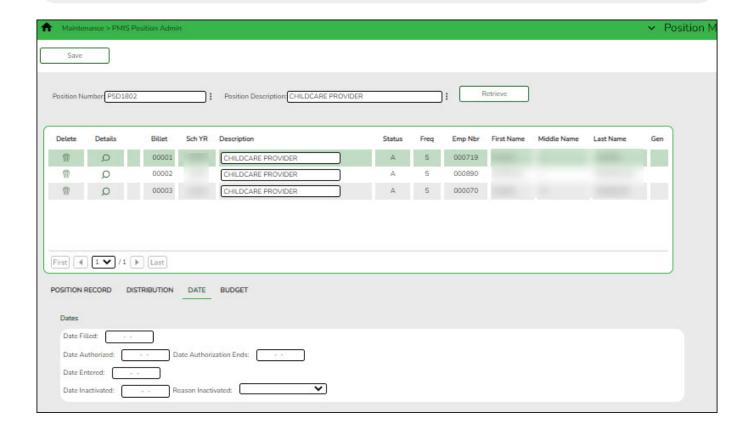


maint_pmispositionadmin_date

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This tab is used to create, modify, or delete dates related to a position record.



Add or modify a record:

Field	Description
Position Number	Begin typing a position number, a drop-down list of corresponding data is displayed. Select a position number from the list. The field can be a maximum of 13 characters. Leading zeros are not required. However, if alphanumeric values are entered, the field is not zero-filled.
	If the position number is not known, click . The Positions pop-up window opens with a list of all positions.
	To search for specific positions, type data in one or more of the 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 .

Field	Description
Position Description	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 opens with a list of all positions.
	To search for specific positions, type data in one or more of the 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.

\Box (Click Retrieve .	The	associated	billet	inform	nation	is	display	ved
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 $\hfill\Box$ Click $\hfill\Box$ to display the position detail information for the selected position.

Under **Dates**:

Date Filled	Populated with the date the position was filled, or you can type a date in MMDDYYYY format. For a new position, the field is automatically populated with the current date.
Date Authorized	Populated with the date the position was authorized, or you can type a date in MMDDYYYY format. For a new position, the field is automatically populated with the current date.
Date Authorization Ends	Populated with the date the position authorization ends, or you can type a date in MMDDYYYY format.
Date Entered	Populated with the date the position was entered in the system, or you can type a date in MMDDYYYY format. For a new position, the field is automatically populated with the current date.
Date Inactivated	Populated with the date the position was inactivated, or you can type a date in MMDDYYYY format.
Reason Inactivated	Click $\stackrel{\checkmark}{}$ to select the reason the position was inactivated.

☐ Click **Save**.



Back Cover