



position_description

Table of Contents

position_description	i
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Type a position name, if known. Click **Retrieve**.

If the position name is not known, click . The Positions pop-up window is displayed with a list of all positions.

To search for specific positions, type data in the desired search fields.

Click **Search**. A list of data that matches the search criteria is displayed.

Select a position name from the list. Otherwise, click **Cancel**.

The position **Description** field in the top grid is only enabled for editing if the **Allow CYR Position Description Changes (Admin only)** field is selected on the Options > PMIS District Options page in District Administration.