



**Open Range**  
SOFTWARE

## **CTS User Manual**

### **Master List**

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## Introduction

The CTS Master List program provides a user-friendly toolbox to record, manage, and report information involving company personnel and operations. Having fast, easy, and secure access to master list records at your fingertips ensures your company will save valuable time and resources.

## Chapter 1 – CTS401 Master Facility List Adding A New Location To The Master Facility List

Click **CTS401: Master Facility List** button.

The screenshot shows the CTS Master Lists application interface. The top navigation bar includes a 'Master Lists' dropdown menu, which is highlighted with a red box. Below the navigation bar, there is a section titled 'What Would You Like To Do' with a 'Click on Choice' table. The table lists two rows of options. The first row is 'Review and load HR information through an HR interface' with feature 'CTS327' and menu 'Master Lists'. The second row is 'Create or edit a new person in the master personnel list' with feature 'CTS403' and menu 'Master Lists'. Below this table is a section titled 'Master List Entry and Edit' containing several buttons. The 'CTS401: Master Facility List' button, which says 'Create or edit a new location in the master facility list', is highlighted with a red box. Other buttons include 'CTS402: Master Hazard List', 'CTS403: Master Personnel List', 'CTS404: Master Unit List', 'CTS405: Master Code Table', and 'CTS407: Master Organization ID List'.

Click on Choice	Feature	Menu
Review and load HR information through an HR interface	CTS327	Master Lists
Create or edit a new person in the master personnel list	CTS403	Master Lists

Master List Entry and Edit	
<b>CTS401: Master Facility List</b> Create or edit a new location in the master facility list	CTS402: Master Hazard List Master Hazard List
CTS403: Master Personnel List Create or edit a new person in the master personnel list	CTS404: Master Unit List Master Unit List
CTS405: Master Code Table Master Code Table	CTS407: Master Organization ID List Master Organization ID List

Click **Create New Location** button.

CTSMLIST / CTS401: Master Facility List

Create New Location Select Existing Location to Edit Edit Keys Report Delete

< Previous Selected Item Location Detail Description Contacts Other Next >

Selected Item: No Item Selected - Please Create or Select a Record

Click **Select Existing Location** button.

CTSMLIST / CTS401: Master Facility List / Master Facility List Detail

Cancel Save and Continue

Location  Select Existing Location

Loc-2

Loc-3

Usercode  (will auto-assign if not entered)

Consider Location Off-Normal (it will not be hidden if you have an automated location interface)

Check to Indicate Location is an IH Equipment Lab Or Field Office Where Equipment is Stored

Site  SITE (SITE) Select Site

Company  COMPANY (COMPANY) Select Company

Comments or Additional Information

Select a location from the list or click **New Item** button.

Open Range

< Return Without Selection

New Item

Q Go Rows 100 Actions

1 - 17 of 17

	Location ↑	Loc-2	Loc-3	Location Name	Location Category	Code	Site	Company
Select	AREA 1	-	-	-	OFFICE AREA	F000004	SITE	COMPANY
Select	AREA 1	BUILDING 1	-	-	OFFICE AREA	F000003	SITE	COMPANY

Enter *Location Name*, *Site*, and *Company*. Click **Save and Continue** button. Then select new item from the location list.

Create New Item

Cancel Save and Continue

Location

Loc-2

Loc-3

Site SITE (SITE)

Company COMPANY (COMPANY)

< Return Without Selection

From Master Facility List Detail screen, click **Save and Continue** button.

CTSMLIST / CTS401: Master Facility List / Master Facility List Detail

Cancel Save and Continue

Location AREA 1 Select Existing Location

Loc-2 BUILDING 1

Loc-3 ROOM 1

Usercode (will auto-assign if not entered)

Consider Location Off-Normal (it will not be hidden if you have an automated location interface)

Check to Indicate Location is an IH Equipment Lab Or Field Office Where Equipment is Stored

Site SITE2 (SITE2) Select Site

Company COMP2 (COMP2) Select Company

Comments or Additional Information

# Editing A Location From The Master Facility List

Click **Select Existing Location** to Edit button.

CTSMLIST /  
CTS401: Master Facility List

Create New Location **Select Existing Location to Edit** Edit Keys Report Delet

Jump To (Save changes before you jump)

< Previous Selected Item Location Detail Description Contacts Other Next >

Selected Item: AREA 1 BUILDING 1 ROOM 5

Location: AREA 1 BUILDING 1 ROOM 5  
User Code: F000009  
Site: SITE (use Edit keys to change data on the Selected Item screen)  
Company: COMPANY

Use pulldown menu to toggle between *Active Locations*, *All Locations*, or *Hazard Inventory Locations*. Click blue **Select** text to select location.

< Return Without Selection

Active Locations  
Active Locations  
All Locations  
Hazard Inventory Locations

Go Rows 100 Actions

1 - 18 of 18

	Location ↑	Loc-2	Loc-3	Code	Location Name	Location Category	Site	Company	Off-Normal	Hidden	Exclude From 594
<b>Select</b>	AREA 1	-	-	F000004		OFFICE AREA	SITE	COMPANY			-
Select	AREA 1	BUILDING 1	-	F000003		OFFICE AREA	SITE	COMPANY			-

Click **Next** button.

CTSMLIST /  
CTS401: Master Facility List

Create New Location **Select Existing Location to Edit** Edit Keys Report Delet

Jump To (Save changes before you jump)

< Previous Selected Item Location Detail Description Contacts Other Next >

Selected Item: AREA 1 BUILDING 1 ROOM 1

Location: AREA 1 BUILDING 1 ROOM 1  
User Code: F000002  
Site: SITE (use Edit keys to change data on the Selected Item screen)  
Company: COMPANY

Use pulldown menu to select **Location Category**.

