A   Caseload Assignment

To register a case into AZTECS, it must be assigned to a caseload. Caseload assignments enable AZTECS to complete the following for a specific caseload:

- Track each case

- Generate reports

- Generate alerts

All supervisors are assigned a unit number or letter. All EIs are assigned a two digit caseload number in their supervisor's unit. (See Example Caseload Assignment)

AZTECS carries forward the name of the assigned staff to the following screens:

- BUDGET PRINT (BUPR)

- CASE PROFILE (CAP1)

AZTECS also prints the name indicated for that caseload on all AZTECS notices mailed to the participant.

Alert messages generate and display on EWAL and EWAD when the EI assigned to a caseload signs on to AZTECS.

Local office caseload changes may be requested by contacting FAA Data Security.

There are required designations for some caseloads. Other caseload arrangements are flexible and can be designed to fit the work plan of the local office.

Caseload assignment limits access to cases in the following ways:

- Any EI can work on a case assigned to their site code.

    NOTE   Their LOGON ID displays on ACHI, but notices display the name of the EI assigned to the caseload. Alerts for cases in the caseload display only for the assigned EI.

- A caseload can only be assigned to one staff (but staff can be responsible for more than one caseload).

- OST staff who are not Registration, Transfer, or Issuance clerks, but who have a clerical Security Profile can complete clerical actions on a case.

- Staff who have update capability at the site code can complete actions on a case in accordance with their Security Profile.

  NOTE   Their LOGON ID displays on ACHI, but alerts generate only to the EI assigned to the case, as keyed on CARC.