extra Details tab to enter additional contact information.</p> <div data-bbox="493 275 1149 590" data-label="Image"><p>The screenshot shows a web application interface with a tabbed menu at the top containing 'Name', 'Address', 'Personal Details', and 'Extra Details'. The 'Extra Details' tab is active. Below the tabs, the 'Name' field contains 'kalus Kelly' and the 'Non-EmplID' field contains '00001924008'. A section titled 'Extra Address Information' contains a text area with the following content: 'kelly.kalus@tmz.com' and 'PO Box 123, Arlington, VA 22202'. At the bottom of the interface, there are buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'. A breadcrumb trail at the bottom left reads 'Name Address Personal Details Extra Details'.</p></div> <ul style="list-style-type: none"><li data-bbox="444 632 786 663">• Select the Save button. <p><i>Note: After saving, the Non-EmplID will be assigned and displayed.</i></p>

How to Enter a Special Needs Incident

Use When there is Special Needs referral for a dependent of a member, it must be entered into the system as an Incident. The user will take the following actions to add the Incident Details

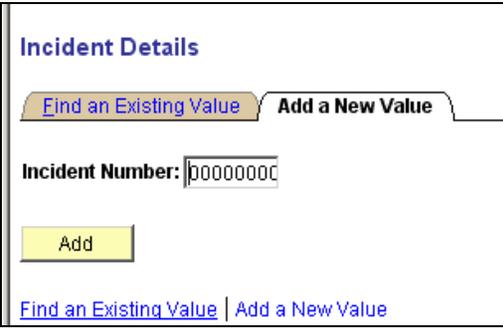
Prerequisite

- Add the Dependent as a Non Employee

Pages

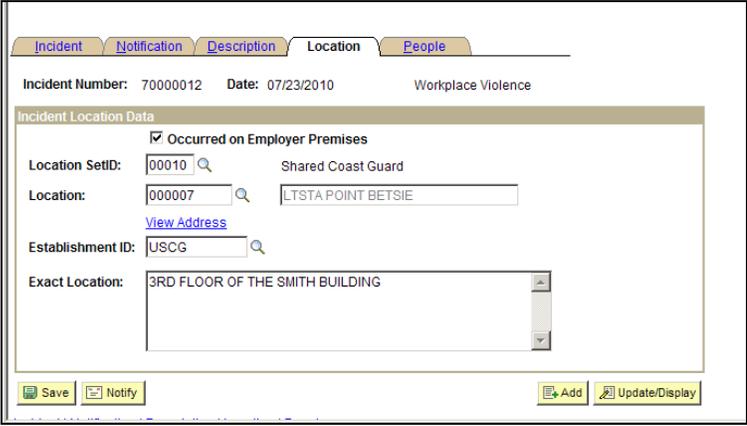
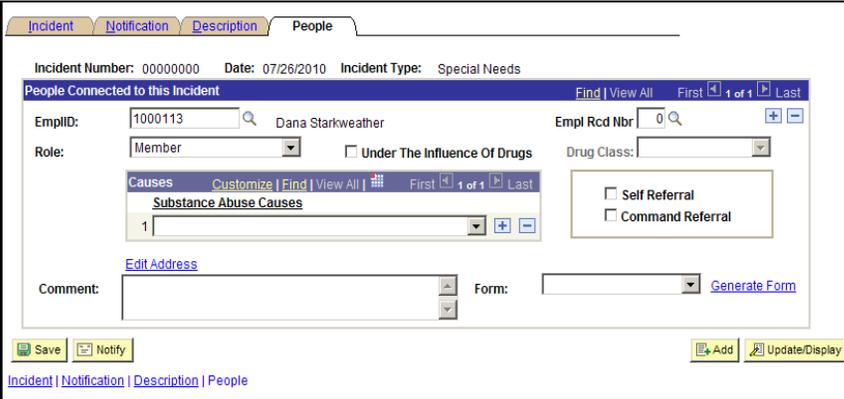
- Incident
- Notification
- Description
- People
- Location

Step	Action
1	<p>Check to see if there are any other Special Needs incident/referral for a USCG Member to determine a recurrence (Step 3) by doing the following from the Portal :</p> <ul style="list-style-type: none"> • Click on the Employee Incident Summary  <ul style="list-style-type: none"> • Enter person's Last Name (or if you have the EMPLID) • Select the Search button.  <p>Note: If there is another Special Needs incident in the system involving the USCG Member (<i>does not search for Non Employees</i>) you will use this information to check the box in Step 3 - Is This a Recurrence.</p> <ul style="list-style-type: none"> • To proceed to the next step, click the Home hyperlink in the top right corner of the page to return to the Portal page.