Click **Save** button.

CTSMLIST /  
CTS401: Master Facility List

Create New Location Select Existing Location to Edit Edit Keys Report Delete

< Previous Selected Item Location Detail Description Contacts Other Save >

Location Detail: AREA 1 BUILDING 1 ROOM 1

Location Category OFFICE AREA Select Location Category

Enter text in *Location Name* and *Description and Comments* text fields.  
Click **Save** button.

CTSMLIST /  
CTS401: Master Facility List

Create New Location Select Existing Location to Edit Edit Keys Report Delete

< Previous Selected Item Location Detail Description Contacts Other Save >

Description of Location: AREA 1 BUILDING 1 ROOM 1

Location Name  
Description and Comments

To add a contact to the location, click **Add Contact** button.

CTSMLIST /  
CTS401: Master Facility List

Create New Location Select Existing Location to Edit Edit Keys Report Delete

< Previous Selected Item Location Detail Description Contacts Other Save >

Roles and Contacts: AREA 1 BUILDING 1 ROOM 1

Add Contact Edit Role Delete Checked

No data found

Use pulldown menu to select *Contact Role*. Click **Select Person** button.

CTSMLIST / CTS401: Master Facility List /  
Facility Role and Contact

Cancel Save and Continue

Contact Role ESH POINT OF CONTACT Select Role  
Contact > Select Person

Click blue **Select** text to select a contact. Click **Save and Continue** button.

CTSMLIST / CTS401: Master Facility List /  
Facility Role and Contact

Cancel Save and Continue

Contact Role ESH POINT OF CONTACT Select Role  
Contact PRVWBADGE > Select Person IHPEEREVIEW, PETER

Click **Save** button.

Jump To (Save changes before you jump)

< Previous Selected Item Location Detail Description **Contacts** Other Save >

Roles and Contacts: AREA 1 BUILDING 1 ROOM 1

Add Contact Edit Role Delete Checked

<input type="checkbox"/>	Edit Role	Role	Contact	Badge	Edit Email	Email
<input type="checkbox"/>	<input type="checkbox"/>	ESH POINT OF CONTACT	IHPEEREVIEW, PETER	PRVWBADGE	<input type="checkbox"/>	IHSPER@FAKE.MAIL

On **Other** screen, click checkbox(es) for details that apply to this location.  
Click **Finish** button.



CTSMLIST /  
CTS401: Master Facility List

Create New Location | Select Existing Location to Edit | Edit Keys | Report | Delete

Selected Item | Location Detail | Description | Contacts | Other | Finish >

Other: AREA 1 BUILDING 1 ROOM 1

- Off Normal-Check To Consider Location Off-Normal (it will not be hidden if you have an automated location interface)
- IH Equipment-Check To Indicate Location is an IH Equipment Lab Or Field Office Where Equipment is Stored
- Asbestos-Check To Indicate that Asbestos Containing Material determinations are completed for this location
- Toxic Metals-Check To Indicate Toxic Metal Containing Material such as Lead determinations are completed for this location
- Beryllium-Check To Indicate that Beryllium Containing Material determinations are completed for this location
- JHA-Check To Exclude Location From View For HIW-JHA Selection
- MAQ-Check To Indicate Location is for use in CTS205 Facility Max Pounds
- Hide-Check To Hide Location From Entry Screen Select Lists

## Print Master List Facility Report

Click **Select Existing Location to Edit** button.

Select a location from the list.

Click **Report** button.

CTSMLIST /  
CTS401: Master Facility List

Create New Location | Select Existing Location to Edit | Edit Keys | Report | Delete

Selected Item | Location Detail | Description | Contacts | Other | Next >

Selected Item: AREA 1 BUILDING 1 ROOM 4

Location: AREA 1 BUILDING 1 ROOM 4

User Code: F000007

Site: SITE (use Edit keys to change data on the Selected Item screen)

Company: COMPANY

Report displays in a new browser tab.

Facility Report

Location: **AREA 1 BUILDING 1 ROOM 4**

Usercode: **F000007**

Site: **SITE**

Company: **COMPANY**

---

**Location Detail**

Location Category: **OFFICE AREA**

Close browser tab when finished viewing.

## Deleting A Location From The Master Facility List

Click **Select Existing Location to Edit** button.

CTSMLIST /  
CTS401: Master Facility List

Create New Location **Select Existing Location to Edit** Edit Keys Report Delet

Jump To (Save changes before you jump)

< Previous Selected Item Location Detail Description Contacts Other Next >

Selected Item: AREA 1 BUILDING 1 ROOM 5

Location AREA 1 BUILDING 1 ROOM 5

User Code F000009

Site SITE (use Edit keys to change data on the Selected Item screen)

Company COMPANY

Click **Delete** button.

CTSMLIST /  
CTS401: Master Facility List

Create New Location Select Existing Location to Edit Edit Keys Report **Delete**

Jump To (Save changes before you jump)

< Previous Selected Item Location Detail Description Contacts Other Next >

Selected Item: AREA 51

Location AREA 51

User Code F000020

Site SITE-4 (use Edit keys to change data on the Selected Item screen)

Company COMP4

Click **OK** button in alert box to confirm delete.

Click **CTSMLIST /** breadcrumb to return to Master List Menu.

## Chapter 2 – CTS402 Master Hazard List

### Adding A New Hazard To The Master Hazard List

Click **CTS402: Master Hazard List** button.

