

How To Delete Old Entries From The ENHF Waiting List:

If an entry contains an Employment Date of over 18 months **OR** \$0 listed under the Initial Allotment, Current Allotment, AND Enhanced Funding columns, you want to remove it from the Summary box. It is not eligible for Enhanced Funding (ENHF).

1. Select your County from the County dropdown box, and then click on the 'Search' button.

The screenshot shows the 'Waiting List for Workfare Enhanced Funding' page in the CBMS system. The search criteria section has a dropdown menu for County with the following options: ADAMS, ALAMOSA, ARAPAHOE, ARCHULETA, BACA, BENT. Below the search criteria is a table with the following columns: Participant, Employer Name, Employment Date, Initial Allotment, Current Allotment, and Enhanced Funding. The table is currently empty. Below the table is a 'Detail' section with the following fields: Name, Participant ID, Status, OVR (Yes/No), and Enhanced Funding.

(If you receive a message 326: More than 250 rows present, select a name from the Worker Name drop down box. There are too many records for this page and could lead to a 237 error, which will not allow a deletion.)

2. Click on the words 'Employment Date' link twice to bring the oldest date to the top.

The screenshot shows the 'Waiting List for Workfare Enhanced Funding' page in the CBMS system. The search criteria section is the same as in the previous screenshot. Below the search criteria is a 'Summary' table with the following columns: Participant, Employer Name, Employment Date, Initial Allotment, Current Allotment, and Enhanced Funding. The table contains five rows of data. The first row has the oldest date (01/05/2012) highlighted. Below the table is a 'Detail' section with the following fields: Participant.

Participant	Employer Name	Employment Date	Initial Allotment	Current Allotment	Enhanced Funding
		01/05/2012	\$100.00	\$200.00	\$0.00
		02/02/2012	\$200.00	\$200.00	\$0.00
		02/04/2012	\$522.00	\$597.00	\$0.00
		04/05/2012	\$200.00	\$200.00	\$0.00
		04/15/2012	\$200.00	\$200.00	\$0.00

- Click on the row that you want to delete. (Although the first row is normally blue, it has not been selected.) Then click on the red X.

Waiting List for Workfare Enhanced Funding

Search Criteria

*County: Worker Name:

Search

Summary

Participant	Employer Name	Employment Date	Initial Allotment	Current Allotment	Enhanced Funding	
Zamora, Theresa	L Garcia	01/05/2012	\$100.00	\$200.00	\$0.00	X
		02/02/2012	\$200.00	\$200.00	\$0.00	X
		02/04/2012	\$522.00	\$597.00	\$0.00	X
		04/05/2012	\$200.00	\$200.00	\$0.00	X
		04/15/2012	\$200.00	\$200.00	\$0.00	X

Detail

Participant

- Click on the Yes button.

CBMS -- Webpage Dialog

https://cbms.state.co.us/CBMSIDEPrd/ModalDialog

Are you sure you want to delete?

Yes No

https://cbms.state.co.us Internet

- Then click the Save icon (diskette icon in blue). Message of "Saving".



- The entry is no longer there.

Waiting List for Workfare Enhanced Funding

Search Criteria

*County: Worker Name:

Search

Summary

Participant	Employer Name	Employment Date	Initial Allotment	Current Allotment	Enhanced Funding	
Allen, Joanne Kim	Phillip Weber Top	02/02/2012	\$200.00	\$200.00	\$0.00	X
ROBERTSON,	ABM/Rudi's Bakery	02/04/2012	\$522.00	\$597.00	\$0.00	X
Ecoffey, Laura Ann	Lafayette Assisted	04/05/2012	\$200.00	\$200.00	\$0.00	X
Bogal, Michael J	JMB Builders	04/15/2012	\$200.00	\$200.00	\$0.00	X
Bartko, Erin K	Quality Track Int'l	04/18/2012	\$668.00	\$335.00	\$499.50	X

Detail

Participant