pmispositionhistory_body

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Retrieve a historical position 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**.
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.

❑ Click **Retrieve**. The associated billet information is displayed.

Billet Number	Type the billet number used to identify the various positions within the position number. The field can be a maximum of five digits. Leading zeros are not required.

❑ Click **Retrieve** to display the position history information. The grid displays the following information for the selected position:

- **Billet**
- **Sch YR**
- **Update Date**
- **Description**
- **Orig Type**
- **Begin/End**
- **Freq**
- **Emp Nbr**
- **Name**

❑ Click 🔍 to open the position details pop-up window.

❑ Click the Position Record, Distribution, and Date tabs to view the historical data for the position.

Other functions and features:

Retrieve	The **Retrieve** button is also used to retrieve information from the last save. If you click **Retrieve**, any unsaved changes are lost.
🗑	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click **Save**.

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