Main Menu Metrics Portal Exposure Assessment IH Programs JHA Checklist Medical Surveillance Injury-Illness HMIS EDR Toolkit **Master Lists** FAQ

Home

What Would You Like To Do

Click on Choice	Feature	Menu
Review and load HR information through an HR interface	CTS327	Master Lists
Create or edit a new person in the master personnel list	CTS403	Master Lists

Master List Entry and Edit

CTS401: Master Facility List Create or edit a new location in the master facility list	<b>CTS402: Master Hazard List</b> Master Hazard List	CTS403: Master Personnel List Create or edit a new person in the master personnel list
CTS404: Master Unit List Master Unit List	CTS405: Master Code Table Master Code Table	CTS407: Master Organization ID List Master Organization ID List

Click **Create New Hazard** button.

CTSMLIST / CTS402: Master Hazard List

Create New Hazard Select Existing Hazard to Edit Edit HHI Detail GHS and Specialty Lists Edit Keys Report

< Previous Selected Item Ingredients Attributes Flags Syr

Selected Item: No Item Selected - Please Create or Select a Record

Enter text into *Hazard-Material*, *RECID*, *CAS #* text fields.

Use pulldown menu to select *Primary Hazard Type*.

Click **Save and Continue** button.

CTSMLIST / CTS402: Master Hazard List / CTS402 - Master Hazard Detail

Cancel **Save and Continue**

Hazard-Material TOXIN

Primary Hazard Type NANOPARTICLE

RECID 1234567 (user shortcut code - will assign automatically if not entered)

CAS # 89101112

Click **Next** button.

Create New Hazard | **Select Existing Hazard to Edit** | Edit HHI Detail | GHS and Specialty Lists | Edit Keys | Report | Delete Hazard-Material

< Previous | Selected Item | Ingredients | Attributes | Flags | Synonyms | Other | Next >

Selected Item: TOXIN (1234567 89101112)

Hazard-Material: TOXIN (use Edit keys to change data on the Selected Item screen)

CAS #: 89101112

RECID: 1234567

Hazard Type: NANOPARTICLE

On the *Ingredients* screen, click **Add Ingredient** button.

CTSMLIST /  
CTS402: Master Hazard List

Create New Hazard | **Select Existing Hazard to Edit** | Edit HHI Detail | GHS and Specialty Lists | Edit Keys | Report | Delete Hazard-Material

< Previous | Selected Item | **Ingredients** | Attributes | Flags | Synonyms | Other | Save >

Ingredients: TOXIN (1234567 89101112)

**Add Ingredient** | Edit Percents | Delete Ingredient

No data found.

Click **Select Ingredient** button to choose an ingredient.  
Enter *Low Percent* and *High Percent* figures. Click **Calculate Average** button.  
Click **Save and Continue** button.

CTSMLIST / CTS402: Master Hazard List /  
CTS402 - Add/Edit Ingredient

Cancel | **Save and Continue**

Ingredient:  | **Select Ingredient**

Low Percent:

High Percent:  | **Calculate Average**

Average Percent:

Click **Save** button.

Create New Hazard | Select Existing Hazard to Edit | Edit HHI Detail | GHS and Specialty Lists | Edit Keys | Report | Delete Hazard-Material

Jump To [ ] (Save changes before you jump)

< Previous | Selected Item | **Ingredients** | Attributes | Flags | Synonyms | Other | Save >

Ingredients: TOXIN (1234567 89101112)

Add Ingredient | Edit Percents | Delete Ingredient

	Edit Percent	Ingredient	Low %	High %	Avg %
<input type="radio"/>	<input type="text"/>	(R)-(+)-1,2,4-BUTANETRIOL	8	50	29.0

On the *Attributes* screen, enter data for *LEL*, *UEL*, *TQ in Lbs.*, *Reportable Qty in Lbs.*, *TPQ in Lbs.*, and *Molecular Weight* text fields.  
Click **Save** button.

CTSMLIST /  
CTS402: Master Hazard List

Create New Hazard | Select Existing Hazard to Edit | Edit HHI Detail | GHS and Specialty Lists | Edit Keys | Report | Delete Hazard-Material

Jump To [ ] (Save changes before you jump)

< Previous | Selected Item | Ingredients | **Attributes** | Flags | Synonyms | Other | Save >

Attributes: TOXIN (1234567 89101112)

Lower Explosive Limit (LEL) [ ]  
Upper Explosive Limit (UEL) [ ]  
Threshold Quantity (TQ) in LBS [ ]  
Reportable Quantity in LBS [ ]  
Threshold Planning Quantity (TPQ) in LBS [ ]  
Molecular Weight [ ]

On the *Flags* screen, click checkbox(es) to select flags.  
Click **Save** button.

CTSMLIST /  
CTS402: Master Hazard List

Create New Hazard | Select Existing Hazard to Edit | Edit HHI Detail | GHS and Specialty Lists | Edit Keys | Report | Delete Hazard-Material

Jump To [ ] (Save changes before you jump)

< Previous | Selected Item | Ingredients | Attributes | **Flags** | Synonyms | Other | Save >

Flags: TOXIN (1234567 89101112)

Carcinogen  
 Has IDLH  
 29 CFR 1910.1000  
 40 CFR 372 (TRI)  
 10 CFR 30.72  
 Time Sensitive

