

Active/Inactive Positions Report

1.	Click the Develop Workforce link. 
2.	Click the Manage Positions (USF) link. 
3.	Click the Report link. 
4.	Click the Active/Inactive Positions link. 
5.	Click the Add a New Value link. 
6.	Enter the desired information into the Run Control ID field. Enter a valid value, e.g. " TWS ".
7.	Click the Search button. 
8.	Click the Choose a date button. 
9.	Click the desired date.
10.	Click the Active Opt list. 
11.	Click an entry in the list.
12.	Click the Run button. 
13.	Click the Server Name list. 
14.	Click an entry in the list.
15.	Click the Ok button. 
16.	Click the Process Monitor link. 
17.	Click the Process Monitor link. 
18.	Click the Process Detail link. 
19.	Click the View Log/Trace link. 
20.	End of Procedure.