Step	Action
2	<p>To add a new incident, click on Incident Details:</p>  <p>Worklife Program</p> <ul style="list-style-type: none"> Incident Details Incident/Injury - Member Setup Manage Case Add/Modify Non-Employee Employee Incident Summary Add Action Request Report Manager <p>Worklife Reports</p> <ul style="list-style-type: none"> Incidents Without Close Dates Case owner Incidents Report Member Incidents Report <ul style="list-style-type: none"> • Select the Add a New Value tab.  <p>Incident Details</p> <p>Find an Existing Value Add a New Value</p> <p>Incident Number: <input type="text" value="00000000"/></p> <p><input type="button" value="Add"/></p> <p>Find an Existing Value Add a New Value</p> <ul style="list-style-type: none"> • Click on the Add button. The system automatically assigns an incident number. Please do not enter a number for a new incident.

Step	Action
3	<p>On the Incident tab, do the following:</p> <ul style="list-style-type: none"> Incident Date: Enter without special characters in MMDDYYYY format, or use the calendar icon to select the date. The formatting is automatic upon saving or tabbing to the next field. The Incident Date must be the earliest date of any occurrence regarding this incident. When you get to the Notification tab, you will be prompted to enter a notification date. This notification date cannot be earlier than the Incident Date. Incident Type: From the drop down option, select Special Needs Incident Time and time zone: This is a required field so if the time is unknown, check the field of Time Undetermined box. Please do not check the Time Undetermined box <i>AND</i> enter a time. Use only one or the other. Resulted in Injury or Illness: This is a required field. Check the box. Is this a Recurrence: If applicable, check the box. Refer to Step 1 on Reviewing Employee Injury Summary. Investigated: Leave blank. Please do <i>NOT</i> use this for Special Needs. <div data-bbox="548 903 1214 1297" data-label="Form"> <p>The screenshot shows a web form for creating an incident. At the top, there are tabs for 'Incident', 'Notification', 'Description', 'Location', and 'People'. The 'Incident' tab is active. The form contains the following fields and options:</p> <ul style="list-style-type: none"> Incident Number: 00000000 *Incident Date: 07/22/2010 (with a calendar icon) *Incident Type: CISM (dropdown menu) Incident Time: [] [PST] (dropdown) <input checked="" type="checkbox"/> Time Undetermined Regulatory Region: USA (dropdown) United States <input type="checkbox"/> Is This a Recurrence <input type="checkbox"/> Resulted in Injury or Illness <input type="checkbox"/> Investigated <p>At the bottom of the form, there are buttons for 'Save', 'Notify', and 'Add'. Below the buttons are navigation links: 'Incident Notification Description Location People'.</p> </div> <ul style="list-style-type: none"> Click the Save button.  Use the Notepad to enter any additional information on the incident. To access the Notepad, click the icon. Please refer to the instructions on <i>“How to Use the Notepad.”</i> <p>Note: You must save prior to using the Notepad otherwise the note created will not be attached to the Incident.</p>

Step	Action
4	<p>Select the Notification tab and enter the following data:</p> <ul style="list-style-type: none"> • Date Reported: This cannot be a date earlier than the Incident Date. • Time Reported: Enter as military time and upon save it will be formatted to regular time and AM/PM. If unknown, leave the field blank. • Reported To EmplID: Click on the magnifying glass icon , and choose the person that the incident was reported to initially. If unknown, leave the field blank. • Reported By EmplID: Click on the magnifying glass icon , and choose the FAR entering and managing the incident. • Reported By Non-EmplID: Leave blank. Please do not use for Special Needs. • Date Recorded: Keep the default date (today's date). • Time Recorded: Enter time as military time and upon save it will be formatted to regular time and AM/PM. <div data-bbox="646 835 1214 1144" data-label="Form"> </div>
5	<p>Select the Description tab, and type in the details of the incident in the large text box. (optional)</p> <div data-bbox="613 1291 1247 1680" data-label="Form"> </div>