Peroxidizable  
 Ozone Depletor  
 29 CFR 1910.119  
 40 CFR 302.4  
 DOE 470.3c

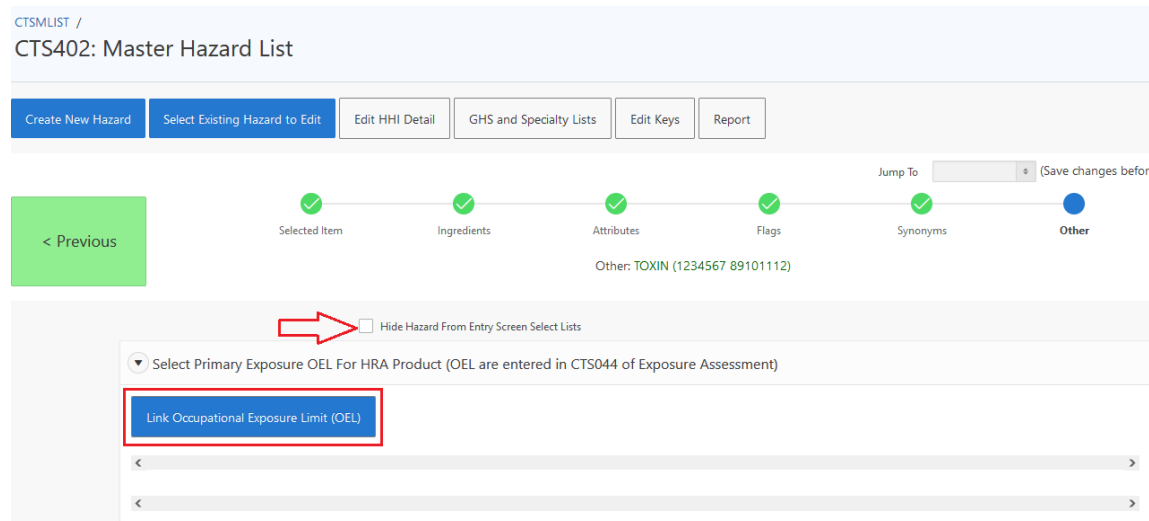
Reproductive Hazard  
 Prop 65  
 40 CFR 355 (EHS)  
 40 CFR 68.130  
 Ototoxic Chemical

On the *Synonyms* screen, click **Add Synonym** button.

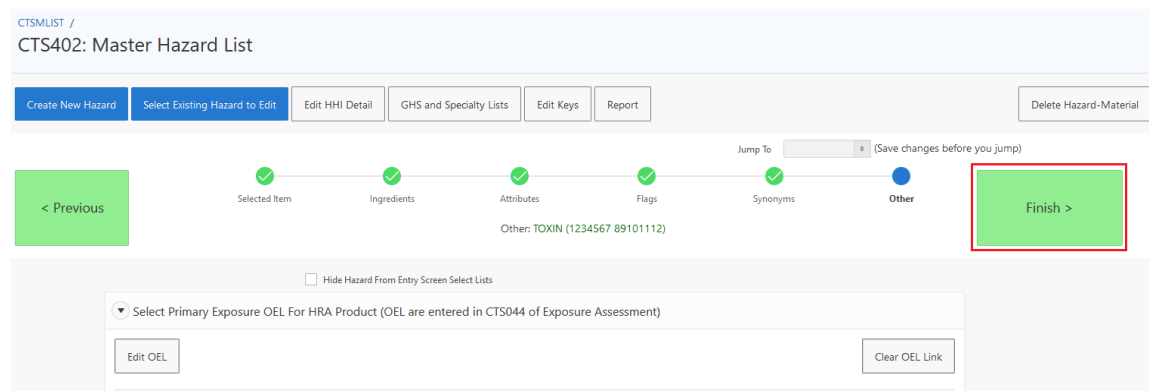
Enter text in *Synonym* text field.  
Click **Save and Continue** button.



Click **Save** button.  
On the *Other* screen, click checkbox to *Hide Hazard From Entry Screen Select Lists*.  
Click the **Link Occupational Exposure Limit (OEL)** button.



Select an *OEL* from the list.  
Click the **Finish** button.



## Editing A Hazard From The Master Hazard List

Click the **Select Existing Hazard to Edit** button.

CTSMLIST /  
CTS402: Master Hazard List

Create New Hazard **Select Existing Hazard to Edit** Edit HHI Detail GHS and Specialty Lists Edit Keys Report Delete Hazard-Material

< Previous Selected Item Ingredients Attributes Flags Synonyms Other Next >

Selected Item: No Item Selected - Please Create or Select a Record

Select a hazard from the list.

Use the **Jump To** pulldown menu to navigate to a specific tab to edit data.

CTSMLIST /  
CTS402: Master Hazard List

Create New Hazard Select Existing Hazard to Edit Edit HHI Detail GHS and Specialty Lists Edit Keys Report Delete Hazard-Material

< Previous Selected Item Ingredients Attributes Flags Synonyms Other Next >

Jump To [ ] (Save changes before you jump)

Selected Item: TOXIN (1234567 89101112)

Hazard-Material TOXIN (use Edit keys to change data on the Selected Item screen)

CAS # 89101112

RECID 1234567

Hazard Type NANOPARTICLE

Click the **Edit HHI Detail** button.

CTSMLIST /  
CTS402: Master Hazard List

Create New Hazard Select Existing Hazard to Edit **Edit HHI Detail** GHS and Specialty Lists Edit Keys Report Delete Hazard-Material

< Previous Selected Item Ingredients Attributes Flags Synonyms Other Next >

Jump To [ ] (Save changes before you jump)

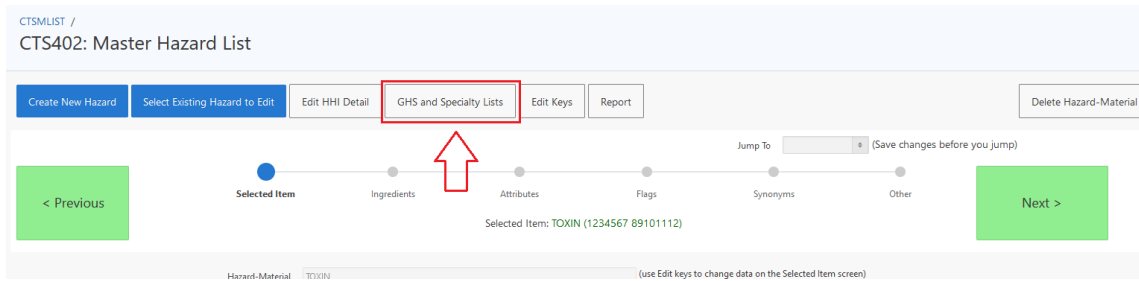
Selected Item: TOXIN (1234567 89101112)

Hazard-Material TOXIN (use Edit keys to change data on the Selected Item screen)

Expand all submenus and enter/edit HHI details.

