

Adding New Employees:

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Name

First: Brandi	Middle:	Last/Business: * Chapman	Generation: -- Select --
File number:	Emancipated: <input type="radio"/> Yes <input checked="" type="radio"/> No	Status: OK - Alive	

Employer information (for agency employees)

ID number: BCHAPMAN	Person type: DEPC - Deputy Clerk
Agency: MCCL - Marshall County Juvenile Clerk	Unit: -- Select --
Division: -- Select --	Quest user ID: BCHAPMAN
Quest authorization group: CLE - Clerk	Type a new password twice:

When you have a new employee that needs access to Quest, or any person who is getting Quest access, they must be added to Quest as a new agency person with the Employer Information completed.

Employer information (for agency employees)

ID number=This is normally set up the same as the Quest user ID. Counties have different formats but this is your user ID that you use to log into Quest. This number is different in some counties for attorneys for example. You can put the attorney number in this ID number then this information can print with the attorney name on a signature line for example. This field is not case sensitive.

Person type=Select the appropriate type of person. The Person Type works closely with the Role Assigned to a case. If you add a person type of Youth Services Officer or Probation Officer, the generic validation table Person Type has a spot that allows you for set up what role this person has when they are added to cases and what type of Quest messages this type of person receives. See more about the table: [Person Type](#).

Code:	PO
Short description: *	PO
Long description: *	Probation Officer
Assigned role:	PO
Get messages?:	y
Notify CheckIn?:	
Active: *	<input checked="" type="radio"/> Yes <input type="radio"/> No

Agency=This is another drop down showing the choices from the table: Agencies. There is security built around agencies, whether you can see information from your own agencies and/or other agencies. Select the agency this person is employed by. See more about the table: [Agencies](#).

Division & Unit=can be used to quickly pull up lists of employees that are in different departments, or in the same department but are in different sections of that department. For example, one large Quest

county has a probation department so they have an Agency called “Marshall County Juvenile Probation” for example, then inside that probation department they have an “Intake” and a “Field” division. Intake handles everything prior to disposition and Field handles children on supervision. Then within their Field Division, they have several different offices spread throughout the county called North Probation, South Probation, etc. They added a unit called that so they could further identify the officers that worked in each of those offices. Read more about [Divisions/Units](#).

Quest authorization group=This is from the Table: security groups. Each person who has access to Quest must be put into the security group that allows them to do exactly what they need to do in Quest. Security groups are normally created for groups of people, like Probation, Clerk, Judge, etc. Choose the appropriate security group for this person. Read more about [Security Groups](#).

Quester user ID=This is the login or user name for Quest. Each county can set up whatever format they want for user names. This may be the same as the ID number. This field is not case sensitive.

Password=The password follows the rules defined in the Table|Generic Validation Tables | Defaults|Password validation properties. Passwords can be set up to have:

- A minimumLength
- Include at least 1 alpha character (a - z) or not
- Include at least 1 numeric character (0 - 9) or not
- Include at least 1 special character (!, @, #, \$, %, ^, or *) or not
- Force default password to be changed – or not

When first setting up a new employee, enter the password as the “default password”. The default password is their Quest User ID in all caps. For example: if the user ID is mgerber, the default password is MGERBER. The default password forces them to change their password the first time they log into the system, if you have set the password up to do that. Read more about [Passwords](#).

You must type the default password in twice, then click the UPDATE button to save these changes.

With a new employee you can add their work address and contact numbers, or ask them to add that information, including their work e-mail address.

Removing Employee Quest Access:

When an Agency person who has access to Quest is no longer employed at that agency, their Quest access needs to immediately be removed.

Do a Name Search and find that person. NEVER delete that person, simply remove the information listed in the Employer information section.

NOTE: If that person has a caseload you should reassign that caseload BEFORE you remove their Quest Access!!!

Read more about [reassigning caseloads](#).

Just remove everything from this area and UPDATE to save your changes. This removes the person's ability to log into Quest. If they had a work address you should END that address and remove any work contact numbers.

Employer information (for agency employees)

ID number: <input type="text"/>	Person type: -- Select --
Agency: -- Select --	Unit: -- Select --
Division: -- Select --	Quest user ID: <input type="text"/>
Quest authorization group: -- Select --	
Type a new password twice: <input type="text"/> <input type="text"/>	