# Chapter 9 – Workloads

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**KAMIS Workloads**

**Introduction**

Many programs within KAMIS use Workloads to track customers’ status within the program. Most Workloads use the Interactive Report feature to allow creation of custom views of the data. A few workloads are set up as Static Reports – the layout cannot be changed, and the data that displays cannot be filtered.

**Workloads Available in KAMIS**

There are many Workloads in KAMIS:

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*Does not use Interactive Report*

A workload is accessible from one of three places - the main navigation menu bar at the top of each KAMIS page, or the **Workloads** region or **Reports** region on the KAMIS Home Page. A few of the workloads have links in more than one location, and are noted with a +.

*Continued on next page*
KAMIS Workloads, continued

Workload with Interactive Report

The Workload below is an example of one that uses the Interactive Report format. The basic components of the report are listed here. Refer to the Interactive Reports Instructions manual for details on how to use its features.

Search, Filter, and/or Sort Criteria

Edit record icon

Search, Filter, and/or Sort Results

Workload with Static Report

The Medicaid Eligibility Workload displayed here is an example of the static report format. There are no search, filter, or sort options. The table simply displays the data based on the specific criteria for which the Workload was built.

If a static report workload contains data entry fields as seen below, entering the appropriate information and submitting the data will update the KAMIS table that the report information was pulled from.

Results based on the criteria the Workload was built for
Accessing a Workload

Introduction
Some Workloads can be accessed from any page in KAMIS. Others must be accessed from the KAMIS Home Page.

How To
Refer to the images below to find the appropriate Workload link.

Enlarged for readability:

If the desired Workload cannot be found on the navigation menu bar, look in the WORKLOADS region of the KAMIS Home Page:

Most non-KDADS users will have a much smaller Workload list, or possibly no buttons. The above list shows all Workloads available here. The buttons that display depend on what security access the user has.

Continued on next page
Accessing a Workload, continued

How to continued

If the desired Workload is not in the Workloads region list either, then it should be in the REPORTS region of the KAMIS Home Page:

Currently, the MATLOC Report and Waiting List workloads are located in the Reports region. With a future KAMIS update, these workloads will be relocated to the more appropriate WORKLOADS region, or to the navigation menu bar.