Click **Save and Continue** button.

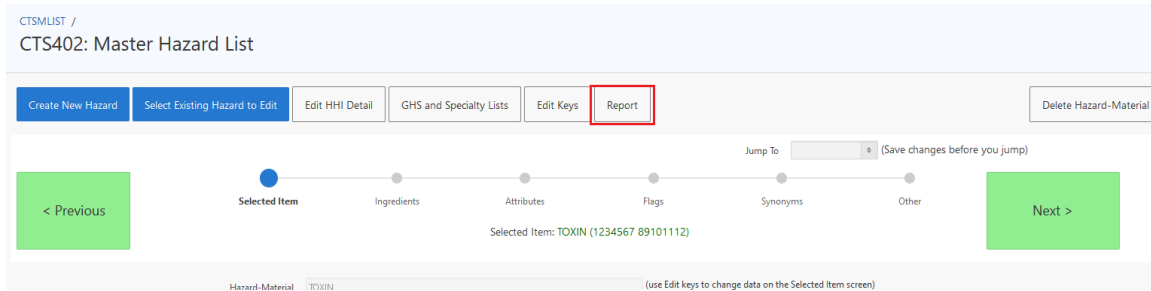
Click the **GHS and Specialty Lists** button.



Expand all submenus and enter/edit GHS and Specialty Lists details.  
Click **Save and Continue** button.

## Print Master Hazard List Report

Click the **Report** button.



Report opens in a new browser tab.

**Hazard Profile Report**

Material: **TOXIN**  
CAS No: **89101112**  
RECID: **1234567**  
# Sample Results: **0**  
# Inventory Containers: **0**  
# HRA: **0**  
# HPN: **0**  
# Used as Ingredient: **0**  
# EDR: **0**

Ingredients	Cas #	RECID	Low Percent	High Percent	Avg Percent
(R)-(+)-1,2,4-BUTANETRIOL	70005-88-8	117	8	50	29.0

**Synonyms**

Synonym
T2

**Occupational Exposure Limits (OEL)**

HRA OEL Agent	Assessment Type	Result Type	OEL	Action Limit (AL)	Medical Action	Unit	Source
2-BUTANONE	PERSONAL AIR	8 HOUR TWA	200			PPM	ACGIH 2016
2-BUTANONE	PERSONAL AIR	STEL	300			PPM	ACGIH 2016

**Health Hazard Information (HHI) Detail**

Exposure Monitoring Required by Regulation or Procedure: **No**  
Health Surveillance Required by Regulation or Procedure: **No**

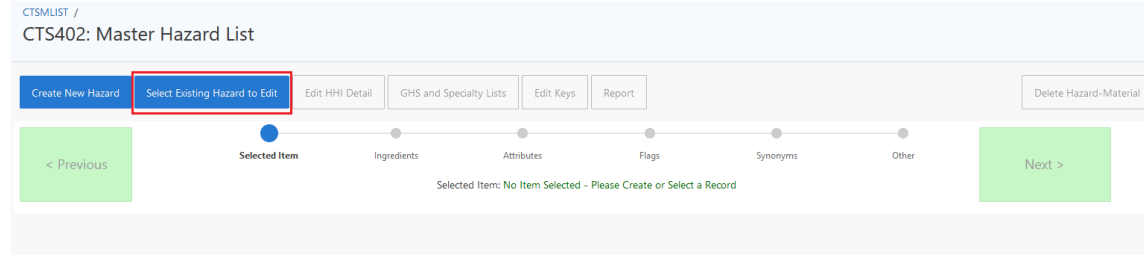
Close browser tab when finished viewing.

Click **CTSMLIST /** breadcrumb to return to Master List Menu.



# Deleting A Hazard From The Master Hazard List

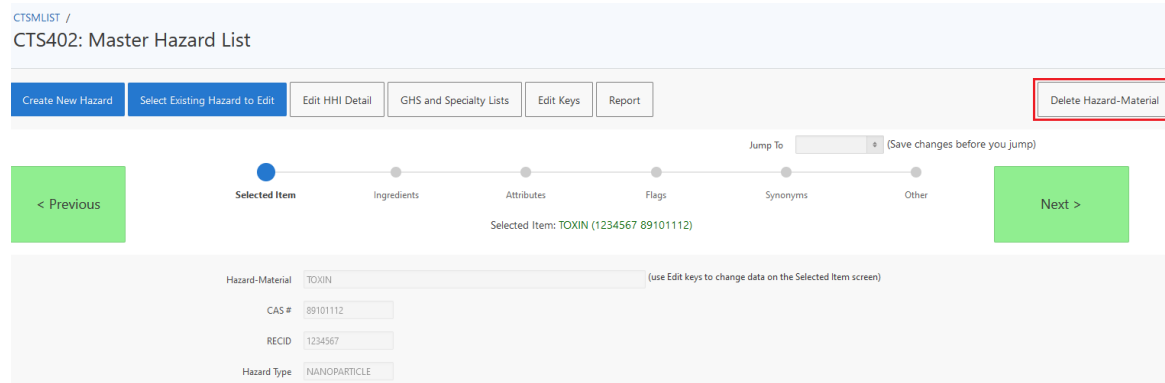
Click the **Select Existing Hazard to Edit** button.



