

Using the Search Tab in CBMS

CBMS | Process Manual | Revised: June 2025

OVERVIEW

This document provides a step-by-step process for using the Search tab in CBMS. This search feature can be used to search for an application using specific search parameters.

PROCESS

1. Click on the **Search** tab on the top navigation bar.
2. Enter the Application Date range you are looking for.
 - The **From** and **To** fields are the only required fields on this page. All other fields are optional so you are able to enter whichever search criteria you choose.)
3. If known, you can enter the **User Name** of the worker who entered the application.
4. Enter the Applicant's information such as **Name**, **SSN**, and/or **DOB**.
 - You can complete the fields with the information you have, or leave them blank as they are not required.
5. After you have entered your search criteria, click the **Search** button.
 - If there is a match to the criteria you entered, the results will appear in a Search Result table where you can research further.
 - If there are no matches to the criteria you entered, you will see a message that states: 'No data found for the performed search.'

ACCESSIBILITY

This document is designed to comply with the Web Content Accessibility Guidelines (WCAG)

2.1 AA standard. If you experience any difficulty accessing the content or have questions regarding the process, please contact SOC_StaffDevelopment@state.co.us for assistance.