Step	Action
6	<p>Select the Location tab and enter the following data:</p> <ul style="list-style-type: none"> • Occurred on Employer Premises: Check the box. • Location SetID: Enter 00010. • Location: Select the magnifying glass icon and select the <i>Location</i> of the incident. • Establishment ID: Enter USCG • Exact Location: This is an optional description. Enter if known. 
7	<p>Select the People tab to add the USCG Member by EmplID by clicking on the magnify glass icon next to the field.</p> <ul style="list-style-type: none"> • Select the Role from the drop down list and choose Member.  <ul style="list-style-type: none"> • Select the Save button. • Add the USCG Member's Dependent (s) by clicking on the [+], and selected the Non EmplID using the magnify glass icon next to the field. • Select the Role from the drop down list and choose Dependent
	<p>To proceed, click the Home hyperlink in the top right corner of to return to Portal, Work Life Program pagelet to continue, or select the Sign Out hyperlink. It is helpful for later activities to write down the incident number.</p>

How to Associate an Injury with an Incident

Use The Member must be associated with the Injury Details as a prerequisite to set the Assignment Flag of a USCG member. The user will take the following actions to associate the Member to the Injury Details:

Prerequisites • Incident Number

Pages • Injury

Step	Action
1	<p>From the Portal, Worklife Program pagelet do the following:</p> <ul style="list-style-type: none"> Click on Incident/Injury – Member Setup   <ul style="list-style-type: none"> If known, enter the incident number and click the Search button. If not known, select Special Needs for the Incident Type, leave the Incident Number field blank and click the search button and select the correct incident from the list. This can generate a lot of results, so it is better to have the incident number.  <ul style="list-style-type: none"> Click the Search button

- Select the Incident from the search, by clicking on the Incident Number hyperlink.

Injury Details
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Incident Number: begins with

Incident Type: = Special Needs

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Search Results
Only the first 300 results can be displayed. Enter more information above and search again
[View All](#) [First](#) [1-100 of 300](#) [Last](#)

Incident Number	Incident Type	Incident Date	Location Name
70000016	Spcl Needs	07/23/2010	(blank)
02007990	Spcl Needs	07/10/2009	(blank)
01091051	Spcl Needs	07/10/2009	(blank)
00020238	Spcl Needs	02/28/2010	(blank)
00020237	Spcl Needs	02/28/2010	(blank)
00020236	Spcl Needs	02/25/2010	(blank)

Step	Action
2	<p>On the Injury Page, select the EmplID by doing the following:</p> <ul style="list-style-type: none"> • Click on the  magnify glass next to the EmplID select the member. • Date Reported: Enter the date in MMDDYYYY format without any special characters (auto formats upon save), or use the calendar icon to select the date. This cannot be a date earlier than the Incident Date. <div data-bbox="521 529 1183 884" data-label="Image"> <p>The screenshot shows a web form titled 'Injury'. At the top, it displays 'Incident Number: 70000016', 'Date: 07/26/2010', and 'Special Needs'. Below this is a 'Person Involved' section with a search bar containing '1000113' and a magnifying glass icon. The search results show 'Dana Starkweather' with 'Empl Rcd Nbr: 0'. Other fields include 'Date of Birth: 11/28/1940', 'Date of Death:', and 'Gender: Male'. There is a section for 'Employee Data at Incident Date' with fields for 'Business Unit: OFFCG', 'Department: 003333', 'Job Code: 000093', and 'Location: KS0001'. A 'Notification - This Person' section has 'Date Reported: 07/26/2010' and 'Time Reported: PST'. At the bottom, there are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', and 'Notify'.</p> </div> <ul style="list-style-type: none"> • Click the Save button.
	<p>To proceed, click the Home hyperlink in the top right corner of to return to Portal, Work Life Program pagelet to continue, or select the Sign Out hyperlink. It is helpful for later activities to write down the incident number.</p>