Select a hazard from the list.

Click the **Delete Hazard-Material** button.

Click **OK** button in alert box to confirm delete.

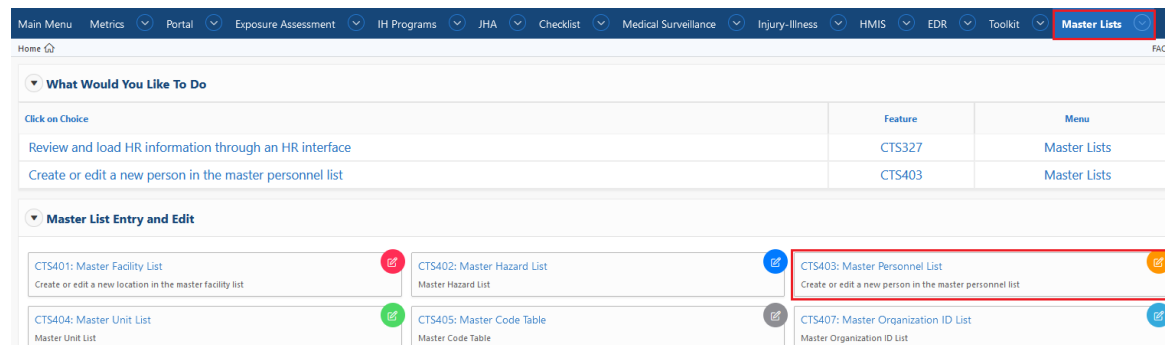


Click *CTSMLIST /* breadcrumb to return to Master List Menu.

## Chapter 3 – CTS403 Master Personnel List

### Adding A New Person To The Master Personnel List

Click the **CTS403: Master Personnel List** button.



Click **Create New Person** button.

CTSMLIST /  
CTS403: Master Personnel List

Create New Person Select Existing Person to Edit Change Logon ID Edit Keys Report

< Previous

Selected Item Job and Org Detail

Selected Item: No Item Selected - Please Create or Select a Record

Enter text into *Last Name*, *First Name*, *Badge ID*, and *Logon ID* text fields.  
Use pulldown menus to select *Site* and *Company*.  
Click **Save and Continue** button.

CTSMLIST / CTS403: Master Personnel List /  
CTS403 - Person Detail

Cancel Save and Continue

Last Name

First Name

Middle Name

Call Name

Badge ID

Logon ID (Only required for people who will log on Open Range)

Site SITE (SITE) Select Site

Company COMPANY (COMPANY) Select Company

Click the **Next** button.

On the *Job and Org Detail* screen, click **Select Job Title** button to select a job title.  
 Click **Select Org ID** button to select an organization ID.  
 Click **Select Location** button to select a location.  
 Click **Select Person** button to select a supervisor.  
 Enter **Email Address** in text field.  
 Use pulldown menus to select **Worker Status** and **Worker Sex**.  
 Click **Save** button.

CTSMJLIST /  
 CTS403: Master Personnel List

Create New Person | Select Existing Person to Edit | Change Logon ID | Edit Keys | Report | Run Terminate Routine | Delete

Jump To [ ] (Save changes before you jump)

< Previous | Selected Item | Job and Org Detail | Other | Save >

Job and Org Detail: COX CHARITY 123456

Job Title [ ] Select Job Title Clear  
 Organization [ ] Select Org ID Clear  
 Location [ ] Select Location Clear  
 Supervisor [ ] > Select Person  
 Email Address [ ]  
 Worker Status EMPLOYEE - ACTIVE  
 Worker Sex UNKNOWN

Use calendar buttons to select *Initial Hire Date*, *Last Hire Date*, or *Termination* date.  
 Click checkbox(es) to select *IH-Safety person*, *Off-Normal*, or *Inactive* options.  
 Click the **Finish** button.

CTSMJLIST /  
 CTS403: Master Personnel List

Create New Person | Select Existing Person to Edit | Change Logon ID | Edit Keys | Report | Run Terminate Routine | Delete

Jump To [ ] (Save changes before you jump)

< Previous | Selected Item | Job and Org Detail | Other | Finish >

Other: COXCHARITY (123456)

Initial Hire Date [ ] (mm/dd/yyyy)  
 Last Hire Date [ ]  
 Termination [ ]

Consider this person an IH-Safety person for use with the Exposure Assessment and IH Program modules  
 Consider this entry Off-Normal (will not be hidden if you have an automated HR interface)  
 Hide Person From Entry Screen Select Lists (Open Range considers these people as inactive)

