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**HOW TO GUIDE:**  
**DEPARTMENT ID INFORMATION**  
Last Updated September 1, 2012

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To find Department ID information, go to:

Set Up HRMS>Security> Core Row Level Security> Security by Dept Tree

The screenshot shows the Core-CT web application interface. At the top, there is a navigation bar with the following breadcrumb trail: Favorites > Main Menu > Set Up HRMS > Security > Core Row Level Security > Security by Dept Tree. Below the navigation bar, there are two buttons: 'my HR' and 'Core-CT Help'. The main content area is titled 'Setup Dept Security Tree Acc.' and contains the following text: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this text is a search input field with the placeholder text 'Find an Existing Value'. To the right of the input field is a 'Search' button. Below the input field, there are two dropdown menus: 'Row Security Permission List:' and 'Permission List Description:'. Both dropdown menus are set to 'begins with'. To the right of each dropdown menu is a text input field. Below the dropdown menus, there is a checkbox labeled 'Case Sensitive'. At the bottom of the form, there are four buttons: 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

Type the corresponding permission list description in the box as stated below.

**DP DAS**

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Then, click on search and you will see all of the Row Security Permission List for DAS

The screenshot shows the Core-CT web application interface. At the top, there is a navigation bar with the following menu items: Favorites, Main Menu, Set Up HRMS, Security, Core Row Level Security, and Security by Dept Tree. Below the navigation bar, there are two buttons: "my HR" and "Core-CT Help".

The main content area is titled "Setup Dept Security Tree Acc." and contains the following text: "Enter any information you have and click Search. Leave fields blank for a list of all values." Below this text, there is a search form with the following fields:

- Find an Existing Value (button)
- Limit the number of results to (up to 300): 300 (input field)
- Row Security Permission List: begins with (dropdown menu) [ ] (input field)
- Permission List Description: begins with (dropdown menu) [ ] dp das (input field)
- Case Sensitive
- Search (button) Clear (button) Basic Search (button) Save Search Criteria (button)

The search results are displayed in a table with the following columns: Row Security Permission List and Permission List Description. The results are as follows:

Row Security Permission List	Permission List Description
<a href="#">DPSEC1B</a>	<a href="#">DP DAS - SMART - ALL SM AGY'S</a>
<a href="#">DPSEC10</a>	<a href="#">DP DAS - SMART Grps + ITD ECD</a>
<a href="#">DPSEC1A</a>	<a href="#">DP DAS - Small Agencies Mgmt</a>
<a href="#">DP08094</a>	<a href="#">DP DAS GRP-08094</a>
<a href="#">DPDAS010</a>	<a href="#">DP DAS Grp- 08009</a>
<a href="#">DP08001</a>	<a href="#">DP DAS Grp-08001</a>

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To See the Department ID Information, click on one of the permission lists in the list:

CT.gov State of Connecticut

Favorites Main Menu > Set Up HRMS > Security > Core Row Level Security > Security by Dept Tree

my HR Core-CT Help

### Security by Dept Tree

Row Security Permission List: DP08008 DP DAS Grp-08008

Refresh Tree Effdts by: 09/11/2012 Refresh Tree Effective Dates

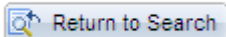
Define Security Profile				Customize   Find   1 of 1
Set ID	Dept ID		Access Code	Effective Date of Tree
AGNCY	DAS23000	Dept of Admin Services	Read/Write	11/04/2011

Save Return to Search Previous in List Next in List Notify

The Department ID is listed as **DAS23000**

You will also notice that the group for this particular permission list is listed as 08008

To search other Row Security Permission list information, click on

the  Button