

Process Manual

Using the Search Tab in CBMS

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.'*

The screenshot shows the 'Application Search' page in the CBMS system. The interface includes a top navigation bar with the 'Search' tab highlighted. Below the navigation bar, there are several input fields for search criteria. Callout 1 points to the 'Application Search' tab. Callout 2 points to the 'Application Date' section, which includes 'From' and 'To' date pickers. Callout 3 points to the 'User Name' field. Callout 4 points to the 'Applicant Name' section, which includes 'Last Name', 'First Name', and 'Middle Name' fields. Callout 5 points to the 'Search' button at the bottom right of the form.

Do you have any questions or suggestions regarding this process? Please contact the SDC via email SOC_StaffDevelopment@state.co.us