Delete Checked

Go Rows 100 Actions

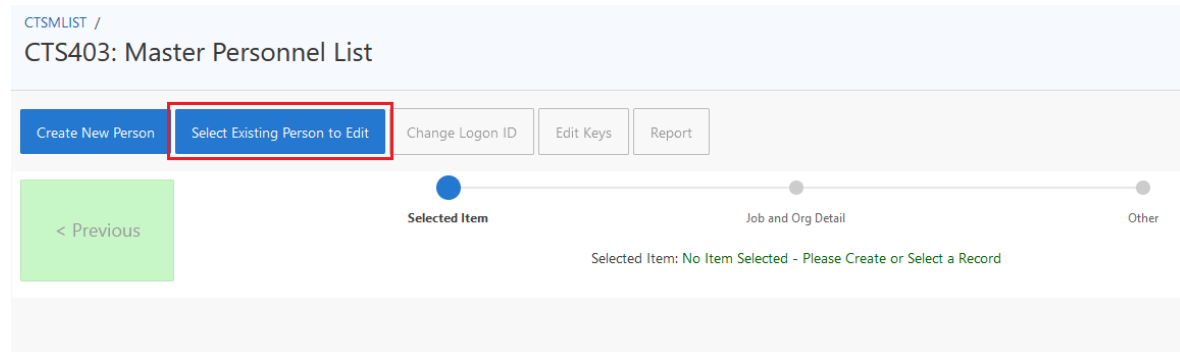
1 - 1 of 1

	Job Title	Approximate Start	Approximate End	Assignment Description
<input type="checkbox"/>	COMPUTER SUPPORT	18-JUL-2022	-	ADMIN COMPUTER SUPPORT

1 - 1 of 1

## Editing A Person In The Master Personnel List

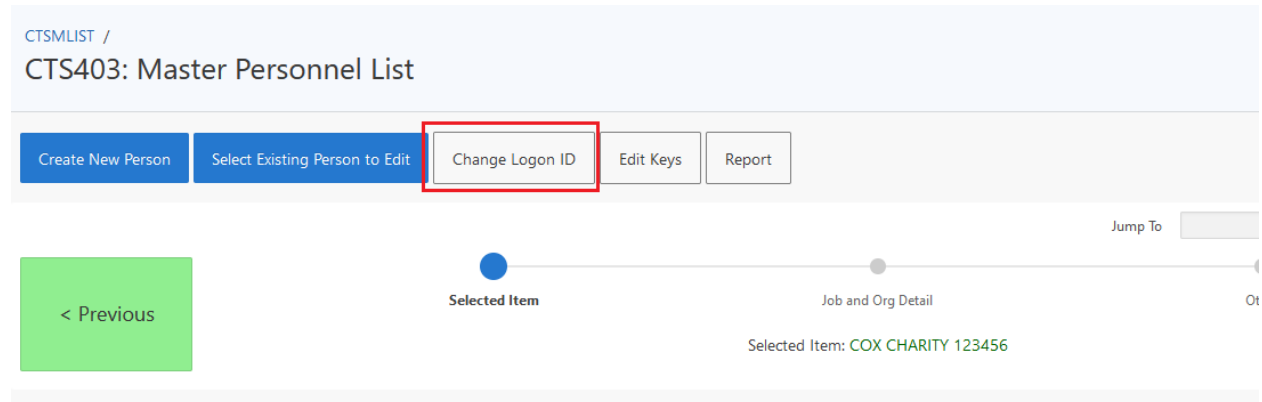
Click **Select Existing Person to Edit** button.



Use pulldown menu to toggle between **Active People** and **All People**.

Select a worker from the list.

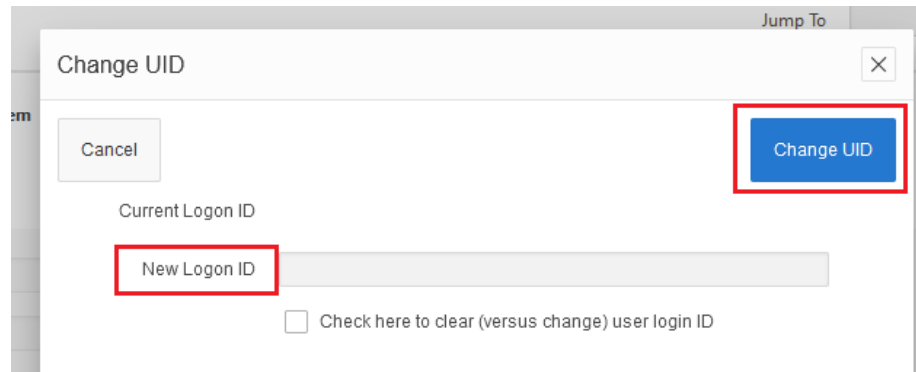
Click the Change Logon ID button.



Enter *New Logon ID* in text field.

Alternatively, leave this field blank and click checkbox to **clear the user ID** (instead of change).

Click the **Change UID** button.



Click **Edit Keys** button.

CTSMLIST /  
CTS403: Master Personnel List

Create New Person Select Existing Person to Edit Change Logon ID **Edit Keys** Report Run Terminate Routine Delete

Jump To (Save changes before you jump)

< Previous Selected Item Job and Org Detail Other Next >

Selected Item: COX CHARITY 123456

Last Name: COX (use Edit keys to change data on the Selected Item screen)  
First: CHARITY

Edit worker details.

Click **Save and Continue** button.

## Print Master Personnel List Report

Select an existing worker.

Click **Report** button.

CTSMLIST /  
CTS403: Master Personnel List

Create New Person Select Existing Person to Edit Change Logon ID Edit Keys **Report** Run Terminate Routine Delete

Jump To (Save changes before you jump)

< Previous Selected Item Job and Org Detail Other Next >

Selected Item: COX CHARITY 123456

Report displays in a new browser window.

