



**position\_description**



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Begin typing a position description, a drop-down list of corresponding data is displayed. Select a position description from the list.

If the position description 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 number 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 District Administration > Options > PMIS District Options page.