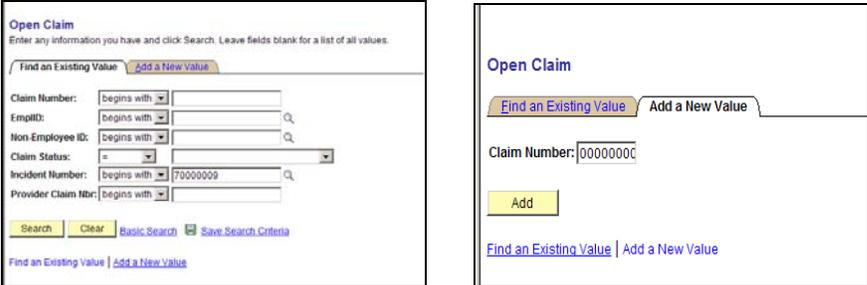
How to Add and Manage the Case Status and set an Assignment Flag

- Use**
- The primary purpose of the Open Claim functionality is to:
 - Set Assignment Flag with a Claim Status = **Approved** (Criteria Met).
 - Remove Assignment Flag = **Closed Date** (no change to status)

When a USCG member and has an *open* Special Needs Incident, the Assignment Officer is alerted to contact Work Life.

- Prerequisites**
- Incident Details
 - Injury

- Pages**
- Claim Details

Step	Action
1	<p>In the Worklife Program pagelet click on the Manage Case hyperlink:</p> <div data-bbox="565 743 1167 1098" style="border: 1px solid black; padding: 5px;">  <p>The screenshot shows two panels. The top panel is titled 'Worklife Program' and contains several links: 'Incident Details', 'Incident/Injury - Member Setup', 'Manage Case' (highlighted with a red box), 'Add/Modify Non-Employee', 'Employee Incident Summary', 'Add Action Request', and 'Report Manager'. The bottom panel is titled 'Worklife Reports' and contains links for 'Incidents Without Close Dates', 'Case owner Incidents Report', and 'Member Incidents Report'.</p> </div> <p>At the Open Claim search page, enter the Incident # (refer to <i>Incident Details</i>). Select the Add a New Value tab.</p> <div data-bbox="435 1218 1302 1503" style="border: 1px solid black; padding: 5px;">  <p>The left screenshot shows the 'Open Claim' search page with the 'Add a New Value' tab selected. It features search criteria for Claim Number, EmailID, Non-Employee ID, Claim Status, Incident Number (with '70000000' entered), and Provider Claim Nbr. There are 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria' buttons. The right screenshot shows the 'Open Claim' page with the 'Add a New Value' tab selected, a 'Claim Number' field containing '00000000', and an 'Add' button.</p> </div> <ul style="list-style-type: none"> Click on the Add button. The system automatically assigns an incident number. Please do not enter a number for a new incident.

Step	Action
2	<p>On the Claims Details page the Date Opened and Status = Pending are the defaults in the system. Take the following steps:</p> <ul style="list-style-type: none"> • The Person Filing is the USCG Member EmplID that you will be setting the Assignment Flag on in the system. • Enter the EmplID into the field (do not use Non-EmplID), or use the magnifying glass icon to search and select the EmplID for the USCG member. • In the Incident Data, all incidents for the selected EmplID (USCG member) will be listed (note: if there are none, then refer to the instructions on “<i>How to Add an Incident</i>”). • Select the active incident by clicking on the incident number hyperlink of the list presented. <div data-bbox="522 716 1218 1104" data-label="Form"> <p>The screenshot shows the 'Claim Details' page with the following information:</p> <ul style="list-style-type: none"> Claim Number: 00000000 Date Opened: 07/26/2010 Date Closed: (empty) Status: <input checked="" type="radio"/> Pending <input type="radio"/> Approved <input type="radio"/> Denied <input type="radio"/> Withdrawn Person Filing: EmplID: 10001113, Dana Starkweather Incident Data: Incident Number: 70000016, Incident Date: 07/26/2010, Type: Spcl Needs, Location: (empty), State: (empty), Country: USA United States Buttons: Save, Notify, Add, Update/Display </div>

