**CHANGING NAMES/CASELOADS ON THE EIS TABLES**

1. Login to EIS. On the SYSE screen, select the option for "Display Table Values"
2. On the EIS Tables System Menu, the lower right corner has an option for "JAS", beneath the "PF12". This means to select JAS, press "F12".
3. At the bottom-middle of the next screen there is a "select" field. Enter a "3" in the select field to go to the Jas Caseload table. Press enter.
4. Near the bottom of the FSO numbers (250 and so on), there are several blank lines. This is where you enter the caseload number you want to change. i.e. 959 9 02 and then you press "F2" to navigate or "reposition" to that screen.
5. In the "sel" column on the left, immediately before the caseload number, enter a "c" to change and press enter.
6. The caseload table dialog box will open where you enter an action code of "c" again. Tab to the "PCN" field and enter the 4 digit PCN that the EIS help desk assigns to each case manager. It is not their actual PCN. It's sometimes the last 4 digits of their CMS logon ID, but not always. If they are already on the tables, you can find it on one of their other caseloads. If not, email the EIS help desk. Enter the PCN, press enter, confirm it shows the correct case managers name and then press "F5" to confirm and then "F3" to quit. You should now see the CMs name on the screen for that caseload.

**ADDING NEW CARC NUMBER/CASELOADS ON THE EIS TABLES**

1. Follow steps one through 4.
2. In the "sel" column on the left, immediately before the caseload number, enter an "A" to change and press enter.
3. The caseload table dialog box will open where you enter an action code of "A" again. Tab to the “Full Serv” change to desired office number. Tab to the “Unit” and entered desired number. Tab to “Caseload #” and entered desired number. Tab to the "PCN" field and enter the 4 digit PCN that the EIS help desk assigns to each case manager. It is not their actual PCN. It's sometimes the last 4 digits of their CMS logon ID, but not always. If they are already on the tables, you can find it on one of their other caseloads. If not, email the EIS help desk. Enter the PCN, press enter, confirm it shows the correct case managers name and then press "F5" to confirm and then "F3" to quit. You should now see the CMs name on the screen for that caseload.