### Safety and Health Information Summary as of 18-JUL-2022

Last Name: **COX**  
First: **CHARITY**  
Badge ID: **123456**  
Site: **SITE3**  
Company: **COMP3**

#### Job and Org Detail

Job Title: **COMPUTER SUPPORT**  
Job Category: **ITSUPPORT**  
Organization: **ADMIN ADMIN**  
Location: **AREA 1 BUILDING 1**  
Supervisor: **CARLEENA GRINER**  
Email Address: **address@email.com**  
Worker Status: **EMPLOYEE - ACTIVE**  
Worker Sex: **FEMALE**

#### HR Position Work History

~ Start Date	~ End Date	Position Description
18-JUL-2022	-	ADMIN COMPUTER SUPPORT

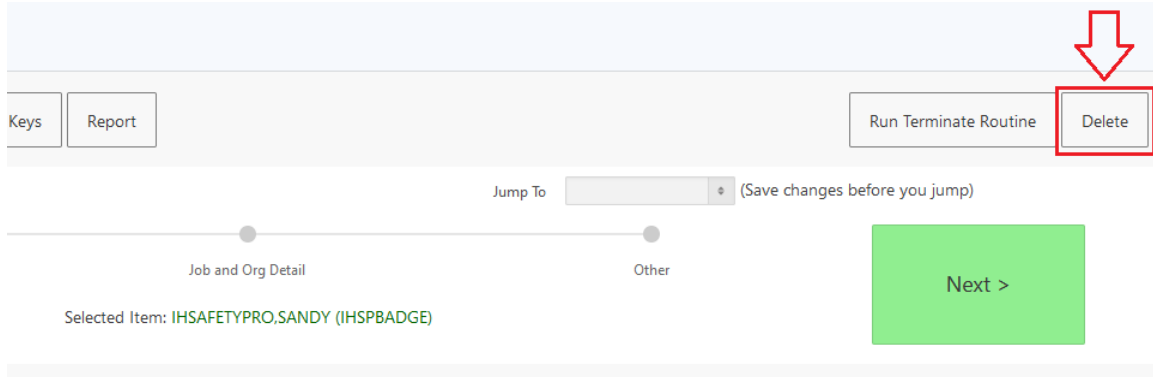
Close browser tab when finished viewing.  
Click *CTSMLIST* / breadcrumb to return to Master List Menu.

## Deleting A Person From The Master Personnel List

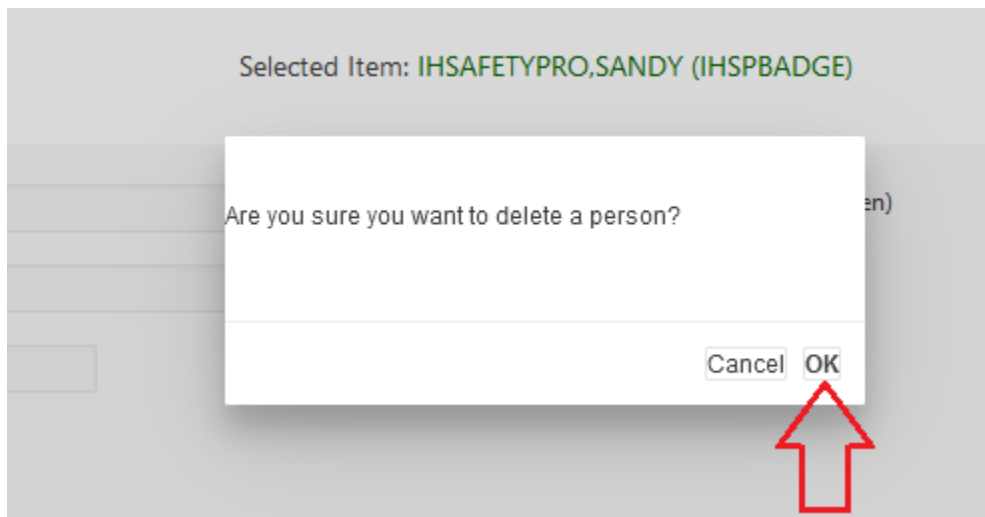
Click **Select Existing Person to Edit** button.

Select a worker from the list.

Click **Delete** button.



Click **OK** button in alert box to confirm delete.



Click *CTSMLIST* / breadcrumb to return to Master List Menu.







Edit organization details.  
Click **Save and Continue** button.

## Print Master Organization ID List Report

Click radio button to select an organization.  
Click *Skip on 599*, *Off-Normal*, or *Hide Checked* button(s).  
*Note: Clicking these buttons again will undo the action(s).*

CTSMLIST /  
CTS407: Master Organization ID List

Create New Organization ID Edit Keys Skip on 599 Off-Normal Hide Checked Delete Checked

All Organization

Qv Go Rows 100 Actions

1 - 6 of 6

	Report	Edit Keys	Org Description	Org ID1	Org ID2	Org ID3	Org ID4	Org ID5	Org ID6	Skip on 599	Off-Normal	Hide
<input type="radio"/>	Report		ADMIN	ADMIN								
<input type="radio"/>	Report		IHSL1	IHSL1								
<input checked="" type="radio"/>	Report		ITL1	ITL1								

## Deleting An Organization From The Master Organization ID List

Click checkbox to select an organization.  
Click **Delete Checked** button.  
Click OK button in alert box to confirm delete.

CTSMLIST /  
CTS407: Master Organization ID List

Create New Organization ID Edit Keys Skip on 599 Off-Normal Hide Checked Delete Checked

Active Organization

Qv Go Rows 100 Actions

1 - 6 of 6

	Report	Edit Keys	Org Description	Org ID1	Org ID2	Org ID3	Org ID4	Org ID5	Org ID6	Skip on 599	Off-Normal	Hide
<input type="radio"/>	Report		ADMIN	ADMIN								
<input type="radio"/>	Report		IHSL1	IHSL1								
<input checked="" type="radio"/>	Report		ITL1	ITL1								
<input type="radio"/>	Report		MAINL1	MAINL1								
<input type="radio"/>	Report		MEDICAL	MEDICAL								
<input type="radio"/>	Report		OPL1	OPL1								

1 - 6 of 6

Click *CTSMLIST /* breadcrumb to return to Master List Menu.