Step	Action
<p>3</p>	<p>To set the Assignment Flag on the member selected, click on the Approved radio button.</p> <ul style="list-style-type: none"> Select the Save button. <p>The following message will be displayed to indicate the Member Flag was set:</p>  <ul style="list-style-type: none"> Select the OK button.
	<p>To remove the Assignment Flag do the following:</p> <ul style="list-style-type: none"> Enter the Date Closed by entering the date or use the calendar to select a date. Do NOT change the claim status. It must remain Approved.  <ul style="list-style-type: none"> Select the Save button. <p>The following message will be displayed to indicate the Member Flag was removed:</p>  <ul style="list-style-type: none"> Select the OK button.
	<p>To proceed, click the Home hyperlink in the top right corner of to return to Portal, Work Life Program pagelet to continue, or select the Sign Out hyperlink. It is helpful for later activities to write down the incident number.</p>

How to Run a Worklife Report

Use Worklife Report hyperlinks are housed in the Worklife Reports pagelet. Click on the hyperlink of the desired report to run and retrieve the output. Descriptions of the reports accessible to the Worklife Family Advocacy User are located below.

- Prerequisites**
- Incident Details
 - Injury
 - Manage Case
 - Correct Plan

Portal Link/Report Title	Description
Incidents without Close Dates	<p>This query generates a list of Incidents that have an open status. The Close Date field is blank on the Claims page. The Manage Claims components main function is to maintain the status of an Incident and the Assignment Flag tied to a member.</p> <p>Note: Worklife Exceptional Family Member Program (EFMP) or Program Manager (PM) users have access to run this report.</p>
Case Owner Incidents Report	<p>This query generates a list of Incidents for any given case owner you designate in the parameters. The system will prompt you for an EmplID of the case owner. The case owner is designated by the EmplID that is in the Reported By EmplID field in the Incident Details component on the Notifications page.</p> <p>Note: Worklife Exceptional Family Member Program (EFMP) or Program Manager (PM) users have access to run this report.</p>
Member Incidents Report	<p>This query generates a list of Incidents by members who are associated with an Incident. The system will prompt you for an EmplID of the Member you want to run the report for.</p> <p>Note: Worklife Exceptional Family Member Program (EFMP) or Program Manager (PM) users have access to run this report.</p>

