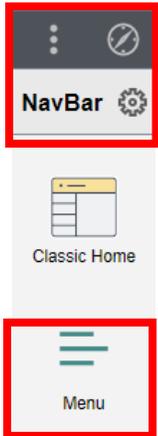


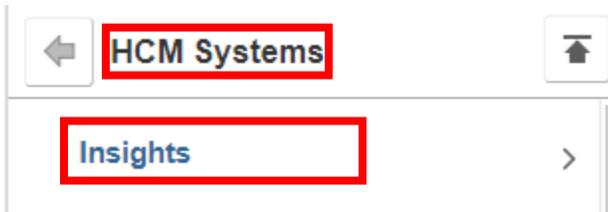


COOP INSIGHT – TIP SHEET

1. The COOP Insight can be found by clicking on the **Nav Bar** (upper right on the Connect screen), then **Menu**:



2. Click on **HCM Systems**, and then **Insights**.



3. Click on **COOP Insight**:





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4. The **Location** search is the most effective search tool within COOP Insight, as it essentially lists the buildings within which your employees work:

COOP Insight

Search Criteria

Location

🔍

COOP Personnel Type

All Personnel
▼

Department

🔍

Search

Clear

Export

5. You may start typing your **Location** code:

Location	Start With
Circuit Courts	CC
District Courts	DC

Location	Code
Judiciary A-POD	MJC01
MD Judicial Center	MJC02
JIS (Most)	JIS01
JIS Customer Services	AOCWH04
JIS IT Service Mgt	AOCWH04
AOC Facilities Admin	AOCWH05

Location	Code
COA and COSA	COA01
COA Jud Chambers	COAJUD01
COSA Jud Chambers	COSAJUD2
Comm on Jud Dis	JU01
Senior Judges	SENJUDVAR



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6. If you want to see multiple locations, press “Enter” after each selection. Your selections will all be listed to the right of the **Location** field:

COOP Insight

Search Criteria

Location	<input type="text" value=""/>	🔍 'DC52A','DC52B'
COOP Personnel Type	<input type="text" value="All Personnel"/>	▼
Department	<input type="text" value=""/>	🔍

7. You may now click on “Search” to see your results and you may click “Export” to send them to Excel.

Note: If you do not see the file pop-up in the lower left side or upper right side of the screen, you may have a Pop-Up Blocker active. You must disable this at the upper right side or corner of the screen in the web address window, and then try again.

8. **Important Areas to check for Regular and County (POIs) employees:**
 - a. **Text Alert Numbers** – Review and make sure all employees have a mobile number listed to receive Text Alerts.
 - b. **Emergency Contacts** – Review and make sure that all employees have someone listed as an emergency contact (phone number included).



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9. Touching Up the Export File:

Click on the box in the **upper left corner** of the Excel table so that the entire table, except for cell A1, will be selected/shaded:

A screenshot of an Excel spreadsheet. The active cell is A1, containing the text 'EMPLID'. The table has four columns: A (EMPLID), B (Name), C (Supervisor Name), and D (Location). A red box highlights the selection box in the upper-left corner of the table area, and another red box highlights the vertical line between columns A and B.

Click the line **between “A” and “B”**, and while holding the mouse button down, move the line **to the right**, as far as the word “EMPLID”, on the line above, and release the button:

A screenshot of the same Excel spreadsheet. The column 'A' (EMPLID) has been expanded to the width of column 'B' (Name). A blue arrow points from the line between A and B to the right, indicating the direction of the expansion. A red box highlights the vertical line between columns A and B.

While the table is still selected/shaded, double-click on the line **between “A” and “B”** to resize the columns, and double-click on the line **between “1” and “2”** to resize the rows:

A screenshot of the Excel spreadsheet. The column 'A' (EMPLID) is now wider than column 'B' (Name). The first row (row 1) has been expanded to the height of row 2. Red boxes highlight the vertical line between columns A and B, and the horizontal line between rows 1 and 2.

You may now save your file.

**If you have questions, please contact the HRIS Service Desk
410-260-6550, or connect@mdcourts.gov**