position_description

Table of Contents

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.

Back Cover