Step	Action																								
	<p>In the Worklife Reports pagelet click on the Incident Without Close Dates hyperlink:</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p>Worklife Program</p> <table border="0"> <tr> <td>Incident Details</td> <td>Incident/Injury - Member Setup</td> </tr> <tr> <td>Manage Case</td> <td>Add/Modify Non-Employee</td> </tr> <tr> <td>Employee Incident Summary</td> <td>Add Action Request</td> </tr> <tr> <td>Report Manager</td> <td></td> </tr> </table> </div> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p>Worklife Reports</p> <table border="0"> <tr> <td>Incidents Without Close Dates</td> <td>Case owner Incidents Report</td> </tr> <tr> <td>Member Incidents Report</td> <td></td> </tr> </table> </div> <p>The system will automatically run the report and the report output will pop up in a new window.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>CG_INCIDENTS_NEED_CLOSING- Incidents need closing dates</p> <hr/> <p>No matching values were found.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Incident #</th> <th style="width: 20%;">Incident Type</th> <th style="width: 15%;">Claim Nbr</th> <th style="width: 15%;">Claim Status</th> <th style="width: 15%;">Open Date</th> <th style="width: 20%;">Close Date</th> </tr> </thead> <tbody> <tr> <td colspan="6" style="text-align: center;">No data rows present.</td> </tr> </tbody> </table> </div>	Incident Details	Incident/Injury - Member Setup	Manage Case	Add/Modify Non-Employee	Employee Incident Summary	Add Action Request	Report Manager		Incidents Without Close Dates	Case owner Incidents Report	Member Incidents Report		Incident #	Incident Type	Claim Nbr	Claim Status	Open Date	Close Date	No data rows present.					
Incident Details	Incident/Injury - Member Setup																								
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Step	Action																																																								
1	<p>In the Worklife Reports pagelet click on the Case Owner Incident Report hyperlink:</p> <div data-bbox="597 243 1198 478" style="border: 1px solid black; padding: 5px;"> <p>Worklife Program</p> <p>Incident Details Incident/Injury - Member Setup</p> <p>Manage Case Add/Modify Non-Employee</p> <p>Employee Incident Summary Add Action Request</p> <p>Report Manager</p> </div> <div data-bbox="597 516 1198 651" style="border: 1px solid black; padding: 5px;"> <p>Worklife Reports</p> <p>Incidents Without Close Dates Case owner Incidents Report</p> <p>Member Incidents Report</p> </div>																																																								
	<p>A prompt will pop up in a new window.</p> <div data-bbox="370 810 1430 997" style="border: 1px solid black; padding: 5px;"> <p>Reported By EmplID(Case Owner): <input type="text"/> <input type="button" value="View Results"/></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Incident #</th> <th>Incident Type</th> <th>Date Reported</th> <th>Incident Date</th> <th>Report By</th> <th>Name</th> <th>Incident Time</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table> </div>	Incident #	Incident Type	Date Reported	Incident Date	Report By	Name	Incident Time																																																	
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	<ul style="list-style-type: none"> • Enter the Reported By EmplID (Case Owner): • Click View Results 																																																								
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1	<p>In the Worklife Reports pagelet click on the Case Owner Incident Report hyperlink:</p> <div data-bbox="597 247 1198 655" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"> <p>Worklife Program</p> <p>Incident Details Incident/Injury - Member Setup</p> <p>Manage Case Add/Modify Non-Employee</p> <p>Employee Incident Summary Add Action Request</p> <p>Report Manager</p> </div> <div style="border: 1px solid black; padding: 2px;"> <p>Worklife Reports</p> <p>Incidents Without Close Dates Case owner Incidents Report</p> <p style="border: 2px solid red; padding: 2px;">Member Incidents Report</p> </div> </div> <p>A prompt will pop up in a new window.</p> <div data-bbox="370 814 1430 995" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Member EmplID: <input type="text"/> <input type="button" value="View Results"/></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #003366; color: white;">Incident #</th> <th style="background-color: #003366; color: white;">Incident Type</th> <th style="background-color: #003366; color: white;">Incident Date</th> <th style="background-color: #003366; color: white;">Report By</th> <th style="background-color: #003366; color: white;">Name</th> <th style="background-color: #003366; color: white;">Member ID</th> <th style="background-color: #003366; color: white;">Name</th> <th style="background-color: #003366; color: white;">DeptID</th> <th style="background-color: #003366; color: white;">Department</th> </tr> </thead> <tbody> <tr> <td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td> </tr> </tbody> </table> </div> <ul style="list-style-type: none"> Enter the Member EmplID: Click View Results <p>The report output will display in the following format</p> <div data-bbox="370 1331 1430 1512" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Member EmplID: <input type="text" value="1125801"/> <input type="button" value="View Results"/></p> <p>No matching values were found.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #003366; color: white;">Incident #</th> <th style="background-color: #003366; color: white;">Incident Type</th> <th style="background-color: #003366; color: white;">Incident Date</th> <th style="background-color: #003366; color: white;">Report By</th> <th style="background-color: #003366; color: white;">Name</th> <th style="background-color: #003366; color: white;">Member ID</th> <th style="background-color: #003366; color: white;">Name</th> <th style="background-color: #003366; color: white;">DeptID</th> <th style="background-color: #003366; color: white;">Department</th> </tr> </thead> <tbody> <tr> <td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td> </tr> </tbody> </table> </div>	Incident #	Incident Type	Incident Date	Report By	Name	Member ID	Name	DeptID	Department										Incident #	Incident Type	Incident Date	Report By	Name	Member ID	Name	DeptID	Department									
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